



## European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

<b>Organisation:</b>	European Union Advisory Mission in Ukraine			
<b>Job Location:</b>	Kyiv, Lviv, Countrywide			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	<b>Available on</b>
	<b>Locally Contracted (19)</b>			
	UALO 51	Domestic Security Officer	Kyiv	ASAP
	UALS 48	CIS Officer (Telephony and Unified Communications)	Kyiv	ASAP
	UALS 64	Fleet Maintenance Officer	Kyiv	ASAP
	LVLO 05	Interpreter/Translator	Lviv	ASAP
	UALO 13*	Training Officer	Kyiv	1 June 2019
	UALO 15*	Human Rights and Gender Officer/Trainer	Kyiv	1 June 2019
	UALO 44*	Senior General Policing Expert	Kyiv	1 June 2019
	UALO 47*	General Policing Officer	Kyiv	1 June 2019
	UALM 07*	General Policing Officer ( <i>2 positions</i> )	Kyiv/Countrywide	1 June 2019
	UALM 27*			
	UALM 21*	IT Officer	Kyiv/Countrywide	1 June 2019
	UALM 22*	Prosecutorial Reform Officer	Kyiv/Countrywide	1 June 2019
	UALM 23*	Coordination Officer/Interpreter	Kyiv/Countrywide	1 June 2019
	UALM 24*	Interpreter/Translator	Kyiv/Countrywide	1 June 2019
	UALM 25*	Human Rights/Gender/Civil Society Officer	Kyiv/Countrywide	1 June 2019
	UALM 26*	Administration Assistant	Kyiv/Countrywide	1 June 2019
	UALS 24*	Finance Officer	Kyiv	1 June 2019
UALS 50*	CIS Officer (Systems Administration)	Kyiv	1 June 2019	
UALS 79*	Technical Logistics Assistant	Kyiv	1 June 2019	
<b>Deadline for applications:</b>	<b>13<sup>th</sup> of May 2019 at 12h00 Kyiv time</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a>			

\*The advertised posts are pending OPLAN/budget approval.

**Eligibility and essential criteria for all posts (Candidates must meet the following conditions by the deadline of applications):**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Meet other criteria as mentioned in the job description (e.g. educational requirements, previous professional experience, etc.);
- Be physically fit to perform the duties relating to the post (such physical fitness should be attested by a medical certificate).

Other specific post-requirements criteria (e.g. knowledge, skills, etc.) will be assessed during the selection process. **Applications will be considered only when using the standard Application Form to be returned in Word-format, and indicating which position (s) the candidate is applying for.** Only one application per person will be accepted; **max three positions to apply for with priorities specified.**



### Local staff application procedure

<b>Organizational Unit:</b>	<b>EUAM Ukraine</b>
<b>Appointment Date:</b>	<b>As indicated above</b>
<b>Deadline for applications:</b>	<b>13<sup>th</sup> of May 2019 at 12h00 Kyiv time</b>
<b>Process:</b>	<p><b>Application forms are to be sent in English to EUAM Ukraine, to the attention of Human Resources Management Unit by e-mail to the following e-mail account:</b>  <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></p> <p>Applications will be considered <b>only, when using the standard Application Form to be returned in Word format, and indicating which position(s) the candidate is applying for.</b></p> <p><b>Only one application per person will be accepted; max three positions to apply for with priorities specified.</b></p> <p>Eligibility criteria is of outmost importance.</p> <p>It is not necessary at this stage to send copies of qualifications, previous employment contracts, etc.</p> <p>The candidates will be shortlisted based on their professional qualifications and those top qualified will be invited for tests and/or interviews.</p> <p>Other specific post-requirements criteria (e.g. knowledge, skills, etc) will be assessed during the selection process.</p> <p>At the end of the selection process, only interviewed applicants will receive selection or non-selection notifications.</p> <p>The EU strives for an improved gender balance in compliance with UN Security Council Resolution 1325. Therefore, EUAM Ukraine encourages female candidates to apply for these posts. EUAM Ukraine shall place no restrictions on the eligibility of men and women to participate in any capacity under the conditions of equality.</p>



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 64	Fleet Maintenance Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Logistics and Transport Unit	Kyiv	II

The Fleet Maintenance Officer will report to the Transport Manager. As part of the Transport Section, s/he will contribute to the efficient and effective running of the transport tasks and the Mission Support Department.

#### **Duties and Responsibilities**

The Fleet Maintenance Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Plan and organize of vehicle maintenance and services within the territory of Ukraine;
- Maintenance of database, ensuring the accuracy and validity of data recorded;
- Participate in the procurement process by evaluating the technical features of the goods and services, drafting documentation, conducting market surveys etc.;
- Assist in the efficient execution of contracts relating to acquisition and maintenance / services contracts, including car insurance issues and vehicle registration;
- Assist in the preparation of insurance claims;
- Assist in the implementation, control and maintenance of the fleet monitoring system;
- Monitor the proper use and data evaluation of vehicle logbooks (controls of mileage, fuel consumption, etc.);
- Assist in the planning, analyse, design, programming and implementation of all aspects of vehicle and transportation needs of the Mission in cooperation and coordination with the other members of the team;
- Assist in conducting minor technical check-up of vehicle fleet;
- Coordinate and supervise storage, allocation and distribution, consumption and assessment of future needs as concerns fuel, vehicles and related equipment;
- Provide advice and support on logistics and transport related matters;
- Produces reports concerning logistical and transport issues;
- Ensure accuracy and comprehensive policies and guidelines to the logistics and transportation aspects;
- Translate transport related documents from local languages to English and vice versa;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Transport, Engineering, Logistics, Business Management or related areas, where the normal duration in the country awarded is three (3) years or more and attested by a diploma;
- After having obtained the university degree, at least five (5) years of proven full time relevant professional experience in the private and/or public sector in fleet management, vehicle maintenance or related positions;

- Excellent knowledge of vehicle mechanics;
- Good knowledge of spare parts and vehicle maintenance markets;
- Valid driving licence category B.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suites;
- Very good knowledge of electronic/online catalogues of spare parts and services;
- Outstanding knowledge of Kyiv area and good geographical knowledge of Ukraine;
- Very good experience of using data for preparing reports.

**Additional advantageous assets:**

- Valid driving licence category C1 would be a significant advantage;
- Work experience in aftersales customer service (vehicle maintenance);
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.