



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

Organisation:	European Union Advisory Mission in Ukraine			
Job Location:	Kharkiv			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (1)</u>			
	KHLD 01 B*	Local Security Officer	Kharkiv	middle of November 2019
Deadline for applications:	30 th of October 2019 at 12h00 Kyiv time			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

(*) The period of replacement will be required from the middle of November 2019 until April 2020 (temporary employment contract).

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

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or 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 candidate will be accepted.



Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	30th of October 2019 at 12h00 Kyiv time
Process:	<p>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 address: vacancies@euam-ukraine.eu</p> <p>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.</p> <p>Only one application per candidate will be accepted.</p> <p>Eligibility criteria is of outmost importance.</p> <p>At this stage, it is not necessary to send copies of qualifications, previous employment contracts, etc.</p> <p>The candidates will be shortlisted based on their relevant qualifications and experience and only those considered eligible will be invited for tests and/or interviews.</p> <p>At the end of the selection process, only those short-listed applicants will be notified on the outcome of the selection process.</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	
KHLD 01 B*	Local Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department/ Security Unit Kharkiv	Kharkiv	II

The post holder will be placed under the authority of the Senior Mission Security Officer and/or his/her designate via regional Mission Security Officer. As part of the Security and Duty of Care Department, s/he will contribute to the efficient and effective running of the Security tasks.

Duties and Responsibilities

The Local Security 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:

- The Local Security Officer assists in the implementation of security operations and all matters relating to the safety and security for EUAM Ukraine personnel in the country or in the region of assignment;
- Assists Regional based Mission Security Officers in collecting, updating and communicating information regarding the security situation in the country;
- Liaises and coordinates, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Helps to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the Mission Security Officers/Analyst;
- May be requested to provide technical assistance at CMT meetings;
- Assists in maintaining the Security Plan, including updating staff lists;
- Maintains security contingency plans updated;
- Ensures that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Assists in the conduct of regular fire drills, communication tests and evacuation exercises;
- Maintains public security and order inside EUAM HQ/Field Offices;
- Monitors the record of visitors inside EUAM HQ/Field Offices;
- Co-operates closely on security issues with other international organizations and national law enforcement agencies;
- Produces reports to the SMSO via Regional Mission Security Officer on any and all incidents affecting mission staff, offices and assets and initiate necessary follow up as directed by the EUAM security team;
- Assists in ensuring residential (Minimum Operating Residential Security Standards -MORSS) and office safety, and security preparedness
- Provides administrative and logistical support to the EUAM Security;
- Coordinates with MSO in arrangements of appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings.
- Assists in the development and maintenance of warden system and keeps update of information related to EUAM offices and residences;
- Supports EUAM Security in the tracking of mission personnel movements in Area of Responsibility according to prior arrangements and ensure proper communication;

- Performs other work- related tasks as assigned.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or 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 diploma or Equivalent Police/Military/Security education, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

Essential criteria

- Be physically fit to perform the duties relating to the post;
- Have a thorough knowledge of the English, Ukrainian and Russian languages;
- Very good communication skills in English: ability to write and communicate orally in a clear and concise manner;
- Good experience of using data for preparing reports;
- Very good knowledge and experience of Microsoft Office Suites;
- Ability to perform on-call and irregular working schedule if required.
- Possession of a valid driver's license.

Additional assets

- Professional experience in an EU and/or international environment;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Professional qualification in security management is an asset;
- Experience of working in an intercultural environment, with respect of diversity;
- Knowledge of radio operation;
- Class C driving license would be an asset.

Personality assets

- Have strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- To build productive and cooperative working relationships with other staff members;
- To deal helpfully and courteously with people, including outside contacts;
- To have a positive attitude to working in a core team;
- To have a strong sense of confidentiality and discretion in dealing with all Mission-related matters.

(*) The period of replacement will be required from the middle of November 2019 until April 2020 (temporary employment contract).