European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

<table>
<thead>
<tr>
<th>Organisation:</th>
<th>European Union Advisory Mission in Ukraine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Location:</td>
<td>Kyiv, Kharkiv</td>
</tr>
<tr>
<td>Availability:</td>
<td>ASAP</td>
</tr>
<tr>
<td>Staff Regime:</td>
<td>Locally Contracted</td>
</tr>
</tbody>
</table>

### Job Titles/ Vacancy notices

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Title of the post</th>
<th>Location</th>
<th>Available on</th>
</tr>
</thead>
<tbody>
<tr>
<td>UALC 19</td>
<td>Parliamentary Liaison Officer</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>UALC 46</td>
<td>Project Support Assistant</td>
<td>Kyiv</td>
<td>7/01/2020</td>
</tr>
<tr>
<td>UALC 57</td>
<td>Video and photo journalist/editor</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>UALO 03</td>
<td>National Analytical Officer/SAC</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>UALO 12</td>
<td>Human Resources Development Officer</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>UALO 15</td>
<td>Human Rights and Gender Officer/Trainer</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>UALO 17</td>
<td>Good Governance Officer</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>UALO 71</td>
<td>Legislative Reform Officer</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>UALO 75</td>
<td>Legal Reform Officer</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>UALS 75</td>
<td>CIS Technician (Helpdesk&amp;Support)</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td>KHLO 02</td>
<td>Training Officer</td>
<td>Kharkiv</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

#### Locally Contracted (11)

**Deadline for applications:** 4th of December 2019 at 12h00 Kyiv time

**E-mail to send the App. Form:** vacancies@euam-ukraine.eu

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 person will be accepted and maximum three positions to apply for with priorities specified.
## Local staff application procedure

<table>
<thead>
<tr>
<th>Organizational Unit:</th>
<th>EUAM Ukraine</th>
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</thead>
<tbody>
<tr>
<td>Appointment Date:</td>
<td>As indicated above</td>
</tr>
<tr>
<td>Deadline for applications:</td>
<td>4th of December 2019 at 12h00 Kyiv time</td>
</tr>
<tr>
<td>Process:</td>
<td>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: <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></td>
</tr>
</tbody>
</table>

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 and maximum three positions to apply for with priorities specified.

Eligibility criteria is of outmost importance.
At this stage, it is not necessary to send copies of qualifications, previous employment contracts, etc.
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.
At the end of the selection process, only those short-listed applicants will be notified on the outcome of the selection process.
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.
European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

<table>
<thead>
<tr>
<th>Position Code</th>
<th>Position Title</th>
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</thead>
<tbody>
<tr>
<td>UALO 71</td>
<td>Legislative Reform Officer</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/Unit</th>
<th>Location</th>
<th>Post Group (Local Staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Department/Rule of Law Component/ Prosecution/Judiciary Unit</td>
<td>Kyiv</td>
<td>II</td>
</tr>
</tbody>
</table>

The Legislative Reform Officer will report to the Head of Prosecution/Judiciary Unit in support of the Rule of Law Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

Context
The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities
The Legislative Reform 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:

- Ensure continuous systematic follow-up of ongoing legislative initiatives and reforms in the security sector and especially in the field of assessing legal reforms;
- Research and analyse existing legislation and draft laws in the field of security sector and especially related to EU and international standards;
- Draft legal analysis and opinions;
- Draft official letters to Ukrainian interlocutors;
- Attend meetings with different counterparts and, if necessary, provide interpretation services during such meetings;
- Take notes / minutes from meetings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- File documents and recorded data in appropriate databases and files;
- Translate particularly legal documents from Ukrainian into English and vice-versa when operational needs arise;
- Under guidance of the line manager or the project manager perform administrative support for the unit and for project management (including organization of the meetings, events, draft ToR);
- 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 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 Law, 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, including at least three (3) years experience as a Legal Expert or in a similar position in the private and/or public sector, acquired after graduation;

• Previous professional experience in the analysis and drafting of legal instruments and legislation is a requirement.

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 Suite Package;
• Knowledge of Ukrainian Governmental Institutions, structures and governance processes particularly in the area of criminal justice;
• Experience in positions requiring organizational skills, with a service approach;
• Experience in compiling reports.

Additional advantageous assets:
• Professional experience in an EU and/or International environment;
• Previous experience analyzing and commenting (draft) legislation;
• Previous experience working in the area of criminal justice reform;
• Previous experience with drafting legislation particularly in the area of criminal justice;
• Previous experience drafting complex legal opinions;
• Very good knowledge of Ukrainian criminal legislation and other legislation in the area of security sector reform;
• Previous experience with project management;
• Experience of working in an intercultural environment, with respect of diversity.

Personality assets:
• Have strong sense of initiative, responsibility and autonomy;
• Maintain the highest levels of confidentiality and discretion when dealing with information;
• Ability to build productive and cooperative working relationships with other staff members;
• Ability to deal helpfully and courteously with people, including outside contacts;
• Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
• Ability to perform on-call and irregular working schedule if required.