European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

<table>
<thead>
<tr>
<th>Job Titles/ Vacancy notices</th>
<th>Ref.</th>
<th>Title of the post</th>
<th>Location</th>
<th>Available on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UALO 06</td>
<td>Regional Operations Officer</td>
<td>Kyiv</td>
<td>1 April 2020</td>
</tr>
<tr>
<td></td>
<td>UALO 12</td>
<td>Human Resources Development Officer</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td></td>
<td>UALO 16</td>
<td>Human Rights Training Officer</td>
<td>Kyiv</td>
<td>ASAP</td>
</tr>
<tr>
<td></td>
<td>UALS 45</td>
<td>CIS Officer (Information Technology)</td>
<td>Kyiv</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>UALM 03</td>
<td>Coordination Officer/Interpreter</td>
<td>Kyiv/Countrywide</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>MALO 01*</td>
<td>Field Office Coordination Officer</td>
<td>Mariupol</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>MALO 02*</td>
<td>Training Officer</td>
<td>Mariupol</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>MALO 05*</td>
<td>Interpreter/Translator</td>
<td>Mariupol</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>MALO 06*</td>
<td>Prosecutorial Reform Officer</td>
<td>Mariupol</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>MALO 08*</td>
<td>Regional Operations Officer</td>
<td>Mariupol</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>MALS 01*</td>
<td>Regional Administration Assistant</td>
<td>Mariupol</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>MALD 01*</td>
<td>Local Security Officer (2 positions)</td>
<td>Mariupol</td>
<td>1 June 2020</td>
</tr>
<tr>
<td></td>
<td>MALD 02*</td>
<td>Local Security Officer</td>
<td>Mariupol</td>
<td>1 June 2020</td>
</tr>
</tbody>
</table>

*The availability of this position is subject to the approval of the Budgetary Impact Statement.

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.

Deadline for applications: 23rd of March 2020 at 12h00 Kyiv time

E-mail to send the App. Form: vacancies@euam-ukraine.eu
Local staff application procedure

<table>
<thead>
<tr>
<th>Organizational Unit:</th>
<th>EUAM Ukraine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Date:</td>
<td>As indicated above</td>
</tr>
<tr>
<td>Deadline for applications:</td>
<td>23rd of March 2020 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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<tr>
<td>UALO 06</td>
<td>Regional Operations Officer</td>
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</table>

Department/Unit | Location | Post Group (Local Staff) |
Operations Department /HoOps Section | Kyiv      | II                        |

The Regional Operations Officer will report to the Head of Operations (HoOps). As part of the Operations Department, s/he will contribute to the efficient and effective running of relevant tasks.

Duties and Responsibilities
The Regional Operations 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:

- Liaise with the Head of Field Offices in order to ensure the communication on Mission policy and guidelines;
- Assist the HoOps in daily coordination with the Field Offices and Deployable Teams;
- Assist and prepare daily briefings with information from the Regional Presences for his/her Line Manager;
- Perform analysis, verbal and written translations of all types of documents, e.g. laws, administrate regulations, presentations, letters, reports etc. from English to Ukrainian and/or Russian language and vice-versa;
- Perform simultaneous and consecutive translations/interpretations from English to Ukrainian and/or Russian language and vice-versa, inter alia at formal and informal meetings for the international staff members of EUAM as assigned;
- Take notes/minutes;
- Collect and analyse relevant information contained in communications and publications received from different sources, including all forms of media;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organising meetings and events with National and International GOs and NGOs on central and local levels;
- Perform administrative and secretarial duties, draft e-mails, memos, letters and other requested documents as required, utilising the provided filing systems;
- Assist and support the Line Manager in the coordination of projects;
- Maintain, develop and file documents and recorded data in appropriate databases, spread sheets and all data-related files;
- 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 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 Political Science, International Relations, Diplomacy, Law, Social Sciences, Public Administration or a closely related field, 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.
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;
- Excellent grasp of regional dynamics and their effects on Ukraine;
- Willingness to travel to all places in Ukraine as required;
- Experience in positions requiring analytical and organizational skills, with a service and project oriented approach;
- Experience of data analysis for preparing reports.

Additional advantageous assets:
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience in police/public relations and community outreach is desired.

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 work long hours under harsh field conditions with no limitations in light of irregular working hours.