



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

<b>Organisation:</b>	<b>European Union Advisory Mission in Ukraine</b>			
<b>Job Location:</b>	<b>Kyiv</b>			
<b>Availability:</b>	<b>see below</b>			
<b>Staff Regime:</b>	<b>Locally Contracted</b>			
<b>Job Title/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Locally Contracted (2)</u></b>			
	UALO 12	Human Resources Development Officer	Kyiv	ASAP
	UALS 32 B*	Procurement Officer	Kyiv	end of September
<b>Deadline for applications:</b>	<b>Tuesday, 21 July 2020 at 17:00 hours (Kyiv time) Late applications will not be accepted</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a>			

**(\*) The period of replacement will be required from the end of September 2020 until February 2021 (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 person will be accepted.**



### 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>Tuesday, 21 July 2020 at 17:00 hours (Kyiv time) – Late applications will not be accepted</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 address: <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></b></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><u>Only one application per person will be accepted.</u></b></p> <p>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.</p>



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 12	Human Resources Development Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Strategic Civilian SSR Component/Human Resources Development Unit	Kyiv	II

The Human Resources Development Officer (external) will report to the Head of Human Resources Development Unit in support of the Strategic Civilian SSR 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 Human Resources Development Officer (external) 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:

- Assist the Head of Human Resources Development Unit in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Assist in the development of curricula for human resources and deliver trainings;
- Assist and support the Line Manager in the coordination of projects;
- 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;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- Take notes/minutes;
- Perform administrative and secretarial duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets 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 Police Science, Human Resources, Law, Public Administration, Political Science, International Relations, Social Sciences, Diplomacy or a closely related field of study 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;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Human Resources-related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

**Additional advantageous assets:**

- Experience from Police or other law enforcement body;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Professional experience in an EU and/or International environment;
- 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.