



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

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

(*) 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

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Tuesday, 21 July 2020 at 17:00 hours (Kyiv time) – Late applications will not be accepted
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><u>Only one application per person will be accepted.</u></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	
UALS 32 B*	Procurement Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Procurement Unit	Kyiv	II

The Procurement Officer will report to the Head of Procurement Unit. As part of the Procurement Unit, s/he will contribute to the efficient and effective running of the Procurement Unit tasks and the Mission Support Department.

Duties and Responsibilities

The Procurement 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:

- Use legally established professional, transparent and competitive procurement policies and procedures in accordance with EU legislation and regulations to ensure that the best value for money is obtained;
- Assist the Head of Procurement Unit on contracting and procurement issues and drafting of procurement documents;
- Make pre-selection of suppliers, be point of contact with them in procurement procedures;
- Maintain updated database of contracts and ensure that all required documentation is kept updated accordingly;
- Provide assistance to the mission members related with all contracting and procurement matters;
- Translate procurement 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 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, Public Administration, Business Administration, Finance or a relevant field, 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 relevant and proven full-time professional experience related to Procurement 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;
- Well-developed document drafting skills;
- Very good knowledge and experience of MS Office, in particular Word, Excel and PowerPoint;
- Very good knowledge of public and international procurement rules and principles;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Good experience of working with data for reporting.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Professional qualification in Procurement management.

Personality assets:

- 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;
- 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;
- 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.

(*) The period of replacement will be required from the end of September 2020 until February 2021 (temporary employment contract).