



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

<b>Organisation:</b>	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
<b>Job Location:</b>	Kyiv, Kyiv/Countrywide, Kharkiv, Mariupol			
<b>Availability:</b>	see below			
<b>Staff Regime:</b>	Locally Contracted			
<b>Job Title/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	
	<b><u>Locally Contracted (6)</u></b>			
	UALO 053	Civil Society Officer	Kyiv	ASAP
	UALO 054	Public Finance Office	Kyiv	1 January 2022
	UALS 054	Technical Logistics Assistant	Kyiv	ASAP
	UALM 001	IT Officer (Mobile Unit)	Kyiv/Countrywide	ASAP
	MALO 007	Strategic Communication/Press and Public Information Officer	Mariupol	ASAP
	KHLO 006	Regional Operations Officer	Kharkiv	5 January 2022
<b>Deadline for applications:</b>	<b>Friday, 22 October 2021 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>			

**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;
- Citizenship of Ukraine and/or holding permanent resident 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; max three positions to apply for with priorities specified.**



### 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>Friday, 22 October 2021 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 Division by e-mail to the following e-mail address:</b>  <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></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; max three positions to apply for with priorities specified.</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**

<b>Position Code</b>	<b>Position Title</b>	
UALO 053	Civil Society Officer	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Operations Department/Governance Component/Good Governance & Digital Transformation and Innovation Unit/Good Governance Team	Kyiv	II

The Civil Society Officer will report to the Head of Good Governance and Digital Transformation and Innovation Unit. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

**Duties and Responsibilities**

The Civil Society 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:

- Provide continuous mapping and analysis of civil society actors' involvement in the civilian security sector reform;
- Follow overall developments related to civil society and its abilities to be involved in CSSR;
- Establish and maintain relationships with the key stakeholders in civil society; advise on and organize meetings of the Governance Component or/and other Mission members with the relevant members and representatives of civil society bodies including their short bios, background information and the agendas of the meetings;
- Preparing digests of the relevant civil society documents and recommendations for further action;
- Organizing workshops, conferences and other events related to civil society SSR oversight;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Perform translations of all types of documents related to the area of expertise 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;
- Identify lessons learned by civil society bodies in monitoring the implementation of the SSR;
- Assist Civil Society Adviser and, if necessary, other EUAM components in developing and implementing project proposals related to civil society engagement in SSR;
- Assist and support the Head of Unit in the coordination of projects;
- Assist Civil Society Adviser and, if necessary other EUAM components, in developing and delivering training related to civil society engagement in SSR;
- Assist in coordinating civil society related activities with EUAM's field presence;
- Handle information with confidentiality and discretion;
- Perform any other related task as requested by his/her Line Manager.

**Qualifications and experience**

**Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Ukraine and/or holding permanent resident 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, Economics, Social Sciences, Public Administration 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;
- Fluency in English, Ukrainian and Russian, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Thorough knowledge of the political, cultural and security situation in Ukraine, especially in the areas of civil society, security sector and its reform process;
- Very good knowledge and experience of Microsoft Office Suite;
- Knowledge of Ukrainian Governmental Institutions;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

**Additional advantageous assets:**

- Having relevant professional experience of working in an international organization present in Ukraine (EU, CoE, UN, OSCE, USAID, etc);
- 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;
- 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.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

<b>Position Code</b>	<b>Position Title</b>	
UALO 054	Public Finance Officer	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Operations Department/Governance Component/Good Governance & Digital Transformation and Innovation Unit/Good Governance Team	Kyiv	II

The Public Finance Officer will report to the Head of Good Governance and Digital Transformation and Innovation Unit. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

**Duties and Responsibilities**

The Public Finance 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:

- Assist the Head of Good Governance and Digital Transformation and Innovation 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 and support the Head of Good Governance and Digital Transformation and Innovation Unit in the coordination of projects in the public finance field;
- Provide support to development of strategies and action plans;
- Support the development and implementation of civil security sector strategies, action plans and M&E systems;
- Follow up and analyse the process of budget preparation, allocation and execution with a good understanding of the concept of policy based budgeting, procurement, resource planning and of the current concrete technical proposals;
- Support Ukrainian authorities to make changes in the existing culture of public finance, logistics and procurement, with a special view to transparency, responsibility and accountability, in order to support Ukrainian civilian security sector reforms;
- Identify and advise relevant Ukrainian partners on the capacity and training opportunities in the public finance field;
- Support relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public finance;
- Assist in the implementation of training activities for public finance;
- Identify, analyse and disseminate information on all public finance activities within her/his area of responsibility as required;
- Collect and analyse information contained in communications and publications received from different sources, including the press;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative 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;
- Perform translations of all types of documents related to the area of expertise 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;
- Handle information with confidentiality and discretion;
- Perform any other related task as requested by his/her Line Manager.

### **Qualifications and experience**

#### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Ukraine and/or holding permanent resident 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 Public Administration, Finance, Economics, International Relations, Law 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:**

- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector;
- Be physically fit to perform the duties relating to the post;
- Fluency in English, Ukrainian and Russian, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of Microsoft Office Suite;
- 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:**

- 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.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

<b>Position Code</b>	<b>Position Title</b>	
UALS 054	Technical Logistics Assistant	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Mission Support Department/Logistics and Transport Division	Kyiv	IV

The Technical Logistics Assistant will report to the Logistics Officer (International). As part of the Logistics and Transport Division, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

**Duties and Responsibilities**

The Technical Logistics Assistant 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 Logistics Officer in the preparation of goods, presentations, accounting and other tasks to inventory, stock control, warehouse activities and supply if needed;
- Review requisitions, pick lists and issuing/receiving documents;
- Obtain productivity in the receiving, inspection, storing and issuing of stock items;
- Liaise with the Logistics Officer responsible for the Supply Chain and Contract Management and other related mission members on stock issues/receipts and the establishment of quotas and issuing schedule for commonly used items;
- Review work for accuracy, completeness and compliance with established procedures;
- Ensure that stock is stored, rotated and disposed effectively;
- Liaise with all general Logistics Colleagues at the Mission regarding receiving, accounting and inspection activities concerning equipment received;
- Ensure entry of received materials in "receipt register";
- Unloading and placing of surplus items into the Warehouse by himself/herself or in cooperation with loan movers;
- Implement bar codes on equipment where appropriate;
- Act as a helpful Asset for International and National Logistics Officers;
- If advised act as replacement for the National Logistics Officer;
- Handle information with confidentiality and discretion;
- Perform any other related task as requested by his/her Line Manager.

**Qualifications and experience**

**Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of the Secondary Education attested by a Certificate;
- After having fulfilled the education requirements, at least three (3) years of relevant and proven full-time professional experience, in roles with practical responsibilities similar to the functions of this post, in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Valid driving license B category;
- Fluency in Ukrainian and Russian;

- Working knowledge of English;
- Good communication skills of English, Ukrainian and Russian;
- Experience in General Logistics Tasks like Storage Guidelines, Working Safety etc.;
- Good experience of using data for Stock Reports, Stock and Inventory Overviews;
- Computer skills, knowledge and experience of Microsoft Office Suite.

**Additional advantageous assets:**

- Professional experience in an EU and/or international environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Valid driving license C1 category or higher.

**Personality assets:**

- Willingness and ability to work physically;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines under supervision;
- Good interpersonal and communication skills, ability to communicate effectively orally and in written;
- 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.





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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

<b>Position Code</b>	<b>Position Title</b>	
UALM 001	IT Officer	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Operations Department/Mobile Unit I	Kyiv/Countrywide	II

The IT Officer will report to the Head of Mobile Unit I. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

**Duties and Responsibilities**

The IT 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:

- Assist the Line Manager in her/his efforts in supporting the development of Information Technology (IT) infrastructure, its management and maintenance procedures in the Ukrainian civilian security sector institutions in accordance with Mission policy and guidelines;
- Assist the Line Manager in liaising with relevant stakeholders to support improvement in service provision, interoperability between information systems and enhancing the use of information in human resources policy making and planning, budgeting, accounting and monitoring systems in order to increase accessibility and use of data;
- Assess the needs and the state of play of the IT-systems in the regions (within police and prosecution offices);
- Support in IT area to implement reforms in accordance with the centrally agreed policies and guidelines;
- Assist and support the Line Manager in the coordination of projects;
- Perform translations of all types of documents related to the area of expertise 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 and also during duty trips;
- Cooperation with the Senior Adviser on Communications and Information Systems in CSSR Component;
- Take notes/minutes;
- 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 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;
- Handle information with confidentiality and discretion;
- Perform any other related task as requested by his/her Line Manager.

**Qualifications and experience**

**Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Ukraine and/or holding permanent resident 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 Information Technology, Computer Science, Telecommunications 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;
- Fluency in English, Ukrainian and Russian, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of Microsoft Office Suite;
- Knowledge in Governance related issues, to include the development of Ukrainian government and ministerial reform policy;
- 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 in IT project/program management, or IT service management framework including IT security 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 mission 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.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

<b>Position Code</b>	<b>Position Title</b>	
MALO 007	Strategic Communication/Press and Public Information Officer	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Operations Department/Field Office Mariupol	Mariupol	II

The Strategic Communication/Press and Public Information Officer will report to the Head of Field Office Mariupol and work in close coordination with the Press and Public Information Division. As part of the Field Mariupol, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

**Duties and Responsibilities**

The Strategic Communication/Press and Public Information 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, in full coordination with the Mission’s Press and Public Information Division/Strategic Communications:

- Assist the Head of Field Office Mariupol in the effort to support local Law Enforcement Agencies in developing their strategic communications capacity;
- Contribute to assisting, coaching, and mentoring local Law Enforcement Agencies in the field of strategic communications and media interaction, in full coordination with and supported by the Mission’s Press and Public Information Division/Strategic Communications;
- Assist the Head of Field Office Mariupol in the effort to raise the visibility and outreach of EUAM Ukraine and FO activities through press and public information initiatives, activities, projects, and programmes, in full coordination with the Mission’s Press and Public Information Division;
- Build and maintain relations to regional media representatives;
- Contribute to the planning, preparation, and delivery of regional communication training-related initiatives, activities, projects, and programmes, including delivering presentations and lessons online as well as offline, in full coordination with and supported by the Mission’s Press and Public Information Division/Strategic Communications;
- Provide support in developing, planning, and organizing meetings and events with regional authorities, stakeholders, international organisations, and the general public;
- Contribute to the Mission’s visibility and outreach in the region by drafting news articles, promotion and publicising of mission events, organisation of public/press events, and by acting as the Mission’s focal point for local media;
- Provide regular compilations of relevant local media reports , as well as collect, analyse and report information gathered from open sources, including from the media and through the Mission’s counterparts in support of the Mission’s Press and Public Information Division’s mission-wide media monitoring;
- Draft written analyses, reports, and presentations;
- Perform translations of all types of documents, e.g. articles, presentations, letters, project descriptions, reports, etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in consecutive mode from English to Ukrainian or Russian language and vice versa, inter alia at meetings, training and mentoring sessions with Ukrainian stakeholders for international members of EUAM as assigned;
- Perform administrative duties, including taking notes/minutes, drafting e-mails, memos, letters, and other requested documents as required; maintain and file these and other recorded data in appropriate databases, spreadsheets, or similar data-accessible filing systems;
- Provide Strategic Communications/Press and Public Information support to Kharkiv Field Office as requested;

- Handle information with confidentiality and discretion;
- Perform any other related task as requested by his/her Line Manager.

### **Qualifications and experience**

#### **Eligibility criteria:**

- Enjoy full civil rights and do not have a criminal record;
- Citizenship of Ukraine and/or holding permanent resident 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 Communication, Media Science, Mass Communication, Journalism, 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 fulfilled the education requirements, 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;
- Fluency in English, Ukrainian and Russian, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Have substantial experience from positions requiring performance of a wide range of media and communication-related skills and competencies;
- Experience in advising on strategic communication and delivering media interaction training;
- Experience in positions requiring excellent drafting, analytical and project management skills, with a service-oriented approach;
- Very good understanding of the Ukrainian media/social media landscape, social and cultural environment;
- Experience in compiling presentations, reports, and project descriptions;
- Knowledge of Ukrainian Governmental Institutions, structures, and governance processes;
- Excellent understanding of the political and social national and international environment;
- Very good knowledge and experience of Microsoft Office Suite in particular in Word and PowerPoint.

#### **Additional advantageous assets:**

- Journalistic or similar experience;
- Professional experience in an EU and/or international environment;
- Experience in working in an intercultural environment, with respect to diversity.

#### **Personality assets:**

- Have a strong sense of initiative, responsibility, and empathy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal professionally and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work on time even under pressure;
- Ability to perform on-call and irregular working schedule if required.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
KHLO 006	Regional Operations Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Field Office Kharkiv	Kharkiv	II

The Regional Operations Officer will report to the Head of Field Office Kharkiv. 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:

- Assist his/her Line Manager with the daily running of the Field Office;
- Liaise with the Field Office Coordination Officer in order to ensure the communication on Mission policy and guidelines;
- Provide assistance for daily/weekly/monthly briefings;
- Perform verbal and written translations of all types of documents, e.g. laws, administrative 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;
- Prepare discussion points for meetings with local authorities, stakeholders and international organisations;
- Provide support in organizing, planning and developing meetings and events on central and local levels;
- 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;
- Draft e-mails, memos, letters and other requested documents as required, utilising the provided filing systems;
- Support the Line Manager in the implementation of projects;
- Maintain, develop and file documents and recorded data in appropriate databases, spread sheets and all data-related files;
- Perform work in a potentially challenging environment (inside and outside office);
- Handle information with confidentiality and discretion;
- Perform any other related task as requested by his/her Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Ukraine and/or holding permanent resident 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, Public Administration, Social Sciences 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 in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Fluency in English, Ukrainian and Russian, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of Microsoft Office Suite;
- Good level of flexibility and self-reliance;
- Experience and proven ability to manage projects and streamline processes in a complex organisation;
- Experience in positions requiring organizational skills, with a service and project oriented approach;
- Experience of data analysis for preparing reports.

**Additional advantageous assets:**

- Valid driving license B category;
- 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.