



**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/Countrywide, Kyiv, Kharkiv			
<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>Available on</b>
	<b><u>Locally Contracted (3)</u></b>			
	UALM 001	IT Officer (Mobile Unit)	Kyiv/Countrywide	ASAP
	UALS 057	Fleet Maintenance Officer	Kyiv	ASAP
	KHLO 001	Field Office Coordination Officer	Kharkiv	1 February 2022
<b>Deadline for applications:</b>	<b>Monday, 31 January 2022 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.**



### 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>Monday, 31 January 2022 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>  <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	
UALM 001	IT Officer	
Department/Unit	Location	Post Group (Local Staff)
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, the IT Officer will contribute to the efficient and effective accomplishment of the assigned 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

Position Code	Position Title	
UALS 057	Fleet Maintenance Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Logistics and Transport Division	Kyiv	II

The Fleet Maintenance Officer will report to the Transport Manager. As part of the Logistics and Transport Division, the Fleet Maintenance Officer will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Duties and Responsibilities**

The Fleet Maintenance 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:

- Plan and organize of vehicle maintenance and services within the territory of Ukraine (under the supervision of his/her Line Manager);
- Execute a proactive approach in order to anticipate breakdowns;
- Maintenance of mission owned databases such as Work-Orders, Accident reports, Vehicle requests, reports on vehicle maintenance and utilization, ensuring the accuracy and validity of data recorded;
- Participate in the procurement process by evaluating the technical features of the goods and services, drafting documentation, conducting market surveys etc.;
- Assist Line Manager in the efficient execution of contracts relating to acquisition and maintenance / services contracts, including car insurance issues and vehicle registration;
- Prepare the insurance claims;
- Assist in the control and maintenance of the fleet monitoring system;
- Monitor the proper use and data evaluation of vehicle logbooks (controls of mileage, fuel consumption, etc.);
- Assist under the supervision of his/her Line Manager in the planning, design, programming and implementation of all aspects of vehicle and transportation needs of the Mission in cooperation and coordination with the other members of the team;
- Conduct minor technical check-up of vehicle fleet (minor service, inspections and equivalent tasks);
- Coordinate and supervise storage, allocation and distribution, consumption and assessment of future needs as concerns vehicles and related spare parts and equipment;
- Provide advice and support on transport related matters to duty vehicle operators;
- Report to his/her Line Manager concerning logistical and transport issues;
- Following with accuracy and comprehensive to policies and guidelines re logistics and transportation aspects;
- Translate transport related documents from local language to English and vice versa;
- 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 Transport, Engineering, Logistics, Business Management or related areas, where the normal duration in the country awarded is three (3) years or more;

- After having obtained the university degree, at least five (5) years of proven full time relevant professional experience in the private and/or public sector in fleet management, vehicle maintenance or related positions;
- Excellent knowledge of vehicle mechanics;
- Good knowledge of spare parts and vehicle maintenance markets;
- Valid driving licence category B.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Possess very good communication skills in English and Ukrainian;
- Very good knowledge and experience of Microsoft Office Suites;
- Very good knowledge of electronic/online catalogues of spare parts and services;
- Outstanding knowledge of Kyiv area and good geographical knowledge of Ukraine;
- Very good experience of using data for preparing reports.

**Additional advantageous assets:**

- Valid driving licence category C1 would be a significant advantage;
- Work experience in aftersales customer service (vehicle maintenance);
- Experience of working in an intercultural environment, with respect of diversity;
- Experience in positions requiring excellent organizational skills, with a customer- service and project-oriented approach.

**Personality assets:**

- 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;
- Ability to focus on priorities, evaluate procedures and processes required to have the tasks completed;
- Ability to deliver work on time and up to the standards described by the SOPs, Guidelines, Instructions etc., even under pressure;
- 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.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
KHLO 001	Field Office Coordination Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Field Office Kharkiv	Kharkiv	II

The Field Office Coordination Officer will report to the Head of Field Office Kharkiv. As part of the Operations Department, the Field Office Coordination Officer will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Duties and Responsibilities**

The Field Office Coordination 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 Office Kharkiv in order to ensure the communication on Mission policy and guidelines;
- Assist the Head of Field Office Kharkiv in daily coordination with the Field Offices;
- Assist and prepare daily briefings with information from the Field Offices for his/her Line Manager;
- Provide continuous mapping and analysis of civil society actors' involvement in CSSR;
- Liaise with the National Analytical Officer to facilitate the coordination of the tasks to be distributed within the Field Offices;
- 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;
- Take notes/minutes;
- Collect and analyse relevant information regarding the CSSR process and information contained in communications and publications received from different sources, including all forms of media;
- Draft written analysis, reports and presentations;
- Assist and support his/her Line Manager in the coordination and implementation of projects and trainings;
- Provide support in developing, planning and organising meetings and events with National and International GOs and NGOs on central and local levels;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required, utilising the provided filing systems;
- Maintain, develop and file documents and recorded data in appropriate databases, spread sheets 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 Political Science, International Relations, Diplomacy, Law, Public Administration, Social Sciences/Humanities 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;
- 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:**

- Experience in police/public relations and community outreach is desired;
- 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;
- Willingness to travel to all places in Ukraine as required;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to work long hours under harsh field conditions with no limitations in light of irregular working hours;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.