



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

Organisation:	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM 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 (1)</u>			
	UALR 015	Human Resources Management Officer (Travel)	Kyiv	ASAP
Deadline for applications:	Monday, 3 October 2022 at 17:00 hours (Kyiv time). Late applications will not be accepted.			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

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. Only one application per person will be accepted.



Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Monday, 3 October 2022 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 Division 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 the candidate is applying for. <u>Only one application per person will be accepted.</u></p> <p>Eligibility criteria is of utmost 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	
UALR 015	Human Resources Management Officer (Travel)	
Department/Unit	Location	Post Group (Local Staff)
HoM, DHoM & CoS office/Human Resources Division	Kyiv	II

The Human Resources Management Officer (Travel) will report to the Head of Human Resources. As part of the Human Resources Division, the Human Resources Management Officer (Travel) will support the Division and will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Human Resources Management Officer (Travel) 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:

- Conduct travel arrangements for duty travels (travels and accommodation) in accordance with the Mission's Standard Operating Procedures (SOP) and the Guide to missions for officials and other servants;
- Provide information to mission members on the most direct and economical routes and plans routings and itineraries accordingly and inform mission members on available possibilities and offers;
- Contribute to the development, implementation and follow-up on the related strategies, policies and procedures;
- Provide guidance, advice and support in regard to travel rules, regulations and relates issues to mission members on a regular basis;
- Provide advice, guidance and support to mission members on personnel administration and development related matters;
- Keep updated activities records with regards to the procured air tickets and hotel bookings;
- Maintain records of all official travel of mission members and officials;
- Calculate and verify airfares, accommodation entitlements, terminal/visas expenses, daily subsistence allowance for mission members travelling on missions, etc.;
- Liaise with travel agencies, airline companies and hotels for all booking and billing-related issues;
- Liaise with the local authorities and institutions as per the instructions given by the Line Manager;
- Draft budget, written analysis, reports, presentations, memos and letters on issues related to the travel tasks;
- Carry out all related tasks and assignments, in co-ordination with the Travel Officers and Line Manager;
- Ensure the timely and correct administration of financial entitlements of mission members, such as reimbursement of duty trips, temporary relocations, home travel reimbursement, etc.;
- Maintain, develop and file documents and recorded data in appropriate databases, spread sheets and all data-related files;
- Perform on-call and irregular working schedule if required;
- Translate related documents from Ukrainian 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 Travel, Human Resources, Management, Hotel and Tourism Management, Public Administration, Business Administration, Social Sciences or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more and attested by a diploma (Bachelor Diploma is a requirement);
- 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;
- Professional fluency in the English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Good experience of using data for preparing reports;
- Experience in travel management, including a comprehensive understanding of airlines' and travel agencies' practices, public administration payment methods, and invoicing/payment administration;
- Excellent administration and organizational skills;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Experience in a travel agency/hotel/private or public institution as travel services provider;
- Professional experience in an EU and/or International environment;
- Galileo/Amadeus or equivalent trained;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- 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 mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- 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;
- 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;
- 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.