



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, Kyiv/Countrywide			
Availability:	see below			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (6)</u>			
	UALC 040	Project Management/Administration Officer	Kyiv	ASAP
	UALO 100	Criminal Investigations Officer	Kyiv	ASAP
	UALO 101	Criminal Investigations Training Officer	Kyiv	ASAP
	UALS 038	CIS Officer (Information Systems Analyst/Administrator)	Kyiv	ASAP
	UALS 036	CIS Technician (Helpdesk and Support)	Kyiv	ASAP
	MALD 001*	Local Security Officer	Kyiv/Countrywide	ASAP
Deadline for applications:	Friday, 9 December 2022 at 17:00 hours (Kyiv time). Late applications will not be accepted.			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

() Temporary reallocation from the Field Office due to the security situation*

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; max three positions to apply for with priorities specified.



Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Friday, 9 December 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.</p> <p><u>Only one application per person will be accepted; max three positions to apply for with priorities specified.</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	
UALC 040	Project Management/Administration Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Project Cell	Kyiv	II

The Project Management/Administration Officer will report to the Head of Project Cell. As part of the Project Cell, s/he will contribute to the effective and efficient completion of relevant tasks.

Duties and Responsibilities

The Project Management/Administration 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:

- Under the supervision of the Head of Project Cell, provides support to the Project Cell on the development, implementation, monitoring and evaluation of projects, including especially quick-impact projects;
- Assists the Mission’s project managers in planning and in the preparation of project’s documentation; works in close coordination with the Mission Support Department to ensure the appropriate follow-up actions;
- Provides substantial contributions to the preparation of quick-impact projects and manages the communication flow with the relevant actors within the Mission throughout the whole duration of the process;
- Assists project managers throughout the implementation of project’s activities, provides training on project management related issues;
- Ensures timeliness and completeness of progress and final reports on projects implemented by the Mission;
- Maintain and keep update of Reviewers/Technical Focal Points list;
- Contributes to the maintenance of the Mission’s project’s database and archiving system;
- Ensures the development of technical specifications for electronic management of projects;
- 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, Business Administration/Management, Project/Contract Management, Political Science, Finance, Economics, International Relations, 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;
- After having fulfilled the education requirements, at least five (5) years of relevant and proven full-time professional experience, preferably with international or non-governmental organisation in project management and evaluation.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- Demonstrated coaching and training capacity;

- Good understanding of the actors and dynamics of international development assistance, particularly in relation to internationally recognised project management standards and practices;
- Excellent analytical and organisational capacities;
- Excellent interpersonal and negotiation skills;

Additional advantageous assets:

- Working experience from an intercultural environment, with respect to diversity;

Personality assets:

- Have strong sense of commitment, initiative, responsibility and autonomy;
- Have a strong team ethic and selflessness;
- 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 100	Criminal Investigations Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Rule of Law Component/ Criminal Investigation & Organised Crime Unit	Kyiv	II

The Criminal Investigations Officer will report to the Head of Criminal Investigation and Organised Crime Unit in support of the Rule of Law Component. As part of the Operations Department, s/he will contribute to the efficient and effective accomplishment of the assigned 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 Criminal Investigations 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 Criminal Investigation and Organised Crime 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;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the areas of criminal investigations and organised crime;
- Assist and support the Line Manager in the coordination and implementation of projects and trainings;
- Assist in the development of curricula for criminal investigations, organised crime and deliver training when required;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Collect and analyse information contained in communications and publications received from different sources, including the press with regards to the respective field of reform;
- 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 language and vice-versa, inter alia at meetings and mentoring sessions, etc. for the international members of EUAM as assigned and also during duty trips;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Draft written analysis, reports and presentations;
- Take notes/minutes;
- 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 Public Administration, Law, Police Science, Political Science, International Relations, Social Science, 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 criminal investigations/organised crime or related fields.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- 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 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 101	Criminal Investigations Training Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Rule of Law Component/ Criminal Investigation & Organised Crime Unit	Kyiv	II

The Criminal Investigations Training Officer will report to the Head of Criminal Investigation and Organised Crime Unit in support of the Rule of Law Component. As part of the Operations Department, s/he will contribute to the efficient and effective accomplishment of the assigned 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 Criminal Investigations Training 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 Criminal Investigation and Organised Crime 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;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the areas of criminal investigations and organised crime;
- Assist and support the Line Manager in the coordination and implementation of projects and trainings;
- Assist in the development of curricula for criminal investigations, organised crime and deliver trainings;
- Support in developing and implementing in-service trainings;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Collect and analyse information contained in communications and publications received from different sources, including the press with regards to the respective field of reform;
- 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 language and vice-versa, inter alia at meetings and mentoring sessions, etc. for the international members of EUAM as assigned and also during duty trips;
- Draft written analysis, reports and presentations;
- Take notes/minutes;
- 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;
- 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, Law, Police Science, Political Science, International Relations, Social Science, 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 criminal investigations/organised crime or related fields.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- 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 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 038	CIS Officer (Information Systems Analyst/Administrator)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Division	Kyiv	II

The CIS Officer (Information Systems Analyst/Administrator) reports to the CIS Officer-IT. As part of the CIS Division, the CIS Officer (Information Systems Analyst/Administrator) will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The CIS Officer (Information Systems Analyst/Administrator) 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 in the installation and upgrade of SQL-based server software;
- Assist in the development, installation and deployment of SharePoint applications or version upgrades together with CIS specialists;
- Create detailed business analysis, outlining problems, opportunities and solutions based on user requirements;
- Create detailed technical specifications for software developers based on business analysis;
- Prepare all needed design documents and validate user interface specifications;
- Test developed solutions for ease of use, accuracy and bugs according to established testing protocols;
- Assist in the monitoring and administration of database security, user accounts access, auditing in accordance with security policies;
- Write technical end-user documentation;
- Export/import data from SQL or SharePoint databases to any required format;
- Assist in the administration and management of databases and the analysis, design, and creation of new databases as required;
- Proactively monitor systems for optimum performance and capacity constraints;
- 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 Systems, Computer Engineering, Computer Science, Business Administration or other relevant fields, where the normal duration of university education 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 proven full time relevant professional experience in Information Systems Development, Information Systems Quality Assurance, or Information Systems Management in duties relevant to this job description.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Very good knowledge of and experience with Microsoft Office Suite products;

- Knowledge of SharePoint development environment, SharePoint Server administration and support;
- Knowledge of Microsoft Windows Server administration, in particular Active Directory Services;
- Understanding of client server and Internet systems architectures;
- Professional interpersonal and communication skills in dealing with business users to get a full and correct understanding of project requirements.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Good knowledge of open-source database platforms and models, e.g. Linux server;
- Experience with Office365, in particular SharePoint Online;
- Relevant Microsoft and open source certifications.

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;
- 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 036	CIS Technician (Helpdesk & Support)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Division	Kyiv	III

The CIS Technician (Helpdesk & Support) reports to the CIS Officer-IT. As part of the CIS Division, the CIS Technician (Helpdesk & Support) will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The CIS Technician (Helpdesk & Support) 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 in the configuration, operation, technical management and maintenance of all CIS hardware and software;
- Assist in the installation, configuration, administration and maintenance of all CIS software, systems and devices;
- Assist in the implementation of back up policies, safe storage of critical data;
- Assist in analysing, identifying and resolving user problems;
- Ensure a prompt delivery of technical services, help desk support, standardization, preparation and maintenance of applications, diagnosing and resolving reported technical issues;
- Provide support for all CIS related issues, organise repair and replacement of CIS related devices/equipment, ensure the proper functioning of all CIS equipment in his/her area of responsibility;
- Contribute to the support and training for users of various applications/software;
- Assist in the preparation of requisitions for required materials and services within the Mission;
- Monitor the implementation of the guidelines and procedures for CIS support;
- Provide reports of executed tasks and status of CIS support to his/her supervisors and give recommendations where needed;
- Provide telephone, on-line and on-site assistance with problems relating to the use of CIS equipment and software (e.g. e-mail, word processing, spreadsheets, presentation packages, database applications, Internet browsers, workstation operating systems, radios, telephones etc.);
- Configure and install new hosts (e.g. computers, servers, network devices etc.) and hardware (e.g. printers, scanners etc.) in the LAN environment and prepare them for use with server based network services, in accordance with CIS standards and SOPs;
- Ensure that the Mission’s CIS assets are used optimally and efficiently and make recommendations as required;
- To take account of gender equality and human rights aspects in the execution of tasks;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager(s).

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 Post-Secondary studies attested by a diploma in CIS studies or a closely related field;
- After having obtained the diploma, at least three (3) years of proven full time relevant professional experience in Information and Communication Technology in the private and/or public sector.

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;
- Excellent computer skills in Microsoft Office applications (Excel, Word, Power Point, Access).

Additional advantageous assets:

- Knowledge and/or experience with radio and telephone systems;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Relevant Microsoft and open source certifications.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- 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;
- 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
MALD 001*	Local Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department/ Security Division	Kyiv/Countrywide	II

The Local Security Officer will be placed under the authority of the Senior Mission Security Officer and/or his/her designate via regional Mission Security Officer. As part of the Security and Duty of Care Department (SDCD), s/he will contribute to the efficient and effective running of the Security tasks.

Duties and Responsibilities

The Local Security 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 in the implementation of security operations and all matters relating to the safety and security for EUAM Ukraine personnel in the country or in the region of assignment;
- Assist Regional based Mission Security Officers in collecting, updating and communicating information regarding the security situation in the country;
- Liaise and coordinate, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Help to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the Mission Security Officers/Mission Security Analyst;
- Provide upon request technical and other assistance at security related meetings in the absence of the Regional based Mission Security Officers;
- Assist in maintaining the Mission Security Plan, including updating staff lists;
- Maintain security contingency plans updated;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Management and control of Guard Force from Contracted Private Security Company;
- Assist in the conduct of regular fire drills, communication tests and evacuation exercises;
- Maintain public security and order inside EUAM HQ/Field Offices;
- Monitor the record of visitors and visitors procedures inside EUAM HQ/Field Offices;
- Co-operate closely on security issues with other international organizations and national law enforcement agencies;
- Produce reports to the SMSO via Regional Mission Security Officer on any and all incidents affecting mission staff, offices and assets and initiate necessary follow up;
- Assist in ensuring residential and office safety, and security preparedness;
- Conduct administrative, logistics and procurement related tasks under SDCD;
- Coordinate with Regional Mission Security Officer in arrangements of appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings;
- Assist in the development and maintenance of warden system and keeps update of information related to EUAM offices and residences;
- Support EUAM SDCD in the tracking of mission personnel movements in Area of Operations according to prior arrangements and ensure proper communication;

- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager(s).

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 diploma or Equivalent Police/Military/Security education, where the normal duration of university education in the country awarded is three (3) years or more (Bachelor's Degree);
- 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 and Ukrainian, both oral and written;
- Possess very good communication skills in English and Ukrainian;
- Very good knowledge and experience of Microsoft Office applications;
- Good experience of using data for preparing reports;
- Valid driving license category: B.

Additional assets

- Professional experience in an EU and/or international environment;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Professional qualification in security management is an asset;
- Valid driving license category: C/C1;
- Knowledge of radio operation;
- 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 colleagues and as part of a team, with respect to diversity;
- 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;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule under harsh field conditions if required;
- Ability to travel to high risk areas and to conduct security duties;
- Maintain the highest levels of confidentiality and discretion when dealing with information.

** Temporary reallocation from the Field Office due to the security situation*