



## 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, Lviv			
<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 (5)</u></b>			
	UALC 051	Administration/Media Officer	Kyiv	ASAP
	UALO 003	Senior Expert	Kyiv	ASAP
	UALO 071	LEA Component Administrative Officer	Kyiv	ASAP
	UALS 023	Procurement Officer	Kyiv	ASAP
	LVLS 001	Regional Administration Assistant	Lviv	ASAP
<b>Deadline for applications:</b>	<b>Wednesday, 7 June 2023 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>			

**All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.**

**Eligibility and essential criteria for all posts (candidates must meet the following conditions by the deadline of the applications):**

- Enjoy full civil rights and not to have criminal records;
- 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 and maximum 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>Wednesday, 7 June 2023 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 the candidate is applying for.</b></p> <p><b><u>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</u></b></p> <p><b><u>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</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	
UALC 051	Administration/Media Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Press and Public Information Division (PPI Division)	Kyiv	II

The Administration/Media Officer reports to the Head of Public Information Division (PPID)/Senior Spokesperson. As part of the Division, the Administration/Media Officer shall support the efficient and effective accomplishment of its functions through the development and implementation of press and public relations activities as well as all associated administrative tasks.

#### **Duties and Responsibilities**

The Administration/Media Officer will be required, in accordance with EUAM Ukraine's 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:

- Contribute to EUAM Ukraine's visibility by drafting content including news articles and various other information materials for publication on the Missions website, social media platforms, etc., and printing;
- Develop, draft and publish content for EUAM Ukraine's internal communication channels;
- In coordination with the graphic/web designer or external suppliers/contractors, manage, maintain and update EUAM's external and internal communication channels;
- Contribute to organising and promoting EUAM Ukraine's public events and outreach activities as well as media events;
- Support the planning, administration and organisation of meetings, workshops and events with EUAM Ukraine's interlocutors, local partners and international organisations;
- In coordination with the local spokesperson, monitor Ukrainian media to prepare and disseminate media digests regularly;
- Head the PPID's records management, which is to record, file and maintain documents and data in an appropriate format in databases, adhering to EUAM Ukraine's cyber security and data management standards;
- Support the Head of PPID in managing the budget, procurement processes and contract/tender/designs for EUAM Ukraine's visibility items and maintain professional working relations with external suppliers/contractors;
- Advise other units in EUAM Ukraine on the purchase of visibility items, manage and maintain the e-catalogue and stocks of visibility items;
- Provide translation of public information content, press releases, briefing notes, minutes, reports and other written materials from English to Ukrainian and vice-versa;
- Perform interpretation in simultaneous and consecutive mode from English to Ukrainian and vice-versa during meetings, events, presentations and also during possible duty trips;
- Perform ad hoc administrative tasks, draft e-mails, memos, letters and other requested documents as required;
- 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 university studies attested by a Bachelor's degree in Journalism, Media Science, Communication, Political Science, International Relations, Philology, Linguistics, Social Sciences, Humanities or a closely related field of study (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in communication/media or a related field in the private and/or public sector.

**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 in English and Ukrainian;
- Very good knowledge of and experience in the Microsoft Office Suite Package;
- Excellent understanding of the political and social national and international environment;
- Good understanding of the Ukrainian media landscape, social and cultural environment;
- Experience in positions requiring excellent drafting, analytical and organizational skills, with a service- and project-oriented approach.

**Additional advantageous assets:**

- Working experience from a multicultural environment with respect to diversity.

**Personality assets:**

- A strong sense of commitment, initiative, responsibility and autonomy;
- A strong team ethic and selflessness;
- Strong interpersonal skills with respect for diversity;
- 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 deliver high-quality 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 003	Senior Expert	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/HoOPS	Kyiv	I

The Senior Expert will report to the Head of Operations (HoOPS) and will be subject to coordination by the Coordination Expert in the Head of Operations Office. As part of the Head of Operations Office, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

#### **Context**

The Head of Operations Office supports the work of the Head and Deputy Head of Operations so that, *inter alia*, there is an efficient flow of work products from the Operations Department to the Senior Management, Ukrainian interlocutors, the international community actors and to the CPCC HQ in Brussels.

#### **Duties and Responsibilities**

The Senior Expert will be required, in accordance with the EUAM Ukraine 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:

- Support the Head of Operations in the development of work products by the Operations Department and ensure that they are “fit for purpose” in terms of the target audience;
- Develop, in cooperation with colleagues from the Operations Department, plans, reports and other products on the areas which are outlined in the mandate of the mission and advise the Head of Operations on matters relevant in terms of Ukrainian counterpart relations;
- Support the Head of Operations in the development of plans to support mandate implementation on a range of topics including on policing and Rule of Law (ROL) in the de-occupied territories, counterterrorism and international crimes;
- Draft analytical documents, on the instructions of the Head of Operations, so as to ensure that planned actions are adequately justified and are in accordance with mission policy documents and strategies;
- Prepare summaries of inputs from across the department to be shared with a diplomatic audience and with headquarters in Brussels;
- Advice on the interpretation and perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa, if needed;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in coordination with the mission Press and Public Information Division 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 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 databases, spreadsheets and all data-related files;

- Act as the replacement and deputise the Operations Department Officers;
- Deal with all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other related task as requested by his/her Line Manager.

### **Qualifications and experience**

#### **Eligibility criteria:**

- Be physically fit to perform the duties relating to the post;
- Enjoy full civil rights and not to 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 university studies attested by a Master's degree in Public Administration, Political Science, Police Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study (Master's/Specialist's degree is a requirement);
- After having obtained the university degree, at least seven (7) years of relevant and proven full-time professional experience.

#### **Essential criteria:**

- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills in English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- High professional knowledge in the areas which are covered by the mandate of EUAM;
- Sound knowledge of UA government structures and governance processes in the context of Civilian Security Sector Reform;
- Knowledge of Ukrainian Law Enforcement Institutions, with regard to delineation of competences, structures and business 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 (Missions and/or International Organizations);
- Experience of working in an intercultural environment, with respect of diversity.

#### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and with an irregular working schedule if required;
- 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.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 071	LEA Component Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Law Enforcement Agencies Component (LEA Component)	Kyiv	II

The LEA Component Administrative Officer will report to the Head of LEA Component in support of the LEA Component. As part of the Operations Department, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Context**

The Operations Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### **Duties and Responsibilities**

The LEA Component Administrative Officer will be required, in accordance with the EUAM Ukraine 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 to Head of LEA Component in support of his/her duties in accordance with Mission policy and guidelines;
- Contribute to internal operational meetings with regard to administrative matters of the projects;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. 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 attended by the Head of LEA 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 Division with regards to the respective field of reforms;
- 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;
- Assist and support the Line Manager in the coordination of projects;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Prioritize tasks and deliver high quality of work in a timely manner even under pressure, perform on-call and irregular working schedule if required;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the 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 Bachelor's degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study (Bachelor's degree is a requirement);
- After having fulfilled the educational requirements, at least five (5) years of relevant and proven full-time professional experience out of which a minimum of 2 years of experience in planning, implementation or management of projects in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Good level of flexibility and self-reliance; experience and proven ability to manage projects and streamline processes in a complex organisation;
- Analytical and reporting skills and previous experience in Project Management as well;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organisational skills, with a service approach.

**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 prioritise tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule and participate on extended duty trips inside and outside Ukraine, if required.





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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 023	Procurement Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Procurement Section	Kyiv	II

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

#### **Duties and Responsibilities**

The Procurement Officer will be required, in accordance with the EUAM Ukraine 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 the Procurement Section on contracting and procurement issues and drafting procurement documents;
- Use legally established professional, transparent and competitive procurement policies and procedures in accordance with EU legislation and regulations to ensure that the best value for money is obtained;
- Make pre-selection of local suppliers as required in purchase orders, be point of contact with them in procurement procedures;
- Maintain updated database of suppliers and ensure that all required documentation of the suppliers is kept updated accordingly;
- Provide assistance to the mission members related with all contracting and procurement matters;
- Translate procurement related documents from the local language to English and vice versa;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the 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 Bachelor's degree in Contract Management and Procurement, Supply Chain Management, Public Administration, Business Administration/Management, Finance, Economics, IT, Engineering, Law or a closely related field of study (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience related to Procurement in public sector or within public-funded organisations or projects.

##### **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 public procurement principles;

- Experience in positions requiring analytical and organisational skills;
- Experience with using data for preparing reports.

**Additional advantageous assets:**

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

**Personality assets:**

- Have strong integrity;
- Have strong commitment to employer's policies and respect for the organisation's workflows and hierarchy;
- 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 detail as well as to tight deadlines;
- Ability 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	
LVLS 001	Regional Administration Assistant	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Field Office Lviv	Lviv	III

The Regional Administration Assistant will report to the Regional Administration Coordinator.

#### **Duties and Responsibilities**

The Regional Administration Assistant will be required, in accordance with the EUAM Ukraine 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 Regional Administration Coordinator with the daily support of the EUAM Field Office;
- Translate related documents from the local language to English and vice versa, arrange meetings and schedule appointments;
- Perform translation during meetings, take notes/minutes as appropriate;
- Assist the Regional Administration Coordinator in HR matters, including maintaining the duty rosters;
- Assist the Regional Administration Coordinator in finance related matters, including imprest account management and act as imprest account administrator (if needed); processing invoices and supporting documents, staff reimbursements and other;
- Coordinate in the Region low value procurement approved for petty cash and direct invoice payments, obtain all necessary financial documentation to support purchases;
- Conduct local market research for supply, services and works, liaise and negotiate with local vendors regarding proposals and information for purchase of equipment, materials and services;
- Provide assistance on office moves, reallocations and general distribution of logistics general supplies;
- Plan and maintain an adequate level of office supplies liaising with MHQ logistics; process visibility items requests; treat all related delivery/handover documentation;
- Be responsible for organizing and accounting for goods properly in the Region, according to instructions from the line manager, handle mission members requests and issue items in accordance with mission rules and procedures;
- Observe appearances and conditions of premises and equipment, report needed repairs, safety hazards, or conditions requiring outside vendor services; liaise with local vendors/services;
- Follow up on service routines for vehicles, weekly checks and corresponding reports; manage handover of vehicles and their inventory;
- Assist in the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues, produces reports concerning vehicle maintenance and damages;
- Arrange recovery of vehicles and carry out damage reports from the administration point of view in case of accidents;
- Coordinate with MHQ all Communication and Information Systems (CIS) related issues;
- Carry out office duties and maintain filing systems, file documents and recorded data in appropriate database, spreadsheets and all data related files; organize documents flow between HQ and RP
- Replace the Regional Administration Coordinator on his/her absence;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the 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 obtained the Certificate of Complete Secondary Education, at least three (3) years of proven relevant professional experience in one or more of the following areas (Administration, Finance, Human resources management, project management, Logistics, Transport or CIS) in the private and/or public sector, especially in positions requiring organizational skills, with a service oriented approach.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Excellent computer skills in Microsoft Office applications;
- Driving license category B;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach.

### **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;
- Build productive and cooperative working relationships with other staff members;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Ability to work on a multitude of activities at the same time and with limited supervision and focus on priorities;
- Ability to deliver work on time and to agreed standards, even under pressure.
- Punctuality, commitment to quality, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.