



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, Lviv			
Availability:	see below			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (6)</u>			
	UALO 001	Operations Department Officer	Kyiv	ASAP
	UALO 032	Interpreter/Translator	Kyiv	ASAP
	UALO 131	Legal Officer	Kyiv	ASAP
	UALD 001	Operations Room Officer	Kyiv	ASAP
	LVLO 003	Interpreter/Translator	Lviv	ASAP
	UALS 037	CIS Officer (Network Administrator)	Kyiv	ASAP
Deadline for applications:	Friday, 6 October 2023 at 17:00 hours (Kyiv time). Late applications will not be accepted.			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

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

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Friday, 6 October 2023 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 and maximum three positions to apply for with priorities specified.</u></p> <p><u>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</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	
UALO 001	Operations Department Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Head of Operations (HoOps)	Kyiv	II

The Operations Department Officer will report to the Head of Operations (HoOPS) and work under the guidance of the Coordination Expert. 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 Operations Department 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 Operations and the Deputy Head of Operations in support of their efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Support the Head of Operations and the Deputy Head of Operations in daily coordination of the Operational department in the planning and implementation of the operational tasks in line with the Mission Implementation Plan. This work will be under the guidance of the Coordination Expert;
- Coordinate the planning and implementation of operational visits and meetings with local authorities, stakeholders and international organisations;
- Assist the Head of Operations, under the guidance of the Coordination Expert, in project planning, preparation, implementation and reporting on the projects;
- Support coordination of the projects with external funding from EU Member States and other international partners;
- Performs 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 at government level for the international members of EUAM as assigned;
- 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 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 ensure clearance of documents and maintain filing systems;

- 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;
- Act as the replacement and deputise other Operations Department Officers;
- Deal with all information, inter alia, operational 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 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 a full course of university studies attested by a Bachelor's degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy, Linguistics 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 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.

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;
- 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	
UALO 032	Interpreter/Translator	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/DHoOps/Interpreters Team	Kyiv	II

The post holder will report to the Deputy Head of Operations. 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.

Duties and Responsibilities

The Interpreter/Translator 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:

- Draft, review and translate documents;
- Perform verbal and written interpretation/translation from Ukrainian or English and vice versa during meetings, events and also during duty trips;
- Provide language assistance to Operations Department staff and participate in negotiations with the Ukrainian authorities;
- Compile terminology and information to be used in translations, including technical terms such as legal material;
- Arrange meetings with Ukrainian counterparts;
- Translate notes / minutes from meetings when needed;
- Work at short notice and irregular working schedule;
- Deal with all information, inter alia, operational 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 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 a full course of university studies attested by a Bachelor's degree in Interpretation / Translation, English Language and Literature 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 the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English, Ukrainian and Russian languages, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of Microsoft Office Suite;
- Experience in positions requiring 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 a strong sense of initiative, responsibility and autonomy;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- 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 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 UALO 131	Legal Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/ International Crimes Component/ International Crimes Investigations Unit	Kyiv	II

The Legal Officer will report to the Head of Unit –IC Investigations in support of the IC Component. As part of the International Crimes Investigations Unit, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

Context

The International Crimes (IC) Investigations Unit works to assist the Ukrainian authorities in enhancing the capacities of agencies and institutions to investigate and prosecute IC.

Duties and Responsibilities

The Legal 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:

- Support the IC Investigation Units efforts to assist the Ukrainian authorities in enhancing the capacities of agencies and institutions, in particular the policing and investigative agencies of Ukraine, in accordance with Mission policy and guidelines;
- Research and analyse existing legislation, case law, and draft laws in the field of IC, especially in areas related to IC investigations;
- Assist and support the Line Manager in the coordination, management, and implementation of projects and training work;
- Assist in the development of curricula for IC investigations and deliver training when required;
- Provide support in developing, planning and organising 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 IC; documents related to the area of expertise from English to Ukrainian and vice-versa;
- Contribute to IC case reviews, when required;
- Take notes/minutes during internal IC Team meetings and when meeting with interlocutors;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian and vice-versa for the international members of EUAM as assigned, including during Duty Trips;
- Perform administrative duties, draft e-mails, memos, letters, and other requested documents as required;
- Draft written analysis, reports, presentations, and memos;
- Maintain, develop, and file documents and recorded data in appropriate databases, spreadsheets and all data-related files;
- Handle information with confidentiality and discretion;
- Perform any other related task 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 Law, Police Science, Political Science, International Relations 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 criminal investigations or related fields.

Essential criteria:

- Be physically fit to perform the duties relating to the post and to be able to travel internally in Ukraine as required;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Readiness to take part in duty trips in Ukraine and abroad if so required
- Knowledge of Ukrainian policing system, governmental institutions, structures and processes;
- Experience in positions requiring organisational skills, with a service approach;
- Experience in research and compiling reports, opinions, and memoranda on relevant issues.

Additional advantageous assets:

- Professional experience of work in the field of IC and/or international humanitarian law and related fields would be a significant advantage;
- Professional experience in a European Union (EU) and/or international environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Knowledge of Russian and other languages;
- Driving license category B and ability to drive manual transmission vehicles.

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	
UALD 001	Operations Room Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department / Security Operations Room	Kyiv	II

The Operations Room Officer will be placed under the administratively authority of the Deputy Senior Mission Security Officer and/or his/her designate via the Mission Security Officer(s).

Duties and Responsibilities

The Local Security 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:

- Ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field and ensure proper communication;
- Collect, analyse distribute and archive all incoming security and operational reports and information from different sources;
- Register all activities and keep a timely track in particular in case of incident;
- Support mission personnel in emergency situations, inform the Security management and liaise with the respective local authorities/partners/ involved parties as appropriate, in line with the respective Standard Operating Procedures (SOPs);
- Support the Mission Security and Duty of Care Department in crisis management response;
- Monitor the security and political situation through open sources and disseminate relevant information to the appropriate mission members and contribute to the situational awareness of the Mission; Advance search of potential events that could be threat (direct or indirect) to EUAM.
- Support the Mission Security Analyst in the preparation of situation summaries for the mission in their areas of responsibility;
- Support Security and Duty of Care Department operations by conducting short and long-term Local Security Officer activity's within EUAM Area of Operations;
- Carry out duty officer's duties based on a 24/7-shift system in varying shifts (including silent hours, weekends and holidays);
- Carry out administrative tasking in support of the Mission Security and Duty of Care Department;
- 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 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 Bachelor's degree, preferably in fields related to Security/Police Emergency Management/Military 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 the private and/or public sector, preferably including experience as a duty officer

in a command/ situation centre or a similar capacity.

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;
- Prior experience in collecting, collating and assessing information in a security context;
- Valid driving license category: B.

Additional advantageous assets:

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

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 and maintain productive and cooperative working relationships with other staff members of EUAM-Ukraine as well as with staff members of EU instruments, international organizations, local authorities, and NGOs;
- Ability to communicate calmly and politely in both personal and telephone/radio conversations;
- Ability to perform on-call and irregular working schedule if required;
- 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	
LVLO 003	Interpreter/Translator	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Field Office Lviv	Lviv	II

The Interpreter/Translator will report to the Head of Field Office Lviv. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

Duties and Responsibilities

The Interpreter/Translator 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:

- Draft, review and translate documents;
- Perform verbal and written interpretation/translation from Ukrainian or English and vice versa during meetings, events and also during possible duty trips;
- Provide language assistance to Operations Department/Field Office Lviv staff and participate in negotiations with the Ukrainian authorities;
- Perform simultaneous translation during conferences, training, workshops, meetings, events, etc.
- Compile terminology and information to be used in translations, including technical terms such as legal material;
- Arrange meetings with Ukrainian counterparts;
- Translate notes / minutes from meetings when needed;
- Execute administrative tasks in support of the Field Office Operations;
- Work at short notice and irregular working schedule;
- Deal with all information, inter alia, operational 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 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 a full course of university studies attested by a Bachelor's degree in Interpretation / Translation, English Language and Literature 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 the private and/or public sector;

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English, Ukrainian and Russian languages, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of Microsoft Office Suite;
- Experience in positions requiring 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 a strong sense of initiative, responsibility and autonomy;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- 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 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 037	CIS Officer (Network Administrator)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Division	Kyiv	II

The CIS Officer (Network Administrator) will report to the CIS Officer-IT. As part of the CIS Division, the CIS Officer (Network Administrator) will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The CIS Officer (Network Administrator) 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 in the development, implementation, administration and maintenance of all network systems and services;
- Assist in the testing, installation, configuration, operation, management and maintenance of all LAN/WAN/VPN hardware, software and services, and prepare them for use, in accordance with CIS standards and SOPs;
- Take part in duty trips within Ukraine with specific technical tasks;
- Assist in the development and implementation of network and IT systems security measures;
- Monitor, troubleshoot and fix IT Infrastructure issues timely;
- Provide on-line and on-site assistance with problems related to IT infrastructure and services;
- Write/update technical documentation (including user guides);
- Provide periodic reports of executed tasks and status of ongoing project to supervisors and give recommendations where needed;
- Undertake small to medium-sized projects as instructed by CIS Officer (IT);
- Handle information with confidentiality and discretion;
- Perform any other task 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 university studies attested by a Bachelor's degree in Information Technology, Information Systems, Computer Engineering, Computer Science or other relevant fields of study (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of proven full time relevant professional experience in Information Technology, and specifically in the expertise area of network administration.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Excellent knowledge of Cisco IOS and hands-on experience with Cisco devices (e.g. routers, switches, firewalls, access points) and infrastructure solutions (LAN and WAN) in a corporate and/or a wide area networking environment;

- Excellent computer skills in Microsoft Office applications.

Additional advantageous assets:

- Experience working with Cisco Meraki equipment and cloud-managed network services;
- Knowledge and experience of Cisco switching, BGP configuration, VPN environment;
- Knowledge and experience of Microsoft cloud environment and Azure Networking;
- Cisco CCNP/CCNA, Stormshield CSNA/CSNP, Microsoft, ITIL, and/or other relevant certifications or completed trainings;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Particular skills in identifying technical problems and developing solutions.

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 deep research in new technologies and strong willingness to learn.
- 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 and willing to learn and implement new technologies;
- 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.