



**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			
<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 (1)</u></b>			
	UALS 052	Assets Management Assistant	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>Tuesday, 30 April 2024 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;
- 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>Tuesday, 30 April 2024 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>  <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	
UALS 052	Assets Management Assistant	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Logistics and Transport Division	Kyiv	III

The Assets Management Assistant will report to the Logistics Officer (International). As part of the Logistics and Transport Division, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Duties and Responsibilities**

The Assets Management 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 in organizing and accounting for goods properly in shelves/racks in the warehouses, according to instructions from the Line Manager;
- Assist in maintaining and operate a database of the Mission assets in close cooperation with the National Logistics Officer (Asset);
- Maintain logistics related databases and have experience with inventory management and the related software;
- Account, receive and register assets as they arrive in the Mission;
- Barcode and register all Mission assets;
- Assist in the physical verification of assets within the whole Mission Area;
- Assist during the receiving and inspection of goods;
- Support in the write off, as also in the disposal of the Mission goods;
- 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;
- Successful completion of the Secondary Education attested by a Certificate;
- After having fulfilled the education requirements, at least three (3) years of relevant and proven full-time professional experience, in roles with practical responsibilities similar to the functions of this post, 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 Suites;
- Experience in positions requiring organisational skills, with a service approach;
- Valid driving license category B;
- Experience of asset management, asset reception and asset disposal procedure;
- Knowledge of public and international assets/warehouse rules and principles.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Qualification and/or experience in Logistics;
- Experience of logistical operations (i.e. Warehousing, Supply or others).

**Personality assets:**

- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to focus on priorities, evaluate procedures and processes required to have the tasks completed;
- Ability to deliver work on time and up to the standards described by the SOPs, Guidelines, Instructions etc., even under pressure;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- 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.