



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

Organisation:	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
Job Location:	Kyiv			
Availability:	see below			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (1)</u>			
	UALS 057	Fleet Maintenance Officer	Kyiv	ASAP
Deadline for applications:	Tuesday, 30 April 2024 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;
- 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:	Tuesday, 30 April 2024 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>



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LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 057	Fleet Maintenance Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Logistics and Transport Division	Kyiv	II

The Fleet Maintenance Officer will report to the Transport Officer. As part of the Logistics and Transport Division, the Fleet Maintenance Officer will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Fleet Maintenance 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:

- Plan and organize of vehicle maintenance and services within the territory of Ukraine (under the supervision of his/her Line Manager);
- Execute a proactive approach in order to anticipate breakdowns;
- Maintenance of mission owned databases such as Work-Orders, Accident reports, Vehicle requests, reports on vehicle maintenance and utilization, ensuring the accuracy and validity of data recorded;
- Participate in the procurement process by evaluating the technical features of the goods and services, drafting documentation, conducting market surveys etc.;
- Assist Line Manager in the efficient execution of contracts relating to acquisition and maintenance / services contracts, including car insurance issues and vehicle registration;
- Prepare the insurance claims;
- Assist in the control and maintenance of the fleet monitoring system;
- Monitor the proper use and data evaluation of vehicle logbooks (controls of mileage, fuel consumption, etc.);
- Assist under the supervision of his/her Line Manager in the planning, design, programming and implementation of all aspects of vehicle and transportation needs of the Mission in cooperation and coordination with the other members of the team;
- Conduct minor technical check-up of vehicle fleet (minor service, inspections and equivalent tasks);
- Coordinate and supervise storage, allocation and distribution, consumption and assessment of future needs as concerns vehicles and related spare parts and equipment;
- Provide advice and support on transport related matters to duty vehicle operators;
- Report to his/her Line Manager concerning logistical and transport issues;
- Following with accuracy and comprehensive to policies and guidelines re logistics and transportation aspects;
- Translate transport related documents from 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 not to have criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;

- Successful completion of university studies attested by a Bachelor's degree, preferably in Transport, Engineering, Logistics, Business Management or a related field 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 the private and/or public sector in fleet management, vehicle maintenance or related positions;
- Excellent knowledge of vehicle mechanics;
- Work experience in aftersales customer service (vehicle maintenance);
- Good knowledge of spare parts and vehicle maintenance markets;
- Valid driving license category B.

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;
- Very good knowledge of electronic/online catalogues of spare parts and services;
- Outstanding knowledge of Kyiv area and good geographical knowledge of Ukraine;
- Very good experience of using data for preparing reports.

Additional advantageous assets:

- Valid driving license category C1 would be a significant advantage;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience in positions requiring excellent organizational skills, with a customer- service and project-oriented approach.

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 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;
- 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.