



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 (7)</u>			
	UALC 024	Coordination and Cooperation Expert	Kyiv	1.01.2025
	UALO 007	Legal Officer	Kyiv	ASAP
	UALS 072	CIS Officer (SharePoint Developer)	Kyiv	ASAP
	UALS 074-075	Technical Logistics Assistant, 2 positions	Kyiv	ASAP
	UALS 077	Building Management Assistant	Kyiv	ASAP
	LVLO 006	Rule of Law Officer	Lviv	ASAP
Deadline for applications:	3 October 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 have no 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:	3 October 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 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 024	Coordination and Cooperation Expert	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Political Analysis and Coordination Division/ Coordination and Cooperation Office	Kyiv	I

The Coordination and Cooperation Expert will report to the Head of Political Analysis and Coordination Division (PACD). As part of the Chief of Staff Office, she/he will contribute to the efficient and effective completion of relevant tasks and provide advice to Head of PACD and CoS on entrusted areas of responsibility.

Duties and Responsibilities

The Coordination and Cooperation 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:

- Act as the main Point of Contact for liaising and coordinating with EU Member States and EU-led projects and instruments on the ground in relation to the development and implementation of the Mission's externally funded projects and performing fund-raising activities. To this end, the Coordination and Cooperation Expert will work closely with the EUAM Project Cell and the Head of Operations Office to ensure the effective implementation of the EUAM fundraising strategy;
- Perform as the main Point of Contact for the development of the Mission's comprehensive donor mapping documents of international partners' multilateral and bilateral assistance to the Ukrainian civilian security sector and ensure regular update of the mapping records. The Coordination and Cooperation Expert independently coordinates and supervises all mapping activities both within CoCo and with other Mission Departments and Field Offices;
- Assess and analyse projects, activities and initiatives of international donors and implementers with the view of matching them with the EUAM mandate and advise EUAM Operations department on coordinating their activities with relevant international projects and initiatives;
- Develop and maintain contacts with external partners, including Embassies in Kyiv and relevant institutions in EU Capitals and in Brussels, for the preparation, execution, and follow-up of VIP visits to the Mission by various EU and other international dignitaries. Provide coordination and organizational support for signing ceremonies in close collaboration with the Mission structures and focal points in the EU MS Embassies;
- Assist the Senior Coordination and Cooperation Officer with running of daily coordination and cooperation activities and represent the Coordination and Cooperation Office in the absence of the Senior Coordination and Cooperation Officer;
- Support the Ukrainian counterpart in creating / improving coordination mechanisms for reform and donor relations and to facilitate connecting Ukrainian needs and requests with international donor assistance;
- Organize meetings and briefings for the EUAM staff, as well as for other EU instruments and international organizations;
- Draft meeting minutes and keep the log of coordination and cooperation related events;
- Collect and analyse information contained in communications and publications received from different sources, including the press;
- Draft written analysis, reports and presentations;

- Translate written documents from Ukrainian into English or from English into Ukrainian; perform concurrent interpretation between Ukrainian and English languages during meetings;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, and other requested documents; 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 tasks as requested by her/his Line Managers.

Qualifications and experience

Eligibility criteria:

- Enjoy full Ukrainian civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Master's degree in Political Science, International Relations, Law, Social Sciences, Diplomacy or other closely related areas (Master's degree is a requirement).
- After having obtained the university degree, at least seven (7) years of relevant and proven full-time professional experience in the private and/or public sector, ideally dealing with international organizations.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian, both oral and written;
- Knowledge and experience of Office Suite package;
- Capable of processing large amounts of data and deliver high quality end products;
- Strong experience in developing donor mapping and skills in mapping methodologies;
- Experience in working with donor coordination mechanisms;
- Experience in compiling reports;
- Experience in positions requiring organizational 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 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, embassies, and local authorities;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to deal helpfully and courteously with people, including external contacts.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 007	Legal Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations	Kyiv	II

The Legal Officer will report to the Senior Adviser on the Prosecution of International Crimes/Deputy Lead Coordinator of the Atrocity Crimes Advisory Group (ACA). As part of the Head of Operations Office, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

Context

The Atrocity Crimes Advisory Group (ACA) is an initiative of the EU, the United Kingdom and the United States to enhance coordination of their respective efforts to further accountability for atrocity crimes in the context of Russia's ongoing war of aggression against Ukraine. The ACA senior leadership comprises the Lead Coordinator and two Deputy Coordinators, one of which is selected by the EU.

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:

- Assist the Senior Adviser on the Prosecution of International Crimes/Deputy Lead Coordinator of the Atrocity Crimes Advisory Group (ACA) in performing his/her tasks of leading efforts to provide ongoing mentoring and technical and subject matter assistance to the Office of the Prosecutor General (OPG) of Ukraine on the investigation and prosecution of atrocity crimes, including legal analysis, managing the implementation of responses to other specialised requests from the OPG and leading working groups with Ukrainian and international participation on a range of IHL and ICL topics;
- Provide legal advice and support to assist Ukrainian institutions that are working as part of the criminal justice process in the area of international crimes, in accordance with EUAM policy and guidelines;
- Research and provide expert legal advice and make recommendations on international crimes-related legal and procedural issues as required;
- Draft legal opinions on Ukrainian and international legislation and case law including on draft laws;
- Assist in the planning, drafting and implementation of project activities;
- Assist in the
- Participate in the planning, design and delivery of trainings and workshops, and in the development of curricula and workshops in international crimes-related subjects;
- Actively participate in developing, planning and organising meetings and events with local authorities, stakeholders, and other international organisations;
- Advise on active cases by reviewing evidence and other case materials, preparing accurate summaries of the same, and contributing to advising national counterparts, when required;
- Actively partake in component and unit strategy and planning brain-storming sessions and think creatively of new and relevant solutions to enhance EUAM's mandate activities;
- Take accurate notes/minutes of meetings with interlocutors and ensure the timely filing of reports;
- When necessary, translate documents related to the area of expertise from English to Ukrainian and vice-versa;

- 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 including drafting e-mails, memos, letters, and other documents as required;
- Maintain and file documents and recorded data in the Sharepoint and other data storage systems in a timely manner;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full Ukrainian civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Law (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 spent practicing in criminal law including in prosecutions, or in the judiciary or as defence counsel or other related field.

Essential criteria:

- Possess excellent skills in conducting legal research and in drafting legal memoranda, reports and opinions;
- Be physically fit to perform the duties and to be able to travel within Ukraine;
- Professional fluency in English, Ukrainian and Russian, both oral and written;
- Knowledge and experience of Office Suite package;
- A good knowledge of the Ukrainian legal system and in particular the Criminal Code of Ukraine and the Criminal Procedure Code of Ukraine;
- Excellent organisational skills.

Additional advantageous assets:

- Professional experience of working in international criminal law and international humanitarian law;
- Experience in the planning, design and delivery of legal trainings and workshops;
- Professional experience working in European Union (EU) or other international organisations;
- Experience of working in a multicultural environment;
- Driving license category B and ability to drive manual transmission vehicles.

Personality assets:

- Ability to act with initiative, responsibility, and independence;
- Maintain the highest level of confidentiality and discretion when dealing with sensitive information;
- Teamwork and the ability to build productive, collegial and cooperative working relationships within a large, international team of lawyers and other professionals;
- Ability to foster and maintain effective working relationships with national and international counterparts;
- Ability to prioritise tasks and to deliver high quality of work in a timely manner under pressure and to tight deadlines;
- Willingness to work additional hours when required and to participate in duty trips inside and outside of Ukraine.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 072	CIS Officer (SharePoint Developer)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Division	Kyiv	II

The CIS Officer (SharePoint Developer) reports to the CIS Officer-IT. As part of the CIS Division, s/he will contribute to the efficient and effective accomplishment of the assigned tasks with a focus on developing the functionalities and capabilities of the SharePoint platform and integration with related technologies and other information or collaboration systems.

Duties and Responsibilities

The CIS Officer (SharePoint Developer) 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:

- Design, create and deploy mission-specific information processes and workflows by using Microsoft SharePoint Server in the concept areas of Enterprise Content Management & Search, Knowledge Management, Communication, Collaboration, and Business Intelligence;
- Build customization on SharePoint with SharePoint Designer as well as .NET developing architecture and other tools;
- Maintain applications on a geographically distributed and high-availability SharePoint platform;
- Build integrations with other information systems, and produce customized reports/dashboard/scorecards/key performance indicators to end-users by utilizing SharePoint PerformancePoint services or other tools;
- Produce documentation of developed solutions;
- 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 a criminal record;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Information Technology, Computer Science, 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 proven full time relevant professional experience in the design processes related to the development of information systems out of which three (3) years in developing, implementing, and supporting solutions based on SharePoint technology.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Experience in a SharePoint developer role using SharePoint Online/O365 and SharePoint on Premise 2016;
- Demonstrate expert knowledge in analytical processes and best practices relevant to designing information systems;
- Advanced knowledge of SharePoint Designer, Visual Studio, and .NET;

- Advanced knowledge of JavaScript, JSON, C#, and HTML, with basic knowledge of SQL Server, Microsoft Azure (cloud concepts, services, Azure portal), Microsoft 365, RESTful Web Services;
- in a SharePoint developer role using SharePoint online/O365 and SharePoint on Premise 2016;
- Excellent computer skills in Microsoft Office applications (Excel, Word, Power Point).

Additional advantageous assets:

- Industry certification with specialization in Microsoft SharePoint Server application development, such as Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified Professional Developer (MCPD), is a strong asset;
- Other Microsoft-related technology concept skills are a strong advantage, such as Microsoft Dynamics AX/NAV, Microsoft Teams, SQL Server;
- Cross-platform linkages and integration employing diverse technologies (e.g. Microsoft/Unix, SQL/MySQL);
- Professional experience in an EU and/or international environment;
- Experience of working in an intercultural environment, with respect for diversity.

Personality assets

- Have strong sense of initiative, responsibility and autonomy;
- Ability to present technical subjects to a non-technical audience, and collaborate effectively with non-technical business users to gather technical requirements and specifications including presentation skills and analytical skills;
- Ability to prioritize and manage a high workload exceptionally;
- 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 establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Good interpersonal and communication skills, ability to communicate effectively verbally and in writing;
- 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 074- 075 (2 positions)	Technical Logistics Assistant	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Logistics and Transport Division	Kyiv	IV

The Technical Logistics 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 Technical Logistics 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 Logistics Officer in the preparation of goods, presentations, accounting and other tasks to inventory, stock control, warehouse activities and supply if needed;
- Review requisitions, pick lists and issuing/receiving documents;
- Obtain productivity in the receiving, inspection, storing and issuing of stock items;
- Liaise with the Logistics Officer responsible for the Supply Chain and Contract Management and other related mission members on stock issues/receipts and the establishment of quotas and issuing schedule for commonly used items;
- Review work for accuracy, completeness and compliance with established procedures;
- Ensure that stock is stored, rotated and disposed effectively;
- Liaise with all general Logistics Colleagues at the Mission regarding receiving, accounting and inspection activities concerning equipment received;
- Ensure entry of received materials in "receipt register";
- Unloading and placing of surplus items into the Warehouse by himself/herself or in cooperation with loan movers;
- Implement bar codes on equipment where appropriate;
- Act as a helpful Asset for International and National Logistics Officers;
- If advised act as replacement for the National Logistics Officer;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- 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;
- Valid driving license B category;
- Fluency in Ukrainian, both oral and written;

- Working knowledge of English;
- Good communication skills (Ukrainian/English);
- Experience in General Logistics Tasks like Storage Guidelines, Working Safety etc.;
- Good experience of using data for Stock Reports, Stock and Inventory Overviews;
- Computer skills, knowledge, and experience of Microsoft Office Suite.

Additional advantageous assets:

- Professional experience in an EU and/or international environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Valid driving license C1 category or higher.

Personality assets:

- Willingness and ability to work physically;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines under supervision;
- Good interpersonal and communication skills, ability to communicate effectively orally and in written;
- 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	
UALS 077	Building Management Assistant	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Logistics and Transport Division	Kyiv	III

The Building Management Assistant will report to the Building Management Officer, or the designated alternate. As part of the Logistics and Transport Division, s/he will contribute to the efficient and effective running of the facilities management tasks and the Mission Support Department.

Duties and Responsibilities

The Building 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 the Building Management Officer with the daily facilities management (FM) tasks;
- Assist in preparing, maintaining and managing the calendar of activities and documentation of the Preventive Maintenance Plan;
- Maintain and improve filing system in Logistics and Transport Division (Building Management);
- Maintain contacts with local external counterparts in order to perform all FM tasks;
- Follow up on furniture and equipment delivery arrangements, cleaning and pest control activities within the mission premises;
- Assist in coordination and negotiation issues with Building Management service providers and suppliers on various areas (e.g. lease of premises, furniture and equipment delivery, cleaning and pest control services, administrative queries, invoices, reports,);
- Verify invoices, contractual compliance for the supply of goods and provision of services, and process invoices for payment;
- Translate job 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 have no criminal records;
- 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 Ukrainian, both oral and written;
- Working knowledge of English;
- Good communication skills (Ukrainian/English);
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;

- Experience of using data for preparing reports;
- Good knowledge about services billing and invoicing, procedures and practices, with a good grasp of administrative issues involved in contract verification;
- Very good computer skills, particularly knowledge of and experience with Microsoft Office suite of products (e.g. Microsoft Word, Excel, and Outlook).

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;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Good interpersonal and communication skills, ability to communicate effectively orally and in written;
- 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	
LVLO 006	Rule of Law Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Field Office Lviv	Lviv	II

The Rule of Law Officer will report to the Head of Field Office. 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 Rule of Law 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 his/her Line Manager in the support to Ukrainian rule of law actors' reform policies/strategies/plans and in accordance with Mission policy and guidelines;
- Support the Advisers in the Field Office in the implementation of projects and activities aimed at rule of reforms;
- Analyse laws and other legislation related documents as required;
- Collect and analyse information contained in communications and publications received from different sources, including the legal documents and press;
- Draft written analysis, reports and presentations;
- Arrange and prepare meetings with local authorities, stakeholders and international organisations and draft itineraries;
- Provide support in organizing, planning and developing meetings and events;
- 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, training and mentoring sessions;
- Take notes and prepare minutes from meeting;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents;
- Maintain, develop and file documents and recorded data in appropriate database, related files;
- Handle information with confidentiality and discretion;
- Perform any other relevant tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Law, Political Science, International Relations, Diplomacy, Social Sciences, Public Administration 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 and Ukrainian languages, both oral and written;

- Very good knowledge of and experience in the Microsoft Office Suite Package;
- Sound project management experience;
- Experience in positions requiring organizational skills, with a service and project and client oriented approach;
- Experience of data analysis for preparing reports;
- Valid driving license and willingness to drive Mission vehicles.

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 law enforcement agencies, courts, defence councils, public administration outreach is desired.

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 network, build and maintain internal and external work relationships
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call, irregular working schedule and in and out of country travel, if required.