



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>			
	UADP 004	Project Administration Officer	Kyiv	ASAP
Deadline for applications:	Friday, 8 November 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.

Email to send the application form: vacancies@euam-ukraine.eu

Only one application form per person will be accepted and maximum three positions to apply for with priorities specified.

We offer:

The base salary for the Group II post will depend on relevant and verified employment experience, typically starting from 2786 USD (gross). There is a competitive benefits package, subject to certain conditions, including 13th salary, personal leave days, public holidays and health insurances.

Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Friday, 8 November 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 in the Word-format, 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>



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LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UADP 004	Project Administration Officer	
Department/Unit	Location	Post Group (Local Staff)
Operation Department/Police Unit	Kyiv	II

The Project Management Officer will report to the Project Manager. As part of the Police Unit, the Project Management Officer will contribute to the efficient and effective completion of the assigned tasks related to the implementation of the project entitled 'Blue Haven for Ukraine = Блакитне Небо для України'.

Employment format and duration

This position is an external project funded under a temporary employment contract that is outside the EUAM Ukraine Deployment Plan and Budget. The legal basis for the temporary contract and its financing derives from the Administrative Arrangement, agreed between EUAM Ukraine and the Ministry of Foreign Affairs of the Kingdom of the Netherlands.

The Project Management Officer is offered a fixed-term employment contract until 31 December 2025. The fixed-term employment contract may be extended – subject to satisfactory performance evaluation of the employee, availability of budget and prolongation of the Administrative Arrangement.

Duties and Responsibilities

The Project Administration Officer is to perform the following tasks, and in accordance with the mandate of EUAM Ukraine, the Code of Conduct and Discipline for EU Civilian CSDP Missions as well as the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine:

- Under the supervision of the Project Manager, provide support to the Project Manager on the development, implementation, monitoring and evaluation of the ongoing external projects;
- Provide support on the administration process of projects;
- Assist the Project Manager in planning and in the preparation of project documentation;
- Work closely with the Project Manager and Activity Owners in order to ensure the follow-up of all activities;
- Provide substantial contributions to the preparation of the implementation and manage the communication flow with the relevant actors within the Mission throughout the whole duration of the process;
- Assist the Project Manager throughout the implementation of project activities, and in the registration of the project with the relevant Ukrainian authorities;
- Assist the Project Manager and Activity Owners in the process of drafting donation agreements;
- Ensure timeliness and completeness of progress and final reports on the project;
- Maintain and keep update of contact lists;
- Contribute to the maintenance of the EUAM Ukraine's project's database and archiving system;
- Translate minor project related documents from English to Ukrainian language and vice-versa as assigned;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager and the Project 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 permit according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Business Administration/Management, Project/Contract Management, Political Science, Finance, Economics, International Relations, Social Sciences or a closely related field of study.
- After having fulfilled the education requirements, at least five (5) years of relevant and proven full-time professional experience, preferably with international or non-governmental organisation in project management and evaluation.

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;
- Demonstrated coaching and training capacity;
- Good understanding of the actors and dynamics of international development assistance, particularly in relation to internationally recognised project management standards and practices;
- Excellent analytical and organisational capacities;
- Excellent interpersonal and negotiation skills;

Additional advantageous assets:

- Working experience from an intercultural environment, with respect to diversity;

Personality assets:

- Have strong sense of commitment, initiative, responsibility and autonomy;
- Have a strong team ethic and selflessness;
- 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 to deliver high quality of work in a timely manner even under pressure.