



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

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|--------------------------------------|---|---|-----------------|---------------------|
| Organisation: | European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) | | | |
| Job Location: | Kyiv, Lviv, Odesa | | | |
| Availability: | see below | | | |
| Staff Regime: | Locally Contracted | | | |
| Job Title/ Vacancy notice | Ref. | Title of the post | Location | Available on |
| | <u>Locally Contracted (18)</u> | | | |
| | UALC 007 | Secretary to HoM | Kyiv | ASAP |
| | UALC 043, 044 | Project Support Assistant, 2 positions | Kyiv | ASAP |
| | UALO 001 | Coordination and Operations Officer | Kyiv | ASAP |
| | UALO 007 | Legal Officer | Kyiv | ASAP |
| | UALO 050 | Gender Officer | Kyiv | ASAP |
| | UALO 070 | Strategic MoIA Advisory Officer | Kyiv | ASAP |
| | UALO 076 | Community Policing Officer | Kyiv | ASAP |
| | UALO 080 | Customs Services/IBM Officer | Kyiv | ASAP |
| | UALO 095, 099 | Coordination and Administrative Officer, 2 positions | Kyiv | ASAP |
| | UALO 100 | Criminal Investigation Officer | Kyiv | ASAP |
| | UALO 105 | Organised Crime Officer | Kyiv | ASAP |
| | UALS 025 | Procurement Officer | Kyiv | ASAP |
| | UALS 042 | CIS Officer (Cyber Security) | Kyiv | ASAP |
| | UALS 069 | General Operative/Technician | Kyiv | ASAP |
| | LVLO 007 | Interpreter/Translator | Lviv | ASAP |
| ODLO 010 | Strategic Communication Officer/PPID | Odesa | ASAP | |
| Deadline for applications: | Friday, 13 December 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.

Local staff application procedure

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|-----------------------------------|--|
| Organizational Unit: | EUAM Ukraine |
| Appointment Date: | As indicated above |
| Deadline for applications: | Friday, 13 December 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. <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 007 | Secretary to HoM | |
| Department/Unit | Location | Post Group (Local Staff) |
| Head of Mission Office (HoM Office) | Kyiv | II |

The Secretary to HoM will report to the Head of Mission (HoM) and will be administratively coordinated through the Chief of Staff. To be able to carry the required tasks effectively, the Secretary to HoM will closely cooperate with the Executive Assistants to HoM and the Deputy Head of Mission (DHoM).

Duties and Responsibilities

The Secretary to HoM 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 with the daily management of HoM's Office;
- Perform administrative and secretarial duties;
- Support CoS in the development and implementation of administrative policies for HoM's Office, and contribute to Mission administrative policies;
- Initiate, develop and maintain appropriate administrative systems both paper and electronic for HoM;
- Develop and maintain filing systems to ensure efficiency and business continuity;
- Manage HoM's meetings calendar and travel schedules;
- Manage HoM's expenses;
- Receive and distribute all correspondence as routed by HoM to the appropriate internal/external recipients;
- Maintain quality control of all correspondence processed through HoM's Office;
- Support CoS Office with administrative functions as tasked by CoS;
- Translate/interpret when required;
- 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 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 Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy Philology, Humanities 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 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;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Professional experience in an EU 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 build productive and cooperative working relationships with other staff members;
- 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 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 | |
|------------------------------------|---------------------------|--------------------------|
| UALC 043-044, 2 positions | Project Support Assistant | |
| Department/Unit | Location | Post Group (Local Staff) |
| Chief of Staff Office/Project Cell | Kyiv | III |

The Project Support Assistant will report to the Head of Project Cell. As part of the Project Cell, the Project Support Assistant will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Project Support Assistant will be required, in accordance with the EUAM 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 Project Cell in tasks assigned;
- Provide support to the Operations, Mission Support Department, Political, Analysis and Coordination Division, Planning, Reporting and Evaluation Division on the administration process of projects throughout the project cycle;
- Work closely with the Project Managers (incl. in the Mobile Unit and Field Offices) in order to ensure the communication on project administration and guidelines;
- Coordinate the registration of the Mission's projects with the relevant Ukrainian authorities and assist the project managers in the process of drafting donation agreements;
- Together with the other Project Support Assistant(s) serve as the cross-component support structure within Project Cell for the Mission operations in the area of project administrative matters, especially financial and procurement during the implementation phase of the projects;
- Assist the Mission's Project Managers in the development and preparation of project proposals, including budgets and Gantt-charts;
- While maintaining the administrative responsibilities of the Project Manager in accordance with the relevant SOPs (e.g. Project Management, Procurement, Finance), centralize and streamline administrative management and support to projects and operational events;
- Identify and anticipate from the administration perspective in a timely manner potential risks and issues specific to projects delivery forecast, and advise mitigating measures to the project teams;
- Contribute to project management procedures knowledge from the administrative perspective sharing and best practice roll out to Operations and Mission Support Department;
- Translate minor project related documents from English to Ukrainian language and vice-versa as assigned;
- Draft official letters and note verbales in communication with the counterparts;
- Provide support in developing, planning and organising trainings and events in relation to administrative issues with Project Cell and MSD for Project Managers;
- Serve as a Framework Contract Manager for certain Framework Contracts as appointed;
- 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 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 obtained the Certificate of Complete Secondary Education, at least three (3) years of relevant and proven full-time professional experience in the private and/or public sector; preferably with international or non-governmental organisations in project implementation.

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;
- Experience in positions requiring analytical and organizational skills, with a service and project-oriented approach;
- Experience of data analysis and spreadsheets.

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 productive and cooperative working relationships with other mission 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

| Position Code | Position Title | |
|--|-------------------------------------|--------------------------|
| UALO 001 | Coordination and Operations Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations Department/Head of Operations (HoOps) | Kyiv | II |

The Coordination and Operations Officer will report to the Head of Operations (HoOPS). As part of the Head of Operations Office, the Coordination and Operations Officer 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 Coordination and Operations 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 Reform and Coordination National Expert;
- Coordinate the planning and implementation of operational visits and meetings with local authorities, stakeholders and international organisations;
- Assist the Head of Operations, in project planning, preparation, implementation and reporting on the projects, while taking a leading role in interacting with the Project Cell;
- Support coordination of the projects with external funding from EU Member States and other international partners;
- Draft written analysis, reports and presentations, focusing on specific legal initiatives (drafting of papers on legal issues, as required) and providing support as required for a legal initiative;
- 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 simultaneous 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;
- 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 Head of Operations Office colleagues;
- 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 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 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 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, the Legal Officer 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 | |
|---|----------------|--------------------------|
| UALO 050 | Gender Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations Department/Strategic Reform Component/Cross-Cutting Unit | Kyiv | II |

The Gender Officer will report to the Head of the Cross-Cutting Unit. As part of the Operations Department, the Gender Officer will contribute to the efficient and effective completion of relevant tasks.

Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Gender 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 Cross-Cutting Unit in support of his/her contribution to the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Together with the OPS Gender Adviser and other colleagues, assist in promoting gender equality, mainstreaming and Women Peace and Security related dimensions into external advice and support;
- Together with the OPS Gender Adviser and other colleagues, support the development of a systematic gender analysis in identified law enforcement agencies;
- Liaise with key national and local state agencies and civil society organizations to facilitate and enhance EUAM's contribution to the implementation of the gender equality agenda;
- Collect and analyse information contained in communications and publications from different sources, including the press, in coordination of mission Press and Public Information Division with regards to gender related topics/issues;
- Take notes/minutes;
- Draft written expert analysis, reports and presentations;
- Assist and support the Line Manager in the coordination of projects;
- 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 and mentoring sessions at the Ministerial level for the international members of EUAM as assigned;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and national/international organisations;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- 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 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 Public Administration, Political Science, International Relations, Law, Social Sciences or Diplomacy 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.

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;
- In depth knowledge of gender, gender mainstreaming and related areas;
- Analytical skills and ability to support gender analyses;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Thematic knowledge and experience in Women Peace and Security;
- Thematic knowledge and experience in domestic violence, GBV and CRSV;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Professional experience in an EU and/or International environment (Missions and/or International Organizations);
- Experience of working in an intercultural environment, with respect for 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 prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- 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 070 | Strategic MoiA Advisory Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations/IBM and Law Enforcement Component/Police Unit | Kyiv | II |

The Strategic MoiA Advisory Officer will report to the Head of Police Unit in the support of the IBM and Law Enforcement Component. As part of the Operations Department, the Strategic MoiA Advisory Officer will contribute to the efficient and effective accomplishment of the assigned tasks in advising and coordinating between the Ministry of Internal Affairs of Ukraine and EUAM Ukraine.

Context

The Operations Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Strategic MoiA Advisory 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 Police Unit in support of his/her duties in accordance with Mission policy and guidelines;
- Contribute to meetings with regard to Law Enforcement and Ministerial topics;
- 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 and mentoring sessions attended by the Head of Police Unit;
- Take notes/minutes of meetings related to Law Enforcement and ministerial topics;
- 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 Law Enforcement and ministerial reforms;
- Draft written analysis, reports and presentations related to Law Enforcement and ministerial topics;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations related to Law Enforcement and ministerial topics;
- Perform administrative duties related to Law Enforcement and ministerial topics, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Assist and support the Line Manager in the coordination of projects;
- 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;
- 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 a full course of university studies attested by a Bachelor's degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy 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 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 organization;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organisational skills, with a service approach.

Additional advantageous assets:

- Analytic and reporting skill and previous knowledge and experience in Project Management;
- Professional experience in an EU 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 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 076 | Community Policing Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations/IBM and Law Enforcement Component/ Police Unit | Kyiv | II |

The Community Policing Officer will report to the Head of Police Unit in the support of the IBM and Law Enforcement Component. As part of the Operations Department, the Community Policing Officer will contribute to the efficient and effective accomplishment of the assigned tasks

Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Community Policing 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 Police Unit in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- 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 and mentoring sessions at MoIA 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;
- Assist and support the Line Manager in the coordination of projects;
- 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 duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- 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 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 a full course of university studies attested by a Bachelor's degree in in Public Administration, Political Science, Police Science, International Relations, Law, Social Sciences, Diplomacy 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 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;
- Sound knowledge in Community Policing related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Professional experience in an EU 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 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;
- 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 080 | Customs Services/IBM Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations/IBM and Law Enforcement Component/ IBM Unit | Kyiv | II |

The Customs Services/IBM Officer will report to the Head of IBM Unit. As part of the Operations Department, the Customs Services/IBM Officer will contribute to the efficient and effective running of relevant tasks.

Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Customs Services/IBM 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:

- Collect and analyse information contained in customs related draft laws and SOP's, communications and publications received from different sources, including the press.
- Draft written analysis, reports and presentations;
- Translate written documents from Ukrainian and English languages and vice versa;
- Arrange appointments, meetings with local authorities, stakeholders and international organisations and draft itineraries;
- Provide support in organizing, planning and developing meetings and events;
- Perform concurrent interpretation between Ukrainian and English languages during meetings;
- Take notes/minutes from meeting;
- Perform administrative and secretarial duties, draft e-mails, memos, letters and other requested documents;
- Carry out office duties and maintain filing systems;
- 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 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 a full course of university studies attested by a Bachelor's degree in Customs/Law Enforcement, Public Administration, Political Science, International Relations, Law, Social Sciences 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 related to public financial management including SCS.

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;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in working within state authority, preferable with State Custom Service of Ukraine;
- Experience of change management, related outreach and consultation, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;

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 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;
- 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 095, 099 (2 positions) | Coordination and Administrative Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations/Organized Crime and Criminal Justice Component | Kyiv | II |

The Coordination and Administrative Officer will report to the Head of Organised Crime and Criminal Justice Component. As part of the Operations Department, the Coordination and Administrative Officer will contribute to the efficient and effective completion of relevant tasks.

Duties and Responsibilities

The Coordination and Administrative 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:

- Provide day-to-day administrative and logistical support to Organized Crime and Criminal Justice Component staff and consultants and other EUAM actors when needed;
- Perform verbal and written interpretation/translation from Ukrainian and/or English and vice versa during meetings, events, and possible Duty Trips;
- Provide language assistance to the Component staff and participate in discussions with the Ukrainian authorities;
- Compile terminology and information to be used in translations, including complex legal terminology;
- Participate in preparation, implementation and follow up of project activities and project documentation;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Draft, review and translate work product (e.g. documents, presentation, notes, meeting minutes, etc) when needed;
- Work at short notice and following an irregular working schedule;
- Maintain, develop, and file documents and recorded data in appropriate databases, spreadsheets and all data-related files;
- Deal with 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 a full course of university studies attested by a Bachelor's degree in Interpretation / Translation, English Language and Literature, Linguistics, Humanities and Social Sciences (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 including duty travel internally in Ukraine and abroad;
- Professional fluency in English and Ukrainian languages, both oral and written;

- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organisational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Professional experience in a European Union (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 build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritise tasks and to deliver high-quality work in a timely manner, even under pressure;
- 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 100 | Criminal Investigation Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations/Organized Crime and Criminal Justice Component/Criminal Investigation Unit | Kyiv | II |

The Criminal Investigations Officer will report to the Head of Criminal Investigation Unit in support of the Organized Crime and Criminal Justice Component. As part of the Operations Department, the Criminal Investigation Officer will contribute to the efficient and effective completion of relevant tasks.

Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Criminal Investigations 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 Criminal Investigation Unit in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the areas of criminal investigations and organised crime;
- Assist and support the Line Manager in the coordination and implementation of projects and trainings;
- Assist in the development of curricula for criminal investigations, organised crime and deliver trainings;
- Support in developing and implementing in-service trainings;
- Provide support in developing, planning and organizing 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 the respective field of reform;
- Perform translations of all types of documents related to the area of expertise 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, etc. for the international members of EUAM as assigned and also during duty trips;
- Draft written analysis, reports and presentations;
- Take notes/minutes;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with 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 a full course of university studies attested by a Bachelor's degree in Law, Public Administration, Police Science, Political Science, International Relations, Social Science, Diplomacy 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/organised crime or related fields.

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;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- 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 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;
- 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 105 | Organised Crime Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations/Organized Crime and Criminal Justice Component/Organized Crime Unit | Kyiv | II |

The Organised Crime Officer will report to the Head of Organized Crime Unit in support of the Organized Crime and Criminal Justice Component. As part of the Operations Department, the Organised Crime Officer will contribute to the efficient and effective completion of relevant tasks.

Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Organised Crime 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 Organized Crime Unit in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the areas of organised crime and criminal investigations;
- Assist and support the Line Manager in the coordination and implementation of projects and trainings;
- Assist in the development of curricula for criminal investigations, organised crime and deliver trainings;
- Support in developing and implementing in-service trainings draft presentations;
- Assist and support the Line Manager in the coordination of projects;
- 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 or Russian language and vice-versa, inter alia at meetings and mentoring sessions at MoIA 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 Department with regards to the respective field of reform;
- 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 maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with 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 a full course of university studies attested by a Bachelor's degree in Law, Public Administration, Police Science, Political Science, International Relations, Diplomacy 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 and experience of Office Suite Package;
- Sound knowledge in Special Policing- and Criminal Investigations-related areas (among others cybercrime, financial crime, counter terrorism, witness protection, forensic identification, etc.)
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

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 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;
- 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 025 | Procurement Officer | |
| Department/Unit | Location | Post Group (Local Staff) |
| Mission Support Department/ Procurement Section | Kyiv | II |

The Procurement Officer will report to the Head of Procurement. As part of the Procurement Section, the Procurement Officer will contribute to the efficient and effective implementation of the tasks of the Procurement Section and the Mission Support Department.

Duties and Responsibilities

The Procurement 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 the Procurement Section on contracting and procurement issues and drafting procurement related documents including but not limited to Contract Notices, Invitation to tenders, Instruction to tenderers, Contracts, Opening Reports, Evaluation reports, Award Notices;
- Use legally established professional, transparent and competitive procurement policies and procedures in accordance with EU legislation and regulations throughout the launch, tendering and evaluation phase of the tenders, to ensure that the best value for money is obtained;
- Make pre-selection of local suppliers as required in purchase orders, be point of contact with them in procurement procedures;
- Maintain updated database of suppliers and ensure that all required documentation of the suppliers is kept updated accordingly;
- Provide assistance to the mission members related with all contracting and procurement matters;
- Translate procurement related documents from the 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 a full course of university studies attested by a Bachelor's degree in Contract Management and Procurement, Supply Chain Management, Public Administration, Business Administration/Management, Finance, Economics, IT, Engineering, Law 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 related to Procurement in public sector or within public-funded organisations or projects.

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;
- Knowledge of public procurement principles;

- Experience in positions requiring analytical and organisational skills;
- Experience with using data for preparing reports.

Additional advantageous assets:

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

Personality assets:

- Have strong integrity;
- Have strong commitment to employer's policies and respect for the organisation's workflows and hierarchy;
- 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 detail as well as to tight deadlines;
- Ability 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 focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure;
- 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 042 | CIS Officer (Cyber Security) | |
| Department/Unit | Location | Post Group (Local Staff) |
| Mission Support Department/CIS Division | Kyiv | II |

The CIS Officer (Cyber Security) reports to the Cyber Security Officer (CIS). As part of the CIS Division team, the CIS Officer (Cyber Security) will contribute to the efficient and effective running of the Division tasks with a focus on developing, maintaining, and enhancing the cyber security posture.

Duties and Responsibilities

The CIS Officer (Cyber Security) 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:

- To regularly perform vulnerability and risk assessments on the internal network and to distribute remediation reports to the respective teams and following up on remediation tasks;
- To perform 1st level routine security log monitoring of all security events on the internal network and Cloud infrastructure;
- To actively participate in CIS projects, providing cyber expertise and recommendations, ensuring confidentiality, integrity and assurance;
- To create cyber awareness material and to maintain the Cyber Security knowledge hub;
- To create regularly reports and statistics on cyber incidents for various audiences;
- To disseminate threat intelligence from different providers to various audiences and to create mitigation plans based on the threat intelligence;
- To recommend and support implementation of security controls to mitigate any IT security risks;
- To provide recommendations towards the CIS work plan and the Cyber Security work plan;
- 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 have no 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 in Information Technology and/or equivalent technical specialization studies in the field of Communication Technology, 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 Information and Communication Technology out of which three (3) years in implementing and supporting Cyber Security operations and/or System Administration, in particular, system design and implementation.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Experience with System Administration or Network Administration;
- To have knowledge of the phases of incident response;
- Experience working with a Security Incident and Event Management (SIEM) and knowledge of detection rules;

- Fluency in English and Ukrainian, both oral and written;
- Excellent computer skills in Microsoft Office applications.

Additional advantageous assets:

- Knowledge and/or experience with Office365, Azure or other Cloud platforms;
- Knowledge of ISO2700x and NIST, implementing/recommending IT security controls and knowledge of the NIST phases;
- Knowledge and/or experience with programming or scripting languages;
- Certification in information security, ethical hacking, digital forensics, or related;
- Knowledge and/or experience working with Mobile Device Management (MDM);
- Knowledge and/or experience working with Data Loss Prevention (DLP) solutions;
- 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;
- Good interpersonal and communication skills, ability to communicate effectively verbally and in writing;
- Ability to prioritize and manage a high workload exceptionally;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- 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;
- 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 069 | General Operative/Technician | |
| Department/Unit | Location | Post Group (Local Staff) |
| Mission Support Department/Logistics and Transport Division | Kyiv | IV |

The General Operative/Technician reports to the Building Management Officer. As part of the Logistics and Transport Division, the General Operative/Technician will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The General Operative/Technician 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 Facility Management tasks;
- Identify cost saving maintenance initiatives for all mission facilities in EUAM premises;
- Perform different installation, repair, and maintenance works if needed;
- Perform scheduled maintenance works as directed by the Line manager;
- Identify required spare parts, tools and special equipment, related to his/her daily task;
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grated;
- Supervise local utility service providers and other third parties during their work on EUAM premises;
- Assist in coordinating, maintenance activities with the landlord representatives;
- Assist in identifying maintenance tasks related to Facilities Management and carry them out;
- Assist the Logistics Officer with the daily Warehousing tasks related to mission and project goods and equipment;
- Assist in picking, packing and where required distribution of mission goods and equipment when ordered in support of mission operations;
- Ensure goods are released from stock/storage only in accordance with due process and procedure;
- Assist in receiving and inspection of deliveries of mission goods and equipment;
- Assist in maintaining accurate and up to date stock control and inventory/monitor & report stock levels;
- Expedite task related processes (receipts/acceptance forms/systems processing for example);
- Provide advices on any improvements required, physical, equipment, tools, processes or resource issues arising;
- Assist in the above management of equipment in the regions (RPs);
- Perform shifting/lifting tasks related to Logistics and Transport Division operations.
- Deal with 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 professional experience in logistics, facility management, warehousing, storekeeping, or similar fields;

- Be in possession of a driving license (Category B) including clean driving history.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Good communication skills of English and Ukrainian.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Flexibility in the execution of tasks and ability to work independently;
- Strong personal initiative and willingness to accept responsibilities; comprehensive grasp of warehousing, storekeeping, logistics operations and practices;
- Good negotiating skills and ability to influence others to reach agreement.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- 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 007 | 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, the Interpreter/Translator 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 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 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 | |
|--|---|--------------------------|
| ODLO 010 | Strategic Communication Officer/Press and Public Information Division | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations Department/Field Office Odesa | Odesa | II |

The Strategic Communication Officer/PPID will report to the Head of Field Office Odesa and work in close coordination with the Press and Public Information Division (PPID). As part of the Field Office, the Strategic Communication Officer/Press and Public Information Division will under the guidance of the Head of PPID and Head of Field Office Odesa contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Strategic Communication Officer/PPID will be required, in accordance with the EUAM 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, in full coordination with the Mission's Press and Public Information Division:

- Contribute to assisting, coaching, and mentoring local Law Enforcement Agencies in the field of strategic communications and media interaction;
- Contribute to the planning, preparation, and delivery of regional communication training-related initiatives, activities, projects, and programmes, including delivering presentations and lessons online as well as offline;
- Assist the Head of Field Office (FO) in the effort to raise the visibility and outreach of EUAM Ukraine and FO activities through press and public information initiatives, activities, projects, and programmes;
- Build and maintain relations to regional media representatives, in full coordination with the Mission's Local Spokesperson;
- Provide support in developing, planning, and organizing meetings and events with regional authorities, stakeholders, international organisations, and the general public;
- Contribute to the Mission's visibility and outreach in the region by drafting news articles, promotion and publicising of Mission events, organisation of public/press events, and by acting as the Mission's focal point for local media, in full coordination with the Mission's Local Spokesperson;
- Provide regular compilations of relevant local media reports, as well as collect, analyse and report information gathered from open sources, including from the media and through the Mission's counterparts in support of the PPID's mission-wide media monitoring;
- Draft written analyses, reports, and presentations;
- Perform translations of all types of documents, e.g. articles, presentations, letters, project descriptions, reports, etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in consecutive mode from English to Ukrainian or Russian language and vice versa, inter alia at meetings, training and mentoring sessions with Ukrainian stakeholders for international members of EUAM as assigned;
- Perform administrative duties, including taking notes/minutes, drafting e-mails, memos, letters, and other requested documents as required; maintain and file these and other recorded data in appropriate databases, spreadsheets, or similar data-accessible filing systems;
- 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 a full course of university studies attested by a Bachelor's degree in Communication, Media Science, Mass Communication, Journalism, Political Science, International Relations, Social Sciences, Diplomacy or a closely related field of study (Bachelor's degree is a requirement);
- After having fulfilled the education requirements, at least five (5) years of relevant and proven full-time professional experience in the private or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English, Ukrainian and Russian, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Have substantial experience from positions requiring performance of a wide range of media and communication-related skills and competencies;
- Experience in advising on strategic communication and delivering media interaction training;
- Experience in positions requiring excellent drafting, analytical and project management skills, with a service-oriented approach;
- Very good understanding of the Ukrainian media/social media landscape, social and cultural environment;
- Experience in compiling presentations, reports, and project descriptions;
- Knowledge of Ukrainian Governmental Institutions, structures, and governance processes;
- Excellent understanding of the political and social national and international environment;
- Very good knowledge and experience of Microsoft Office Suite in particular in Word and PowerPoint.

Additional advantageous assets:

- Journalistic or similar experience;
- Professional experience in an EU or international environment;
- Experience in working in an intercultural environment, with respect to diversity.

Personality assets:

- Have a strong sense of initiative, responsibility, and empathy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal professionally and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work on time even under pressure;
- Ability to perform on-call and irregular working schedule if required.