



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

<b>Organisation:</b>	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
<b>Job Location:</b>	Kyiv			
<b>Availability:</b>	see below			
<b>Staff Regime:</b>	Locally Contracted			
<b>Job Title/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Locally Contracted (1)</u></b>			
	UALC 020	Political Officer/Interpreter	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>Tuesday, 20 May 2025 at 17:00 hours (Kyiv time). Late applications will not be accepted.</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a>			

All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.

**Eligibility and essential criteria for all posts (candidates must meet the following conditions by the deadline of the applications):**

- Enjoy full civil rights and 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

<b>Organizational Unit:</b>	<b>EUAM Ukraine</b>
<b>Appointment Date:</b>	<b>As indicated above</b>
<b>Deadline for applications:</b>	<b>Tuesday, 20 May 2025 at 17:00 hours (Kyiv time). Late applications will not be accepted.</b>
<b>Process:</b>	<p><b>Application forms are to be sent in English to EUAM Ukraine in the Word-format, to the attention of Human Resources Division by e-mail to the following e-mail address:</b>  <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></p> <p><b>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.</b>  <u><b>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</b></u></p> <p><u><b>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</b></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 020	Political Officer/Interpreter	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Political Analysis and Coordination Division/Political Office	Kyiv	II

The Political Officer/Interpreter will report to the Head of Political Analysis & Coordination Division. The Political Officer/Interpreter will assist the Division and the Mission in providing political analysis and pro-actively identifying and researching relevant political issues and actors. The Political Officer/Interpreter will carry out administrative support, including arranging meetings, archiving, drafting correspondence and providing working translations if needed.

#### **Duties and Responsibilities**

The Political Officer/Interpreter 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:

- Follow a political portfolio as assigned;
- Provide written and oral analysis for the division and mission including input to reports, talking points and thematic overviews;
- Assist the division in the identification of and relationship building with appropriate Ukrainian and international interlocutors;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations; take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources;
- Support with working translation/interpretation if needed (and no mission interpreter is available) from English to Ukrainian language and vice-versa;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required;
- 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 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 university studies attested by a Bachelor's degree in Political Science, International Relations, Social Sciences, Linguistics/Philology, 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;
- Capable of processing large amounts of data and deliver high quality analytical end products under time pressure;
- Excellent understanding of the Ukrainian political landscape, social and cultural environment;
- Good understanding of the international political and social environment;
- Experience in positions requiring excellent drafting, analytical and organizational skills.

**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 partners, and local authorities;
- Ability to deal cooperatively 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.