



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 | | | |
| Availability: | see below | | | |
| Staff Regime: | Locally Contracted | | | |
| Job Title/ Vacancy notice | Ref. | Title of the post | Location | Available on |
| | <u>Locally Contracted (1)</u> | | | |
| | UALC 001 | HoM's Secretary | Kyiv | 1.08.2025 |
| | | | | |
| Deadline for applications: | Friday, 6 June 2025 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, 6 June 2025 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> |



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LOCAL STAFF POST VACANCY ADVERTISEMENT

| Position Code | Position Title | |
|-------------------------------------|-----------------|--------------------------|
| UALC 001 | HoM's Secretary | |
| Department/Unit | Location | Post Group (Local Staff) |
| Head of Mission Office (HoM Office) | Kyiv | II |

The HoM's Secretary (Head of Mission Secretary) 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 HoM's Secretary will closely cooperate with the Executive Assistants to HoM and the Deputy Head of Mission (DHoM).

Duties and Responsibilities

The HoM's Secretary 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.