



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

Organisation:	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
Job Location:	Kyiv			
Availability:	see below			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (3)</u>			
	UALO 001	Coordination and Operations Officer	Kyiv	ASAP
	UALO 004	Reform and Coordination National Expert	Kyiv	ASAP
	UALO 132	Legal Officer	Kyiv	ASAP
Deadline for applications:	Friday, 11 July 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

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Friday, 11 July 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 utmost 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	
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:

- Perform administrative and secretarial duties, draft and proofread e-mails, memos, letters and other requested documents as required, including to ensure clearance of documents and maintain filing systems;
- Prioritize tasks and deliver high quality of work in a timely manner even under pressure, perform on-call and irregular working schedule if required;
- 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;
- 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;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- 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;
- 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:

- Ability to prioritise tasks and to deliver high quality of work in a timely manner even under pressure;
- 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 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 004	Reform and Coordination National Expert	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/HoOPS	Kyiv	I

The Reform and Coordination National Expert will report to the Head of Operations (HoOPS). As part of the Operations Department, the Reform and Coordination National Expert will contribute to the efficient and effective completion of relevant tasks and provide appropriate advice to Head of Operations.

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 Reform and Coordination National Expert 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:

- Advise the HoOPS with respect to the Operations Department in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines, and in particular from an operational point of view;
- Provide advice with respect to the Operations Department to the HoOPS on matters of on-going reforms, inter alia on assessment of reform activities;
- Act as Point of Contact in Head of Operations Office on EU Integration issues which would include the organisation of visits for EU delegations (e.g. HR/VP, PCM, FPI, Commission services);
- Advise and assist the HoOPS with respect to the assessing and reviewing processes in light of the lines of operations;
- Advise and coordinate on the work planning of Components, Field Offices and Mobile Unit(s) of the Operational Department;
- Coordinate the working plan of the HoOPS Office, ensuring coherence of the plans, leaves, teleworking, replacements and business continuity;
- Coordinate the implementation and distribution of the daily tasks assigned to the HoOPS local staff personnel as directed by the Line Manager, including incoming tasks and correspondence;
- Perform translations of all types of operational 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 operational meetings and mentoring sessions at MoIA level for the international operational members of EUAM as assigned;
- Take notes/minutes for operational matters;
- Collect and analyse operational information contained in communications and publications received from different sources, including the press with regards to the respective operational field of reform;
- Ensure quality control of written analysis, reports and management level products, such as talking points and background notes and presentations from/with an operational perspective;
- Coordinate the development, planning and implementation of operational meetings and events with local authorities, stakeholders and international organisations;
- Oversee, develop and file operational documents and recorded data in appropriate operational databases, in line with the Mission data protection policy;

- Prioritize tasks and deliver a high-quality work in a timely manner even under pressure, perform on-call and irregular working schedule if required;
- Deal with all information, inter alia, operational 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 Master's/Specialist's degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study (Master's/Specialist's degree is a requirement);
- After having fulfilled the education requirements, at least seven (7) years of relevant and proven full-time professional experience out of which a minimum of 3 years of experience in developing or evaluating/assessing reform policies in the private and/or public sector.

Essential criteria:

- Be physically and mentally fit to perform the duties relating to the post in the high risk environment;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills in English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- High level of flexibility, interaction and coordination skills, and self-reliance;
- Proven experience to prepare, coordinate and assist in high level meetings;
- Analytical, 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:

- 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;
- Professional experience of Ukrainian LEAs and the delineation.

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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 132	Legal Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/International Crimes Component/ International Crimes Investigations Unit	Kyiv	II

The Legal Officer will report to the Head of Unit –IC Investigations in support of the IC Component. As part of the International Crimes Investigations Unit, the Legal Officer will contribute to the efficient and effective accomplishment of the assigned tasks.

Context

The International Crimes (IC) Investigations Unit works to assist the Ukrainian authorities in enhancing the capacities of agencies and institutions to investigate and prosecute IC.

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:

- Support the IC Investigation Unit's efforts to assist the Ukrainian authorities in enhancing the capacities of agencies and institutions, in particular the policing and investigative agencies of Ukraine, in accordance with Mission policy and guidelines;
- Research and analyse existing legislation, case law, and draft laws in the field of IC, especially in areas related to IC investigations;
- Assist and support the Line Manager in the coordination, management, and implementation of projects and training work;
- Assist in the development of curricula for IC investigations and deliver training when required;
- Provide support in developing, planning and organising 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 IC; documents related to the area of expertise from English to Ukrainian and vice-versa;
- Contribute to IC case reviews, when required;
- Take notes/minutes during internal IC Team meetings and when meeting with interlocutors;
- 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, draft e-mails, memos, letters, and other requested documents as required;
- Draft written analysis, reports, presentations, and memos;
- 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 a full course of university studies attested by a Bachelor's degree in 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 in criminal investigations or related fields.

Essential criteria:

- Be physically fit to perform the duties relating to the post and to be able to travel internally in Ukraine as required;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Readiness to take part in duty trips in Ukraine and abroad if so required;
- Knowledge of Ukrainian policing system, governmental institutions, structures and processes;
- Experience in positions requiring organisational skills, with a service approach;
- Experience in research and compiling reports, opinions, and memoranda on relevant issues.

Additional advantageous assets:

- Professional experience of work in the field of IC and/or international humanitarian law and related fields would be a significant advantage;
- Professional experience in the field of criminal law as investigator, police officer, prosecutor or legal advisor;
- Professional experience in a European Union (EU) and/or international environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Knowledge of Russian and other languages;
- Driving license category B and ability to drive manual transmission vehicles.

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.