

Organisation:	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
Job Location:	Kyiv			
Staff Regime:	Locally Contra	cted		
	Ref.	Title of the post	Location	Available on
Job Title/ Vacancy notice	Locally Contracted (6)			
	UALC 021	Political Officer	Kyiv	ASAP
	UALC 054	Graphic/Web Designer	Kyiv	ASAP
	UALO 001	Administrative Officer	Kyiv	ASAP
	UALO 004	Reform and Coordination National Expert	Kyiv	ASAP
	UALO 005	Operations Officer	Kyiv	ASAP
	UALS 038	CIS Officer (Developer)	Kyiv	ASAP
Deadline for applications:	-	ober 2025 at 17:00 hours (Kyiv time). ons 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	Friday, 24 October 2025 at 17:00 hours (Kyiv time).	
applications:	Late applications will not be accepted.	
Process:	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	
	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.  Only one application per person will be accepted and maximum three positions to apply for with priorities specified.	
	All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.	
	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.	



# LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 021	Political Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Political Analysis and Coordination Division/Political Office	Kyiv	II

The Political Officer will report to the Head of Political Analysis & Coordination Division. The Political Officer will assist the Division and the Mission in providing political analysis and pro-actively identifying and researching relevant political issues and actors.

### **Duties and Responsibilities**

The Political 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:

- 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 and building of and relationships with appropriate Ukrainian and international interlocutors;
- Draft written analysis, reports and presentations;
- Collect and analyse information contained in communications and publications received from different sources;
- Maintain, develop, and file relevant documents in appropriate databases, spreadsheets and all datarelated files;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations; take notes/minutes;
- Support with working translation/interpretation if needed (if 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;
- 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.

- 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.



# LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 054	Graphic/Web Designer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Press and Public Information Division (PPID)	Kyiv	II

The Graphic/Web Designer will report to the Head of Press and Public Information Division/Senior Spokesperson in the development and implementation of press and public relations procedures of EUAM. As part of the Press and Public Information Division (PPID), the Graphic/Web Designer will contribute to the efficient and effective running of PPID tasks.

#### **Duties and Responsibilities**

The Graphic/Web designer 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:

- Maintain the EUAM website, apply re-designs as needed, and take the initiative to constantly monitor and update the website as appropriate, making suggestions for improvements and necessary modifications;
- Design EUAM information products such as leaflets, brochures, newsletters and infographics, under the instruction of the HoPPID/Spokesperson, and often at short notice;
- Ensure other graphic design needs are met as appropriate;
- Draft Terms of Reference or Technical Specifications for the purchase of services or goods to fulfil the annual purchase plan of PPID;
- Contribute to EUAM's programme of strategic communications activities for Ukrainian civilian security sector agencies, by suggesting training ideas and delivering training on web/graphic design topics;
- Maintain, edit and update EUAM's SharePoint intranet platform;
- Deal with information with confidentiality and discretion;
- Otherwise assist with the daily running of Press and Public Information Division; and perform any other 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 a relevant 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 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;
- Excellent technical skills in graphic and web design, and excellent knowledge of relevant HTML/CM systems and software;

• Excellent knowledge of relevant graphic design software such as Illustrator/ CorelDraw/ Picasa/ Photoshop;

# Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect for diversity;
- Experience in drafting Terms of Reference or Technical Specifications.

- Have strong sense of commitment, initiative, responsibility and autonomy;
- Have a strong team ethic and selflessness;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.



### LOCAL STAFF POST VACANCY ADVERTISEMENT

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

The Administrative Officer will report to the Head of Operations (HoOPS). As part of the Head of Operations Office, the Administrative 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, international community actors and to the Civilian Operations Headquarters in Brussels.

# **Duties and Responsibilities**

The 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:

- 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 Head of Operations/Deputy Head of Operations with the daily duties in terms of coordinating diaries and schedules;
- 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, and also in coordination activities with Head of Mission Office and other
  Mission's departments;
- Coordinate the planning and implementation of operational visits and meetings, including ones at high level, in coordination with Head of Mission Office and Civilian Operations HQ;
- Performs translations of all types of documents, e.g. laws, administrate 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;
- 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.

- 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.



# 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/IBM and Law Enforcement	Kyiv	
Agencies Component	1.41.0	

The Reform and Coordination National Expert will report to the Head of IBM & Law Enforcement Component. As part of the Operations Department, the Reform and Coordination National Expert will contribute to the efficient and effective completion of relevant tasks under special consideration of the integrated approach.

#### 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 Reform and Coordination National Expert 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 Line Manager in support of her/his efforts in the development of Ukrainian Law Enforcement Agencies (LEA) reform policy, strategies, SOPs and in accordance with Mission policy and guidelines;
- Assist and advise, on the delineation among LEAs, in particular regarding the Overarching Strategy for Reform of the Entire Law Enforcement Sector Action Plan (OAS AP) and other related documents;
- Advise and support on the development of consistent criminal policy that focuses on such priorities as
  preventing crime, inevitability of responsibility, protecting individuals, society and the state against
  criminal offences and ensuring victims' rights;
- Provide advice on the interpretation and perform translations of all types of documents, e.g. laws, administrate regulations, presentations, letters, reports etc. from English to Ukrainian language and viceversa, if needed;
- 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;
- 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;
- Deal with information with confidentiality and discretion;
- Perform any other tasks as requested by the Line Manager.

# **Qualifications and experience**

# Eligibility criteria:

- Enjoy full civil rights and have no criminal record;
- 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, Police Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study (Master's/Specialist's degree is a requirement);
- At least seven (7) years of relevant and proven full-time professional experience on senior managerial positions in policing.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- High professional knowledge in General Policing, in particular Command and Control, Performance Evaluation, Humans Resource Management and Road Safety related areas;
- Sound knowledge of UA government structures and governance processes in the context of Civilian Security Sector Reform;
- Knowledge of Ukrainian Law Enforcement Institutions, with regard to delineation of competences, structures and business processes;
- Proven Leadership skills in leading teams and/or organizational structures;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

# Additional advantageous assets:

- Knowledge and 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 of diversity.

- Have strong sense of initiative, responsibility and autonomy;
- 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;
- 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.



# LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 005	Operations Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Head of Operations (HoOps)	Kyiv	II

The Operations Officer will report to the Head of Operations (HoOPS). As part of the Head of Operations Office, the 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, international community actors and to the Civilian Operations Headquarters in Brussels.

### **Duties and Responsibilities**

The 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:

- 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;
- 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;
- Draft written analysis, reports and presentations;
- 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, administrate 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;
- Maintain working relationships with Mission members to ensure effective information flow;
- 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 Police, Security, Political Science, International Relations, Public Administration, Law, Project Management, Social Sciences, Diplomacy, Military, Humanities, Linguistics or a closely related field of study (Bachelor's degree is a requirement);

• After having obtained the degree, at least five (5) years of proven full time relevant 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 experience of using data for preparing reports;
- Excellent in analysing and summarising complex information and developments;
- Sound understanding of SSR and key stakeholders in this area;
- Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner.

# Additional advantageous assets:

- Excellent administration and organizational skills;
- 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;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

- 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 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.



# LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 038 CIS Officer (Developer)		er)
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Division	Kviv	ll l

The CIS Officer (Developer) reports to the CIS Officer-IT. As part of the CIS Division, CIS Officer (Developer) will contribute to the efficient and effective accomplishment of the assigned tasks with a focus on developing the functionalities and capabilities of the SharePoint platform and integration with related technologies and other information or collaboration systems.

### **Duties and Responsibilities**

The CIS Officer (Developer) 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:

- Design, create and deploy mission-specific information processes and workflows by using Microsoft SharePoint Server in the concept areas of Enterprise Content Management & Search, Knowledge Management, Communication, Collaboration, and Business Intelligence;
- Build customization on SharePoint online with SPFX as well as .NET developing architecture and other tools (e.g. Power automate, Power apps);
- Maintain applications on a geographically distributed and high-availability SharePoint platform;
- Build integrations with other information systems and produce customized reports/dashboard/scorecards/key performance indicators to end-users using SharePoint Report Builder or PowerBI;
- Produce documentation of developed solutions;
- 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 Information Technology, Computer Science, 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 proven full time relevant professional
  experience in the design processes related to the development of information systems out of which three
  (3) years in developing, implementing, and supporting solutions based on SharePoint technology.

#### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Experience in a SharePoint developer role using SharePoint Online/O365 or SharePoint on Premise;
- Demonstrate expert knowledge in analytical processes and best practices relevant to designing information systems;
- Advanced knowledge of SharePoint Designer, Visual Studio, and .NET;
- Advanced knowledge of JavaScript, JSON, C#, and HTML, with basic knowledge of SQL Server, Microsoft Azure (cloud concepts, services, Azure portal), Microsoft 365, RESTful Web Services;

• Excellent computer skills in Microsoft Office applications (Excel, Word, Power Point).

# Additional advantageous assets:

- Industry certification with specialization in Microsoft SharePoint Server application development, such as Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified Professional Developer (MCPD), is a strong asset;
- Other Microsoft-related technology concept skills are a strong advantage, such as Microsoft Dynamics AX/NAV, Microsoft Teams, SQL Server;
- Cross-platform linkages and integration employing diverse technologies (e.g. Microsoft/Unix, SQL/MySQL);
- Professional experience in an EU and/or international environment;
- Experience of working in an intercultural environment, with respect for diversity.

- Have strong sense of initiative, responsibility and autonomy;
- Ability to present technical subjects to a non-technical audience, and collaborate effectively with non-technical business users to gather technical requirements and specifications including presentation skills and analytical skills;
- Ability to prioritize and manage a high workload exceptionally;
- 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;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multiethnic environment;
- Good interpersonal and communication skills, ability to communicate effectively verbally and in writing;
- 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.