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			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	**Ref.**	**Title of the post**	**Location**	**Available on**
	Locally Contracted (1)			
	UALS 038	CIS Officer (Developer)	Kyiv	ASAP
Deadline for applications:	**Tuesday, 3 February 2026 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:	**Tuesday, 3 February 2026 at 17:00 hours (Kyiv time).** **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.

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LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 038	CIS Officer (Developer)	
Department/Unit	**Location**	**Post Group (Local Staff)**
Mission Support Department/CIS Division	Kyiv	II

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 three (3) years of proven full-time relevant professional experience in the relevant field.

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.

Personality assets

- 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, multi-ethnic 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.