



## 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>Staff Regime:</b>	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<b><u>Locally Contracted (1)</u></b>			
	UALO 001	Administrative Officer	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>Wednesday, 25 February 2026 at 17:00 hours (Kyiv time).</b> <b>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>Wednesday, 25 February 2026 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>  <b><u>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</u></b></p> <p><b><u>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</u></b></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	
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, 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;
- 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.