



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
	<u>Locally Contracted (2)</u>			
	UALC 043	Project Support Assistant	Kyiv	ASAP
	UALS 038	CIS Officer (Developer)	Kyiv	ASAP
Deadline for applications:	1 April 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:	1 April 2026 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>



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 043	Project Support Assistant	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Project Cell	Kyiv	III

The Project Support Assistant will report to the Head of Project Cell. As part of the Project Cell, the Project Support Assistant will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Project Support Assistant 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:

- Assist the Head of Project Cell in tasks assigned;
- Provide support to the Operations, Mission Support Department, Political, Analysis and Coordination Division, Planning, Reporting and Evaluation Division on the administration process of projects throughout the project cycle;
- Work closely with the Project Managers (incl. in the Mobile Unit and Field Offices) in order to ensure the communication on project administration and guidelines;
- Coordinate the registration of the Mission's projects with the relevant Ukrainian authorities and assist the project managers in the process of drafting donation agreements;
- Together with the other Project Support Assistant(s) serve as the cross-component support structure within Project Cell for the Mission operations in the area of project administrative matters, especially financial and procurement during the implementation phase of the projects;
- Assist the Mission's Project Managers in the development and preparation of project proposals, including budgets and Gantt-charts;
- While maintaining the administrative responsibilities of the Project Manager in accordance with the relevant SOPs (e.g. Project Management, Procurement, Finance), centralize and streamline administrative management and support to projects and operational events;
- Identify and anticipate from the administration perspective in a timely manner potential risks and issues specific to projects delivery forecast, and advise mitigating measures to the project teams;
- Contribute to project management procedures knowledge from the administrative perspective sharing and best practice roll out to Operations and Mission Support Department;
- Translate minor project related documents from English to Ukrainian language and vice-versa as assigned;
- Draft official letters and note verbales in communication with the counterparts;
- Provide support in developing, planning and organising trainings and events in relation to administrative issues with Project Cell and MSD for Project Managers;
- Serve as a Framework Contract Manager for certain Framework Contracts as appointed;
- 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 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 the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least three (3) years of relevant and proven full-time professional experience in the private and/or public sector; preferably with international or non-governmental organisations in project implementation.

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;
- Experience of data analysis and spreadsheets.

Additional advantageous assets:

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

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 mission 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.



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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.