



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 (4)</u>			
	UALO 039	Reform Officer	Kyiv	ASAP
	UALO 095	Coordination and Administrative Officer	Kyiv	ASAP
	UALS 038	CIS Officer (Developer)	Kyiv	ASAP
	UALD 007	Operations Room Officer	Kyiv	ASAP
Deadline for applications:	21 May 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:

- 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: physical and mental health are general conditions and considered as essential requirement of the selection to all position of civilian CSDP Missions. Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Area of Operations of the Mission (if you are selected, before receiving the final job offer, you will be required to certify being medically fit for the specific post).
- 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:	21 May 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.</p> <p><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	
UALO 039	Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Head of Operations (HoOps)	Kyiv	II

The Reform Officer will report to the Head of Operations. As part of the Head of Operations Office, Reform Officer will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

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 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:

- Ensure continuous systematic follow-up of ongoing reforms in the security sector, especially in the field of the Overarching Strategic Plan for the Reform of the Entire Law Enforcement Sector and its Action Plan (OAS AP), and the implementation of the Rule of Law Roadmap
- Ensure continuous cooperation with the EU Delegation on matters related to the reforms in the security sector;
- Research, analyse, and report on reform initiatives in the civilian security sector;
- Attend meetings with different counterparts and, if necessary, provide interpretation from English to Ukrainian and vice versa;
- Take notes/minutes from meetings;
- Draft written analysis, reports, and presentations;
- File documents and recorded data in appropriate databases and files;
- 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 Law, Public Administration, Political Science, International Relations, Social Sciences or 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;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;

- Experience in positions requiring organizational and coordination skills, with a service approach;
- Experience in compiling reports.

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 for 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 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;
- Ability to perform on-call and irregular working schedule if required.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 095	Coordination and Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Rule of Law and Organized Crime Component	Kyiv	II

The Coordination and Administrative Officer will report to the Head of Rule of Law and Organized Crime Component. As part of the Operations Department, the Coordination and Administrative Officer will contribute to the efficient and effective completion of relevant tasks.

Duties and Responsibilities

The Coordination and 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:

- Provide day-to-day administrative and logistical support to Rule of Law and Organized Crime Component staff and consultants and other EUAM actors when needed;
- Perform verbal and written interpretation/translation from Ukrainian and/or English and vice versa during meetings, events, and possible Duty Trips;
- Provide language assistance to the Component staff and participate in discussions with the Ukrainian authorities;
- Compile terminology and information to be used in translations, including complex legal terminology;
- Participate in preparation, implementation and follow up of project activities and project documentation;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Draft, review and translate work product (e.g. documents, presentation, notes, meeting minutes, etc) when needed;
- Work at short notice and following an irregular working schedule;
- Maintain, develop, and file documents and recorded data in appropriate databases, spreadsheets and all data-related files;
- Deal with 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 Interpretation / Translation, English Language and Literature, Linguistics, Humanities and Social Sciences (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 including duty travel internally in Ukraine and abroad;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English, Ukrainian and Russian;

- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organisational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Professional experience in a European Union (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;
- 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 write and communicate in a clear and concise manner;
- Ability to prioritise tasks and to deliver high-quality work in a timely manner, even under pressure;
- Ability to perform on-call and irregular working schedule if required.



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

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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALD 007	Operations Room Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department/ Security Operations Room	Kyiv	II

The Operations Room Officer will be placed under the administratively authority of the Deputy Senior Mission Security Officer and/or his/her designate via the Mission Security Officer(s).

Duties and Responsibilities

The Local Security 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:

- Ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field and ensure proper communication;
- Collect, analyse distribute and archive all incoming security and operational reports and information from different sources;
- Register all activities and keep a timely track in particular in case of incident;
- Support mission personnel in emergency situations, inform the Security management and liaise with the respective local authorities/partners/ involved parties as appropriate, in line with the respective Standard Operating Procedures (SOPs);
- Support the Mission Security and Duty of Care Department in crisis management response;
- Monitor the security and political situation through open sources and disseminate relevant information to the appropriate mission members and contribute to the situational awareness of the Mission; Advance search of potential events that could be threat (direct or indirect) to EUAM.
- Support the Mission Security Analyst in the preparation of situation summaries for the mission in their areas of responsibility;
- Support Security and Duty of Care Department operations by conducting short and long-term Local Security Officer activity's within EUAM Area of Operations;
- Carry out duty officer's duties based on a 24/7-shift system in varying shifts (including silent hours, weekends and holidays);
- Carry out administrative tasking in support of the Mission Security and Duty of Care Department;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager(s).

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, preferably in fields related to Security/Police Emergency Management/Military 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, preferably including experience as a duty officer in a command/ situation centre or a similar capacity.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Possess very good communication skills in English and Ukrainian;
- Very good knowledge and experience of Microsoft Office applications;
- Prior experience in collecting, collating and assessing information in a security context;
- Valid driving license category: B.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Professional qualification in security management is an asset;
- Valid driving license category: C/C1;
- Knowledge of radio operation.

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 and maintain productive and cooperative working relationships with other staff members of EUAM-Ukraine as well as with staff members of EU instruments, international organizations, local authorities, and NGOs;
- Ability to communicate calmly and politely in both personal and telephone/radio conversations;
- Ability to perform on-call and irregular working schedule if required;
- Ability to deal helpfully and courteously with people, including outside contacts.