



## 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			
<b>Job Title/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Locally Contracted (2)</u></b>			
	*UALR 012 B	Human Resources Management Officer (Travel)	Kyiv	1.09.2026
	UALS 037	CIS Officer (Network Administrator)	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>30 June 2026 at 17:00 hours (Kyiv time). 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>			

**(\*)** The position is expected to be filled on a temporary basis from September 2026 through May 2027, under a fixed-term employment contract to cover a temporary replacement (temporary contract).

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

<b>Organizational Unit:</b>	<b>EUAM Ukraine</b>
<b>Appointment Date:</b>	<b>As indicated above</b>
<b>Deadline for applications:</b>	<b>30 June 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>  <u><b>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</b></u></p> <p><u><b>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</b></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	
*UALR 012 B	Human Resources Management Officer (Travel)	
Department/Unit	Location	Post Group (Local Staff)
Human Resources Division	Kyiv	II

The Human Resources Management Officer (Travel) will report to the Head of Human Resources Division. As part of the Human Resources Division (HRD), the Human Resources Management Officer (Travel) will support the Division and will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Duties and Responsibilities**

The Human Resources Management Officer (Travel) 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:

- Conduct travel arrangements for duty travels (travels and accommodation) in accordance with the Mission's Standard Operating Procedures (SOP) and the Guide to missions for officials and other servants of the European Commission;
- Provide information to mission members on the most direct and economical routes and plans routings and itineraries accordingly and inform mission members on available possibilities and offers;
- Contribute to the development, implementation and follow-up on the HR Travel related strategies, policies and procedures;
- Provide guidance, advice and support in regard to travel rules, regulations and related issues to mission members on a regular basis;
- Provide advice, guidance and support to mission members on personnel administration and development related matters;
- Keep updated activities records with regards to the procured air tickets and hotel bookings;
- Maintain records of all official travel of mission members and officials;
- Calculate and verify airfares, accommodation entitlements, terminal/visas expenses, daily subsistence allowance for mission members travelling on missions, etc.;
- Liaise with travel agencies, airline companies and hotels for all booking and billing-related issues;
- Liaise with the local authorities and institutions as per the instructions given by the Line Manager;
- Draft budget, written analysis, reports, presentations, memos and letters on issues related to the travel tasks;
- Cross-check of reports for invoicing and timely invoice processing;
- Carry out all related tasks and assignments, in co-ordination with the Travel Officers and the Line Manager;
- Ensure the timely and correct administration of financial entitlements of mission members, such as reimbursement of duty trips, temporary reallocations, home travel reimbursement, etc.;
- Maintain, develop and file documents and recorded data in appropriate databases, spread sheets and all data-related files;
- Perform on-call and irregular working schedule if required;
- Translate related documents from Ukrainian language to English and vice versa;
- To follow and ensure implementation on all matters related to the data protection regulations;
- Deal with information with a very high 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 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 Travel, Human Resources, Management, Hotel and Tourism Management, Public Administration, Business Administration, Social Sciences, Finance, Economics or a closely related field of study (Bachelor Diploma is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in the 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;
- Experience in travel management, including a comprehensive understanding of airlines' and travel agencies' practices, public administration payment methods, and invoicing/payment administration;
- Excellent administration and organizational skills;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

### **Additional advantageous assets:**

- Experience in a travel agency/hotel/private or public institution as travel services provider;
- Professional experience in an EU and/or International environment;
- Galileo/Amadeus or equivalent trained;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to work long hours under harsh field conditions with no limitations in light of irregular working hours;
- 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 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 focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure;
- 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.

**(\*) The position is expected to be filled on a temporary basis from September 2026 through May 2027, under a fixed-term employment contract to cover a temporary replacement (temporary contract).**



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 037	CIS Officer (Network Administrator)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Division	Kyiv	II

The CIS Officer (Network Administrator) will report to the CIS Officer-IT. As part of the CIS Division, the CIS Officer (Network Administrator) will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Duties and Responsibilities**

The CIS Officer (Network Administrator) 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 in the development, implementation, administration and maintenance of all network systems and services;
- Assist in the testing, installation, configuration, operation, management and maintenance of all LAN/WAN/VPN hardware, software and services, and prepare them for use, in accordance with CIS standards and SOPs;
- Take part in duty trips within Ukraine with specific technical tasks;
- Assist in the development and implementation of network and IT systems security measures;
- Monitor, troubleshoot and fix IT Infrastructure issues timely;
- Provide on-line and on-site assistance with problems related to IT infrastructure and services;
- Write/update technical documentation (including user guides);
- Provide periodic reports of executed tasks and status of ongoing project to supervisors and give recommendations where needed;
- Undertake small to medium-sized projects as instructed by CIS Officer (IT);
- Handle information with confidentiality and discretion;
- Perform any other task 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 in Information Technology, Information Systems, Computer Engineering, Computer Science or other fields 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 Information Technology, and specifically in the expertise area of network administration.

##### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Excellent knowledge of Cisco IOS and hands-on experience with Cisco and Meraki devices (e.g. routers, L2 and L3 switches, firewalls, access points, VPN configuration) and infrastructure solutions (LAN and WAN) in a corporate and/or a wide area networking environment;
- Excellent computer skills in Microsoft Office applications.

**Additional advantageous assets:**

- Experience working with Cisco Meraki equipment and cloud-managed network services;
- Knowledge and experience of Cisco switching, BGP configuration, VPN environment;
- Knowledge and experience of Microsoft cloud environment and Azure Networking;
- Cisco CCNP/CCNA, , Microsoft, ITIL, and/or other relevant certifications or completed trainings;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Particular skills in identifying technical problems and developing solutions.

**Personality assets:**

- 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;
- Ability to deep research in new technologies and strong willingness to learn;
- 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;
- Ability and willing to learn and implement new technologies;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Used to work on a multitude of activities at the same time and with limited supervision;
- 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.