



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>			
	UADP 006	Project Supply Officer	Kyiv	ASAP
	UADP 007	Project Administration Officer	Kyiv	ASAP
Deadline for applications:	21 July 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 July 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. <u>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</u> <u>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</u> 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UADP 006	Project Supply Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Project Cell	Kyiv	II

The Project Supply Officer will report to the Team Leader of the Project Supply Team in Project Cell, or in absence of him/her – Head of Project Cell. As part of the Project Cell, the Project Supply Officer will contribute to the efficient and effective accomplishment of the assigned tasks related to the implementation of the project entitled **'NGU on Watch'**.

Employment format and duration

This position is an external project funded under a temporary employment contract that is outside of the EUAM Ukraine Deployment Plan and Budget of the Mission. The legal basis for the temporary contract and its financing derives from the Administrative Arrangement (AA), agreed between EUAM Ukraine and the Canada's Department of Foreign Affairs, Trade and Development (DFATD).

The Project Supply Officer is offered a fixed-term employment contract until 31 July 2028 (in line with the end date mentioned in the AA). The fixed-term employment contract may be extended – subject to satisfactory performance evaluation of the employee, availability of budget and prolongation of the AA.

Duties and Responsibilities

The Project Supply Officer will be required, in accordance with the mandate of EUAM Ukraine, the Code of Conduct and Discipline for EU Civilian CSDP Missions as well as the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, serving in Ukraine, to perform the following tasks:

- Assist EUAM's Requesting Units/Departments in drafting Technical Specifications (TS)/Terms of Reference (TOR);
- Assist EUAM's Requesting Units/Departments in conducting market research;
- Complete all TS/ToR drafting/revision and market research assignments according to relevant EU policies, standards and procurement rules (e.g., the Practical Guide on Contract Procedures for European Union External Action (PRAG)), as well as internal Standard Operational Procedures (SOPs);
- Continuously gather from all relevant sources and analyze complex technical and commercial information pertinent to the tasks of drafting/revising Technical Specifications/Terms of Reference and market research;
- Maintain and keep up to date the templates for commonly used Technical Specifications/Terms of Reference and Market Research Results Report;
- Cooperate with the Project Cell colleagues on a daily basis and inform them of any findings that could impact project cycle/priorities;
- Provide the internal stakeholders with any relevant information/documents if/when requested (upon approval of Line Manager);
- Liaise with all respective EUAM's Requesting Units/Departments and outside Contractors to ensure a timely implementation of existing supply, service and works contracts throughout its full cycle with associated tasks, related to projects in compliance with the applicable rules (i.e. internal SOPs, EU financial regulations, general and special conditions annexed to the contracts);

- Based on the placed Order Forms (OFs) systematically maintain and verify the tracking files of funds spent in respect to relevant contracts and projects;
- Prepare and report the contracts utilization statistics upon the request to the relevant internal stakeholders;
- Monitor the contracts within area of responsibility in regards for duration and contract volume balance and inform relevant internal stakeholders on expiration dates/contract volume exhaustion in timely manner to ensure EUAM's business continuity;
- Based on received supplier reports, assist internal stakeholders in preparation and reporting to EUAM's management the project/contract implementation progress/statistics within projects/contracts in the area of the responsibility;
- Provide the internal stakeholders with any relevant information/documents if/when requested (upon approval of Head of Project Cell);
- 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 (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;
- Excellent communication skills of English and Ukrainian;
- Excellent interpersonal and negotiation skills;
- Very good knowledge and experience of Office Suite Package;
- Very good knowledge of public and international procurement rules and principles;
- Experience in positions requiring analytical and organizational skills, with a service and project-oriented approach;
- Experience with using data for preparing reports.

Additional advantageous assets:

- Experience in procurement area will be an asset;
- Professional experience in procurement/delivery of vehicles, IT equipment, radio-communication equipment, first aid goods, power supplies would be an additional asset;
- Professional experience in high value/high intensity procurement would be an additional asset;
- Professional experience in the implementation of procurement projects for the Civilian Security Sector or international organizations would be an additional asset.

Personality assets:

- Have a strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members, with respect to diversity;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to deal helpfully and courteously with people, including outside contacts;
- 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 to work in a team and in a multi-cultural environment.



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LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UADP 007	Project Administration Officer	
Department/Unit	Location	Post Group (Local Staff)
Operation Department/Police Unit	Kyiv	II

The Project Administration Officer will report to the Project Manager. As part of the Police Unit, the Project Administration Officer will contribute to the efficient and effective completion of the assigned tasks related to the implementation of the project entitled '**NGU on Watch**'.

Employment format and duration

This position is an external project funded under a temporary employment contract that is outside the EUAM Ukraine Deployment Plan and Budget of the Mission. The legal basis for the temporary contract and its financing derives from the Administrative Arrangement (AA), agreed between EUAM Ukraine and the Canada's Department of Foreign Affairs, Trade and Development (DFATD).

The Project Administration Officer is offered a fixed-term employment contract until 31 July 2028 (in line with the end date mentioned in the AA). The fixed-term employment contract may be extended – subject to satisfactory performance evaluation of the employee, availability of budget and prolongation of the AA.

Duties and Responsibilities

The Project Administration Officer shall be required, in accordance with the mandate of EUAM Ukraine, the Code of Conduct and Discipline for EU Civilian CSDP Missions as well as the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Under the supervision of the Project Manager, provide support to the Project Manager on the development, implementation, monitoring and evaluation of the ongoing external projects;
- Provide support on the administration process of projects;
- Assist the Project Manager in planning and in the preparation of project documentation;
- Work closely with the Project Manager and Activity Owners in order to ensure the follow-up of all activities;
- Provide substantial contributions to the preparation of the implementation and manage the communication flow with the relevant actors within the Mission throughout the whole duration of the process;
- Assist the Project Manager throughout the implementation of project activities, and in the registration of the project with the relevant Ukrainian authorities;
- Assist the Project Manager and Activity Owners in the process of drafting and processing donation agreements;
- Ensure timeliness and completeness of progress and final reports on the project;
- Contribute to the maintenance of the EUAM Ukraine's project's database and archiving system;
- Translate short project-related documents from English to Ukrainian language and vice-versa as assigned;
- Provide interpretation support, within the scope of assigned duties, to facilitate communication between the Project Manager, Activity Owners, and counterparts, as required;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager and Project 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 permit according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree (Bachelor's degree is a requirement);
- After having fulfilled the education requirements, at least five (5) years of relevant and proven full-time professional experience, preferably with international or non-governmental organisation in project management and evaluation.

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;
- Demonstrated coaching and training capacity;
- Good understanding of the actors and dynamics of international development assistance, particularly in relation to internationally recognised project management standards and practices;
- Excellent analytical and organisational capacities;
- Excellent interpersonal and negotiation skills;

Additional advantageous assets:

- Working experience from an intercultural environment, with respect to diversity;

Personality assets:

- Have strong sense of commitment, initiative, responsibility and autonomy;
- Have a strong team ethic and selflessness;
- 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.