



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, Lviv			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (22)</u>			
	LVLO 012	Integrated Border Management Officer (IBM Officer)	Lviv	ASAP
	UALC 040	Project Management/Administration Officer	Kyiv	ASAP
	UALC 056-057	Project Delivery Support Officer, 2 positions	Kyiv	ASAP
	UALC 058	Project Agreements and Registry Officer	Kyiv	ASAP
	UALO 001	Administrative Officer	Kyiv	ASAP
	UALO 050	Conflict Management and Mediation Officer	Kyiv	ASAP
	UALO 061	Communications and Information Systems Officer	Kyiv	ASAP
	UALO 083	Administration Officer	Kyiv	ASAP
	UALO 097	Prosecutorial Reform Officer	Kyiv	ASAP
	UALO 098	Legal Reform Officer	Kyiv	ASAP
	UALO 123	Legal Officer	Kyiv	ASAP
	UALO 133	Interpreter/Translator	Kyiv	ASAP
	UALO 134	Legal Reform Officer	Kyiv	ASAP
	UALO 135-136	Veterans Reintegration Officer, 2 positions	Kyiv	ASAP
	UALO 137	Hybrid Threats Officer (Critical Infrastructure Protection)	Kyiv	ASAP
	UALO 138	Hybrid Threats Officer (Cybersecurity & FIMI)	Kyiv	ASAP
	UALO 139	Hybrid Threats Officer (Counterintelligence)	Kyiv	ASAP
	UALS 036	CIS Technician (Helpdesk & Support)	Kyiv	ASAP
	UALS 038	CIS Officer (Network Administrator)	Kyiv	ASAP
	UALD 011	Local Medical Doctor (Expert)	Kyiv	ASAP
Deadline for applications:	7 September 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:	7 September 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	
LVLO 012	Integrated Border Management Officer (IBM Officer)	
Department/Unit	Location	Post Group (Local Staff)
Operations/Field Office Lviv/IBM Unit	Lviv	II

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

Duties and Responsibilities

The IBM 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:

- Assist the Head of IBM Unit and the Head of Field Office Lviv in the implementation of Field Office initiatives supporting the reform policies, strategies, and plans of Ukrainian government, ministerial, and IBM actors, in line with Mission policies and guidelines;
- Support the Head of IBM Unit, Senior Border/IBM Advisers and other Advisers in the Field Office in their efforts to support Ukraine IBM reforms, with a special focus on IBM activities in Western Ukraine and the borders with neighbouring EU Member States;
- Collect and analyse information contained in communications and publications received from different sources, including the legal documents and press.
- Assist and support the Line Manager and international Advisers in the implementation of projects;
- Draft written analysis, reports and presentations;
- Arrange appointments, meetings with local authorities, stakeholders and international organisations and draft itineraries;
- Provide support in organizing, planning and developing meetings and events;
- Perform 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 liaison and consecutive mode from English to Ukrainian language and vice-versa, inter alia at meetings and mentoring sessions at required level for the international members of EUAM as assigned;
- Take notes/minutes from meeting;
- Perform administrative duties, draft e-mails, memos, letters, faxes and other requested documents;
- Carry out office duties and maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Handle information with confidentiality and discretion;
- Perform any other relevant 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, Economics, Political Science, Police Science, International Relations, Law, Social Sciences, 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.

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 of and experience in the Microsoft Office Suite Package;
- Driving licence category B;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in working within IBM organisation(s), preferable with Border Guard Service, Customs, LEAs or similar. Alternatively relevant experience from the private sector;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

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

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 and participate on extended duty trips inside and outside Ukraine, if required.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 040	Project Management/Administration Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Project Cell	Kyiv	II

The Project Management/Administration Officer will report to the Team Leader Project Management. As part of the Project Cell, the Project Management/Administration Officer will contribute to the effective and efficient completion of relevant tasks.

Duties and Responsibilities

The Project Management/Administration Officer 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:

- Under the supervision of the Team Leader Project Management, provide administrative, financial, and organizational support to the Project Cell and the Mission's project managers;
- Assist project managers with project planning, project administration, project implementation follow-up, project documentation, and project reporting;
- Support project-related financial administration in coordination with the Project Cell Focal Point and the relevant units of the Mission Support Department;
- Support the coordination of project review and planning processes, including collecting and consolidating inputs, preparing and circulating documentation, scheduling meetings, and following up on agreed actions;
- Assist with project financial reporting by compiling supporting information, maintaining financial records and trackers, and monitoring expenditure against approved budgets and allocations;
- Assist with the preparation, compilation, formatting, processing, and filing of project documentation;
- Facilitate the flow of project-related information and documentation among project managers, the Project Cell Focal Point, the Mission Support Department, and other relevant Mission actors;
- Maintain project schedules, financial and administrative trackers, action lists, reporting calendars, and records, and follow up with the relevant staff members on pending actions;
- Support the preparation of project progress, financial, and final reports by collecting, verifying, and consolidating the required information and supporting documentation;
- Maintain and regularly update the list of reviewers and technical focal points;
- Maintain the Mission's project database, document repositories, electronic filing systems, and archives, ensuring that records are complete, accurate, accessible, and up to date;
- Ensure continuity of routine administrative and coordination support to Mission Support Department Operations during the absence of the Head of Project Cell and the Project Cell Focal Point;
- Provide colleagues with guidance on administrative requirements, documentation, templates, and established project-support procedures;
- 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 record;
- 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, Business Administration/Management, Project/Contract Management, Political Science, Finance, Economics, International Relations, Social Sciences or a related field of study (a 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, 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 056-057 (2 positions)	Project Delivery Support Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Project Cell	Kyiv	II

The Project Delivery Support Officer will report to the Team Leader Project Management. As part of the Project Cell, the Project Delivery Support Officer will contribute to the effective and efficient completion of relevant tasks.

Duties and Responsibilities

The Project Delivery Support Officer 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:

- Under the supervision of the Team Leader Project Management, provide operational, administrative, financial, and organizational support to the Project Cell and the Mission's project managers to facilitate the effective delivery of projects' results;
- Assist project managers throughout the project cycle, including planning, preparation, implementation, monitoring, reporting, and closure;
- Proactively support the implementation of project activities by coordinating inputs, documentation, resources, timelines, and follow-up actions required to achieve the expected project results;
- Support project-related financial administration in coordination with the Project Cell Focal Point and the relevant units of the Mission Support Department;
- Assist with project financial reporting by compiling supporting information, maintaining financial records and trackers, and monitoring expenditure against approved budgets and allocations;
- Support project review and planning processes by collecting and consolidating inputs, preparing and circulating documentation, scheduling meetings, recording agreed actions, and following up on their completion;
- Assist in identifying implementation needs, delays, administrative issues, and outstanding actions, and coordinate with the relevant staff to facilitate their timely resolution;
- Prepare, compile, review, process, and file project documentation, ensuring its completeness, accuracy, and timely submission;
- Maintain project schedules, financial and administrative trackers, action lists, reporting calendars, databases, and records, and follow up with relevant staff on deadlines and deliverables;
- Maintain and regularly update the list of reviewers and technical focal points, as well as the Mission's project document repositories, filing systems, and archives;
- Ensure continuity of routine operational, administrative, and coordination support to Mission Support Department Operations during the absence of the Head of Project Cell and the Project Cell Focal Point;
- Provide colleagues with guidance on project-support procedures, administrative requirements, documentation, templates, and established workflows;
- Handle information with confidentiality and discretion;
- Undertake any other project-delivery, administrative, or coordination tasks necessary to support project managers and the Project Cell in the timely and effective realization of Mission projects, as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal record;
- 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, Business Administration/Management, Project/Contract Management, Finance, Economics, Logistics, Supply Chain Management, Procurement, Operations Management, or a related field of study (a 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, 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 058	Project Agreements and Registry Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Project Cell	Kyiv	II

The Project Agreements and Registry Officer will report to the Team Leader Project Management. As part of the Project Cell, the Project Agreements and Registry Officer will contribute to the effective and efficient completion of relevant tasks.

Duties and Responsibilities

The Project Agreements and Registry Officer 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:

- Under the supervision of the Team Leader Project Management, provide legal, documentary, and registration support to the Project Cell and the Mission's project managers;
- Draft, review, revise, and process project agreements, donation agreements, amendments, and other project-related legal and operational documents;
- Conduct quality-control reviews of project documentation submitted for approval, ensuring its legal and procedural consistency, accuracy, completeness, and compliance with applicable requirements and templates;
- Prepare and process the documentation required for the registration of internally and externally funded projects with the relevant Ukrainian authorities and institutions;
- Review and process donation agreements and coordinate the collection of the required supporting documents, clearances, signatures, and approvals;
- Maintain accurate and up-to-date registers and tracking tools for project agreements, donation agreements, amendments, external and internal project registrations, approvals, and related documentation;
- Assist project managers and support project finance, administration, and management in coordination with the Project Cell Focal Point;
- Monitor the status and deadlines of agreements, registrations, approvals, and related actions, and follow up with the relevant internal and external counterparts;
- Support SCMU reporting activities by collecting, reviewing, consolidating, and providing the required project information and documentation;
- Support institutional liaison with the relevant Ukrainian authorities, implementing partners, donors, beneficiaries, and Mission counterparts on matters related to project agreements and external project registration;
- Provide guidance to project managers and relevant colleagues on agreement templates, documentation requirements, registration procedures, and established workflows;
- Handle information with confidentiality and discretion;
- Undertake any other related or coordination duties as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal record;

- 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, International Law, European Law, Legal Studies, Public Administration, Business Administration/Management, Contract Management, Finance, Economics, or a related field of study (a 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, 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.



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

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 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;
- 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 050	Conflict Management and Mediation Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Law Enforcement Component/Veterans' Support Unit	Kyiv	II

The Conflict Management and Mediation Officer will report to the Head of Veterans' Support Unit. As part of the Operations Department, the Conflict Management and Mediation Officer will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

Duties and Responsibilities

The Conflict Management and Mediation 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:

- Carry out and secure successful implementation of projects, and coordinate and cooperate with other projects;
- Establish and maintain trustful, warm and respectful relationships with key stakeholders: especially with civil society, law enforcement agencies, and local government involved in regional and local efforts on social cohesion and dialogue-based conflict management;
- Advise on and organize meetings of the Component/Unit or/and other Mission members with the relevant stakeholders;
- Establish and maintain networks with Ukrainian and international experts in social cohesion, peacebuilding, conflict management and reintegration;
- Assist the Line Manager in support of his/her contribution to the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Assist in coordinating Conflict Management, Social Cohesion and Mediation related activities with EUAM's field offices, the Mobile Unit, and the Police Unit;
- Follow overall developments, collect and analyse information contained in communications and publications received from different sources, including the press, with regards to social cohesion and mediation, in particular in the liberated and adjacent territories (LAT) of Ukraine;
- Co-develop with Ukrainian partners proposals and activities in the fields of conflict management, reintegration and social cohesion in the LAT;
- Organize workshops, conferences and other events related to the Component's/Unit's priorities within the civilian security sector and assist in the development of curricula and deliver training where required;
- Assist other EUAM colleagues/teams in preparing and implementing activities;
- Take notes/minutes;
- Draft written analysis, reports and presentations;
- Perform translations of all types of documents between English and Ukrainian;
- Perform interpretation in liaison and consecutive mode between English and Ukrainian, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- To work and travel within the Mission's area of operations;
- Maintain, develop, and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- 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 Political Science, International Relations, Diplomacy, Law, Social Sciences, Psychology, Public Administration 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 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;
- Experience in reaching out/establishing networks with civil society or government stakeholders at the national and local levels;
- Experience in bringing together state agencies and civil society organisations to identify and address mutual issues of concern at the local and national levels;
- Thorough knowledge of the political, cultural and security situation in Ukraine, especially in the areas of civil society, security sector and its reform process;
- Thorough knowledge of approaches and methodologies in the fields of social cohesion, conflict management, reintegration and mediation;
- Experience in working with and participating in mediations, dialogue meetings and/or reconciliation processes;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring project management skills;
- Experience in compiling reports.

Additional advantageous assets:

- Having relevant professional experience of working in an international organization present in Ukraine (EU, CoE, UN, OSCE, USAID, etc);
- Knowledge of Ukrainian Governmental Institutions;
- Knowledge of Ukrainian civil society organisations;
- Work experience in the LAT of Ukraine;
- Professional experience in an EU 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 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;
- Ability to meet colleagues, managers and interlocutors with empathy, sincere curiosity and care.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 061	Communications and Information Systems Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component/OAS Reform Unit	Kyiv	II

The Communications and Information Systems Officer will report to the Head OAS Reform Unit. As part of the Operations Department, the Communications and Information Systems Officer will contribute to implementing the Mission's digital transformation and innovation agenda.

Duties and Responsibilities

The Communications and Information Systems Officer 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 Unit in the development of Ukrainian government and ministerial Digital Transformation and innovation policy and strategies within the civilian security sector (CSS);
- Assist and support the Head of Unit in the coordination of projects related to the digitalization of institutions and agencies in CSS;
- Advise national authorities and institutions on the development and implementation of policies, strategies, and frameworks related to communications and information systems (CIS);
- Support alignment with EU standards, interoperability requirements, and good practices in the CSS;
- Assess existing CIS capabilities and identify gaps, needs, and areas for improvement;
- Design and deliver capacity-building initiatives, including training, mentoring, and workshops for relevant personnel;
- Contribute to the planning, implementation, and evaluation of CIS-related projects and initiatives;
- Provide technical input to project documentation, including terms of reference, technical specifications, and procurement requirements;
- Coordinate activities with other EUAM colleagues, specifically the OAS Reform Team, but also with other Components, Field Offices, and the Mobile Unit;
- Perform 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 liaison and consecutive mode from English to Ukrainian language and vice-versa, inter alia at meetings/sessions for the international members of EUAM as assigned;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Division with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, 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 record;
- 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, Public Administration, Political Science, International Relations, Law, Social Sciences, 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;
- Fluency in English and Ukrainian, both oral and written;
- Possess excellent communication skills in English and Ukrainian;
- Very good knowledge and experience of Microsoft Office Suite Knowledge in Governance, Digital Transformation or Innovation related issues, to include the development of Ukrainian government and ministerial reform policy;
- Experience in CIS/Digital Transformation related projects;
- Knowledge of Ukrainian government structures, governmental institutions, and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Knowledge of innovative solutions in the area of e-government;
- Basic knowledge of the legal framework on data protection and cybersecurity;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets:

- Have a 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 083	Administration Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/IBM Component	Kyiv	II

The Administration Officer will report to the Head of IBM Component. As part of the Operations Department, Administration Officer will contribute to the efficient and effective completion of relevant tasks.

Duties and Responsibilities

The Administration 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:

- Assist the Head of IBM Component in support of his/her duties in accordance with Mission policy and guidelines;
- Perform administrative duties including drafting e-mails, memos, letters and other documents, and in planning and organising meetings and events with counterparts and other international organisations including taking notes/minutes and contributing to OIF entries;
- Conduct IBM Component-level administrative tasks relating to staffing including maintaining the daily duty roster;
- Contribute to the planning, drafting, monitoring and reporting of IBM Component projects, and assist the IBM Component in the overall coordination of projects;
- Draft reporting documents on IBM Component activities and events including for internal reporting within EUAM, for reporting to the European External Action Service and Commission as DG HOME, DG TAXUD, DG MOVE, DG Mare, DG ENEST level, and in drafting reports to external interlocutors including;
- Maintain and file documents and recorded data in the Sharepoint and other data storage systems in an organised, systemised and timely manner;
- Translate documents including legal documents, work products, notes, presentation and training materials, and letters and reports from the English to the Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian language and vice-versa, including during meetings and workshops;
- Provide language assistance as directed by the Head of IBM Component and participate in discussions with Ukrainian and international partners;
- Actively participate in strategy and planning brain-storming sessions and think creatively of new and relevant solutions to enhance the efficiency of the Component;
- Assessment of VRU DL decisions and screening of media publications relevant for IBMC
- Contribution to weekly planning calendar of operations activities
- Handle information with 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 Public Administration, Political Science, International Relations, Law, Social Sciences, Interpretation/ Translation,

English Language and Literature, Linguistics, or relevant 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;
- Experience in positions requiring analytical and reporting skills, with a service- and project-oriented approach.
- Experience in project management;
- Excellent organisational skills.

Additional advantageous assets:

- Professional experience in an EU and/or international environment;
- Knowledge of Ukrainian government structures, governmental institutions, structures and governance processes in the context of civilian security sector reform;
- Experience of working in an intercultural environment.

Personality assets:

- Ability to act with initiative, responsibility and independence;
- Teamwork and the ability to build productive, collegial and cooperative working relationships with other staff members and with counterparts;
- Ability to foster and maintain effective working relationships with national and international counterparts;
- 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 whilst under pressure and to short deadlines;
- Willingness to work additional hours when required and to participate in duty trips inside and outside of Ukraine.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 097	Prosecutorial Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Rule of Law and Organised Crime Component/ Rule of Law Unit	Kyiv	II

The Prosecutorial Reform Officer will report to the Head of Rule of Law Unit in support of the Rule of Law and Organised Crime Component. As part of the Operations Department, the Prosecutorial Reform Officer will contribute to the efficient and effective completion of relevant tasks.

Context

The Operations Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Prosecutorial 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 legislative initiatives and reforms in the security sector and especially in the field of prosecutorial reform;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the area of prosecutorial reform;
- Attend meetings with different counterparts and, if necessary, provide interpretation services during such meetings;
- Take notes / minutes from meetings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of the Mission Press and Public Information Division with regards to the respective field of reform;
- Draft written analyses, reports and presentations, and to give presentations in the area of expertise based on operational needs;
- File documents and recorded data in appropriate databases and 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 Law or a closely related field of study (a 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 field of justice, including at least three (3) years of experience as a Legal Expert or in a similar position in the private and/or public sector;
- Previous professional experience in international and especially European standards and practices in the justice sector is a requirement.

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;
- Knowledge of Ukrainian governmental institutions, structures and governance processes;
- Experience in positions requiring organisational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Professional experience in an EU and/or an international environment;
- Experience of working in an intercultural environment, respecting diversity.

Personality assets:

- Have a 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 prioritise 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 098	Legal Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Rule of Law and Organised Crime Component/ Rule of Law Unit	Kyiv	II

The Legal Reform Officer will report to the Head of Rule of Law Unit in support of the Rule of Law and Organised Crime Component. As part of the Operations Department, the Legal Reform Officer will contribute to the efficient and effective completion of relevant tasks.

Context

The Operations Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Legal Reform Officer 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 legislative initiatives and reforms in the security sector and especially in the field of assessing legal reforms;
- Research and analyse legislation and draft laws in the field of security sector reform, applying EU and international standards;
- Conduct legal analyses and draft legal opinions;
- Draft official letters to Ukrainian interlocutors;
- Attend meetings with counterparts providing, when necessary, interpretation services;
- Take notes / minutes from meetings;
- Collect and analyse information contained in communications and publications received from different sources, including the media in order to support the EUAM Press and Public Information Division;
- Draft written analyses, reports and presentations;
- File documents and other data in appropriate databases and files;
- Translate legal and other documents from Ukrainian into English and vice-versa when there is an operational requirement;
- Under the guidance of the line manager or the project manager, provide administrative support to the Rule of Law Unit and for the project manager (including organising meetings, events, and drafting project terms of reference);
- Manage information with discretion applying EUAM confidentiality rules;
- Perform 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 (a 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, including at least three (3) years' experience as a Legal Expert or in a similar position in the private and/or public sector, acquired after graduation;

- Previous professional experience in the analysis and drafting of legal instruments and legislation is a requirement.

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;
- Knowledge of Ukrainian governmental institutions, structures and governance processes particularly in the area of criminal justice;
- Experience in positions requiring organisational skills, with a service-oriented approach;
- Experience in compiling reports.

Additional advantageous assets:

- Professional experience in an EU and/or an international working environment;
- Previous experience analysing and commenting on legislation;
- Previous experience working in criminal justice reform;
- Previous experience in drafting legislation particularly in criminal justice;
- Previous experience drafting complex legal opinions;
- Very good knowledge of Ukrainian legislation particularly in criminal law;
- Previous experience in project management;
- Experience of working in an intercultural environment, respecting diversity.

Personality assets:

- Show initiative, act responsibly and independently;
- 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 be helpful and courteous with people, including outside contacts;
- Ability to prioritise tasks and deliver high quality work in a timely manner particularly when under pressure;
- Willingness to be on-call and work irregular hours when necessary.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 123	Legal Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/International Crimes Component/International Crimes Legal Unit	Kyiv	II

The Legal Officer will report to the Head of Unit - International Crimes Legal Unit within the International Crimes Component. As part of the International Crimes Legal Unit, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

Context

The International Crimes Legal Unit provides advice and capacity building to enhance the effectiveness of the relevant Ukrainian agencies and institutions that work in the field of international crimes including in prosecutions, adjudications and in fair trial rights.

Duties and Responsibilities

The Legal 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:

- Within the International Crimes Legal Unit, provide legal advice and support to assist Ukrainian institutions that are working as part of the criminal justice process in the area of international crimes, in accordance with EUAM policy and guidelines;
- Research and provide expert legal advice and make recommendations on international crimes-related legal and procedural issues as required;
- Draft legal opinions on Ukrainian and international legislation and case law including on draft laws;
- Assist in the planning, drafting and implementation of project activities;
- Participate in the planning, design and delivery of trainings, and in the development of curricula and workshops in international crimes-related subjects;
- Actively participate in developing, planning and organising meetings and events with local authorities, stakeholders, and other international organisations;
- Advise on active cases by reviewing evidence and other case materials, preparing accurate summaries of the same, and contributing to advising national counterparts, when required;
- Actively partake in component and unit strategy and planning brain-storming sessions and think creatively of new and relevant solutions to enhance EUAM's mandate activities;
- Take accurate notes/minutes of meetings with interlocutors and ensure the timely filing of reports;
- When necessary, translate documents related to the area of expertise from English to Ukrainian and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian and vice-versa for the international members of EUAM as assigned, including during duty trips;
- Perform administrative duties including drafting e-mails, memos, letters, and other documents as required;
- Maintain and file documents and recorded data in the Sharepoint and other data storage systems in a timely manner;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full Ukrainian 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 (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 spent practicing in criminal law including in prosecutions, or in the judiciary or as defence counsel or other related field.

Essential criteria:

- Possess excellent skills in conducting legal research and in drafting legal memoranda, reports and opinions;
- Be physically fit to perform the duties and to be able to travel within Ukraine;
- Professional fluency in English, Ukrainian and Russian, both oral and written;
- Knowledge and experience of Office Suite package;
- A good knowledge of the Ukrainian legal system and in particular the Criminal Code of Ukraine and the Criminal Procedure Code of Ukraine;
- Excellent organisational skills.

Additional advantageous assets:

- Professional experience of working in international criminal law and international humanitarian law;
- Experience in the planning, design and delivery of legal trainings and workshops;
- Professional experience working in European Union (EU) or other international organisations;
- Experience of working in a multicultural environment;
- Driving license category B and ability to drive manual transmission vehicles.

Personality assets:

- Ability to act with initiative, responsibility, and independence;
- Maintain the highest level of confidentiality and discretion when dealing with sensitive information;
- Teamwork and the ability to build productive, collegial and cooperative working relationships within a large, international team of lawyers and other professionals;
- Ability to foster and maintain effective working relationships with national and international counterparts;
- Ability to prioritise tasks and to deliver high quality of work in a timely manner under pressure and to tight deadlines;
- Willingness to work additional hours when required and to participate in duty trips inside and outside of Ukraine.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 133	Interpreter/Translator	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/DHoOps/Interpreters Team	Kyiv	II

The Interpreter/Translator will report to the Deputy Head of Operations. As part of the Head of Operations Office, Interpreter/Translator will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

Duties and Responsibilities

The Interpreter/Translator 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:

- Draft, review and translate documents;
- Perform verbal and written interpretation/translation from Ukrainian or English and vice versa during meetings, events and also during duty trips;
- Provide language assistance to Operations Department staff and participate in negotiations with the Ukrainian authorities;
- Compile terminology and information to be used in translations, including technical terms such as legal material;
- Arrange meetings with Ukrainian counterparts;
- Translate notes / minutes from meetings when needed;
- Work at short notice and irregular working schedule;
- 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 Interpretation / Translation, English Language and Literature 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, Ukrainian and Russian languages, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of Microsoft Office Suite;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

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 a strong sense of initiative, responsibility and autonomy;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- 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 if required.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 134	Legal Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Rule of Law and Organised Crime Component	Kyiv	II

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

Context

The Operations Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Legal Reform Officer 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 legislative initiatives and reforms in the security sector and especially in the field of assessing legal reforms;
- Research and analyse existing legislation and draft laws in the field of security sector and especially related to EU and international standards;
- Draft legal analysis and opinions;
- Draft official letters to Ukrainian interlocutors;
- Attend meetings with different counterparts and, if necessary, provide interpretation services during such meetings;
- Take notes / minutes from meetings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of the Mission Press and Public Information Division with regards to the respective field of reform;
- Draft written analyses, reports and presentations;
- File documents and recorded data in appropriate databases and files;
- Translate legal documents from Ukrainian into English and vice-versa when operational needs arise;
- Under guidance of the line manager or the project manager perform administrative support for the unit and for project management (including organisation of the meetings, events, draft ToR);
- 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 Law (a 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, including at least three (3) years' experience as a Legal Expert or in a similar

position in the private and/or public sector, acquired after graduation;

- Previous professional experience in the analysis and drafting of legal instruments and legislation is a requirement.

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;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes particularly in the area of criminal justice;
- Experience in positions requiring organisational skills, with a service-oriented approach;
- Experience in compiling reports.

Additional advantageous assets:

- Professional experience in an EU and/or an international environment;
- Previous experience analysing and commenting on (draft) legislation;
- Previous experience working in the area of criminal justice reform;
- Previous experience with drafting legislation particularly in the area of criminal justice;
- Previous experience drafting complex legal opinions;
- Very good knowledge of Ukrainian criminal legislation and other legislation in the area of security sector reform;
- Previous experience in project management;
- Experience of working in an intercultural environment, respecting 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 prioritise 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 135-136 (2 positions)	Veterans Reintegration Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Law Enforcement Component/Veterans' Support Unit	Kyiv	II

The Veterans Reintegration Officer will report to the Head of Veterans Unit in the support under the Law Enforcement Component. As part of the Operations Department, the Veterans Reintegration Officer will contribute to the efficient and effective accomplishment of the assigned tasks

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 Veterans Reintegration 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:

- Support the Head of Veterans Unit in advancing veterans-related initiatives, with particular emphasis on implementation, coordination, and project management at national and regional level.
- Assist in assessing how veterans policies, programmes and services are implemented in practice, identifying operational bottlenecks, coordination gaps, and capacity constraints at regional and local level.
- Facilitate coordination and information exchange between EUAM and Ukrainian counterparts responsible for veterans-related project implementation and service delivery.
- Take notes/minutes.
- Collect, systematise, and analyse information from project documentation, official sources, field engagements, and public communications related to veterans' affairs, contributing to Mission reporting and activity reviews.
- Draft implementation- and project-focused notes, reports, briefings, and projects including tracking outputs, risks, and follow-up actions in line with Mission procedures.
- Provide interpretation and translation support (English Ukrainian and Ukrainian English) as required during meetings, field visits, and for relevant project documentation.
- Take notes, prepare meeting records, and draft follow-up action points to support continuity and project implementation.
- Carry out administrative and organisational tasks related to the work of the Veterans Unit, including drafting correspondence, maintaining project files, and managing documentation in accordance with Mission procedures.
- Handle sensitive information with confidentiality and discretion.
- Perform any other related tasks as assigned by the Line Manager in support of the Mission objectives.

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, Police Science, International Relations, Law, Social Sciences, Diplomacy, 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 military, public or private 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.
- Demonstrate expertise in veterans-related areas.
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes.
- Experience in positions requiring organizational skills, with a service approach.
- Experience in compiling reports.

Additional advantageous assets:

- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector will be considered as a significant asset.
- Experience in military service or similarly structured service environments will be considered as a significant asset.
- Professional experience in an EU 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 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 137	Hybrid Threats Officer (Critical Infrastructure Protection)	
Department/Unit	Location	Post Group (Local Staff)
Operations/National Security Component/ Hybrid Threats Unit	Kyiv	II

The Hybrid Threats Officer (Critical Infrastructure Protection) will report to the Head of Hybrid Threats Unit. As part of the Operations Department, the Hybrid Threats Officer (Critical Infrastructure Protection) will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

Duties and Responsibilities

The Hybrid Threats Officer (Critical Infrastructure Protection) 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 the Head of the Hybrid Threats Unit and the Component's CIP mandate holder in advising on the development and institutional alignment of Ukraine's CIP framework, including transposition of Law 1882-IX and alignment with the CER Directive 2022/2557;
- Support Mission's advisory on the development of national and sectoral CIP risk assessment methodologies, integrating cyber risk, including OT/ICS-specific risk, into CIP risk assessments and sectoral resilience planning;
- Support coordination between SSSCIP's CIP department and its cybersecurity functions, and with the National Cybersecurity Coordination Centre (NCSCC), specifically on the cyber-physical dimension of CIP and general capacity building in relevant areas;
- Support monitoring of legislative and institutional developments relevant to Ukraine's CIP architecture;
- Carry out and secure successful implementation of projects, and coordinate and cooperate with other projects;
- Organize workshops, conferences and other events related to the Component's/Unit's priorities within the civilian security sector and assist in the development of curricula and deliver training where required;
- Assist other EUAM colleagues/teams in preparing and implementing activities;
- Perform light translation and interpretation tasks between Ukrainian and English;
- Take notes/minutes;
- Collect and analyse information from communications and publications, including the press, relevant to CIP and its cyber dimension;
- Draft written analysis, reports and presentations;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Perform organisational and logistical duties in relation to organising of events and workshops, including coordinating vendors, on-site registration, etc.
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- 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 Public Administration, Law, National Security / State Security, Police Science, Political Science, International Information, Cyber security and data analysis, Engineering, 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 critical infrastructure protection, cybersecurity, or a closely related field.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Possess excellent communication skills in English and Ukrainian;
- Good knowledge and experience of Microsoft Office Suite;
- Good understanding of Ukraine's CIP legal and institutional framework, including Law 1882-IX, and of the respective roles of SSSCIP, SSU/SBU and NSDC;
- Good understanding of the CER Directive 2022/2557 and its coherence with the NIS2 Directive 2022/2555, and their relevance to Ukraine's EU accession process;
- Working understanding of cybersecurity as a threat vector to critical infrastructure, including the distinction between IT (enterprise systems) and OT (industrial control systems/SCADA), and why OT-specific risk drives physical CI resilience;
- Experience in project planning, management and evaluation;
- Experience processing large amounts of information and producing strategic and operational analysis;
- Experience in processing large amounts of information and working with strategic and operational analysis.

Additional advantageous assets:

- Work experience in one or more Ukrainian government/agency and/or critical infrastructure operator working in the field of countering hybrid threats, including cybersecurity and critical infrastructure protection;
- Experience of working in an intercultural environment, with respect to diversity;
- Experience in developing training materials and delivering training activities;
- Knowledge of ISO/IEC 27001 and the wider ISO/IEC 27000 series, and awareness of OT-specific standards such as IEC 62443;
- Certifications such as CISM, CISA, CISSP or CCSP, or OT/ICS-specific credentials (e.g. GICSP), are an advantage, not a requirement;
- Experience coordinating information-sharing among national or international agencies, including CSIRT cooperation mechanisms;
- Experience assessing critical entities against CER/NIS2-type criteria or drafting related regulatory guidance;
- Familiarity with known cyber-physical incidents affecting critical infrastructure and their implications for resilience planning;
- Work experience in Ukrainian government or civil society organisations working on CIP or cybersecurity;
- International experience in crisis-affected environments with multinational or international organisations;
- Experience developing and delivering training materials.

Personality assets:

- Have a 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 prioritise 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 138	Hybrid Threats Officer (Cybersecurity & FIMI)	
Department/Unit	Location	Post Group (Local Staff)
Operations/National Security Component/Hybrid Threats Unit	Kyiv	II

The Hybrid Threats Officer (Cybersecurity & FIMI, foreign information manipulation and interference) will report to the Head of Hybrid Threats Unit. As part of the Operations Department, the Hybrid Threats Officer (Cybersecurity & FIMI) will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

Duties and Responsibilities

The Hybrid Threats Officer (Cybersecurity & FIMI) 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 the Head of the Hybrid Threats Unit in developing and implementing measures regarding hybrid threats within the field of countering FIMI, with particular focus on the Centre for Countering Disinformation under the National Security and Defence Council;
- To support the development of the central institution NCSCC, SSSCIP and their regional offices in the field of cybersecurity through activities of planning, execution/implementation, monitoring, control and closure;
- To build up capacities of Ukrainian cybersecurity agencies including but not limited to National Cyber Security Coordination Centre (NCSCC) and State Service of Special Communication and Information Protection (SSSCIP) on the prevention, resolution and response to cyber incidents;
- Carry out and secure successful implementation of projects, and coordinate and cooperate with other projects;
- Organize workshops, conferences and other events related to the Component's/Unit's priorities within the civilian security sector and assist in the development of curricula and deliver training where required, including in the Security Operation Centres;
- To support relevant authorities in updating and defining equipment needs (hardware and software incl. definition of specifications and certification requirements);
- Assist other EUAM colleagues/teams in preparing and implementing activities;
- Perform light translation and interpretation tasks between Ukrainian and English;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of the mission Press and Public Information Division concerning the respective field of hybrid threats (FIMI);
- Draft written analysis, reports and presentations;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required, including maintaining filing systems;
- 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 the 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, Law, National Security / State Security, Police Science, Political Science, International Information, Cyber security and data analysis, 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 security sector, and/or closely related field such as intelligence, public administration etc.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Possess excellent communication skills in English and Ukrainian;
- Good knowledge and experience of Microsoft Office Suite;
- Good understanding of the hybrid warfare doctrines, active measures, and methodologies used to counter adversarial regional actors targeting Ukraine in the cognitive and information domains;
- Good understanding of the NIS2 Directive 2022/2555, and its relevance to Ukraine's EU accession process;
- Knowledge of Ukraine's experience with countering FIMI;
- Knowledge of Ukrainian agencies involved in countering hybrid threats and their main responsibilities;
- Experience in strategic planning, management and evaluation;
- Experience in processing large amounts of information and how to work with strategic and operational analysis.

Additional advantageous assets:

- Work experience in one or more Ukrainian government and/or civil society organisations working in the field of countering hybrid threats, including FIMI;
- Experience of working in an intercultural environment, with respect to diversity;
- Experience with implementation of cyber risk management, compliance, audits and certifications;
- Experience coordinating information-sharing among national or international agencies, including CSIRT cooperation mechanisms;
- Know international security standards (e.g., ISO 27000);
- Experience assessing critical entities against CER/NIS2-type criteria or drafting related regulatory guidance;
- Certifications such as CISM, CISA, CISSP or CCSP, or OT/ICS-specific credentials (e.g. GICSP), are an advantage, not a requirement;
- Experience with threat monitoring, incident response, forensic analysis and CTI tools;
- Experience in developing training materials and delivering training activities.

Personality assets:

- Have a 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 prioritise 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 139	Hybrid Threats Officer (Counterintelligence)	
Department/Unit	Location	Post Group (Local Staff)
Operations/National Security Component/Hybrid Threats Unit	Kyiv	II

The Hybrid Threats Officer (Counterintelligence) will report to the Head of Hybrid Threats Unit. As part of the Operations Department, the Hybrid Threats Officer (Counterintelligence) will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

Duties and Responsibilities

The Hybrid Threats Officer (Counterintelligence) 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 the Head of the Hybrid Threats Unit in developing and implementing measures regarding hybrid threats within the security and intelligence sectors, with particular focus on the National Security and Defence Council (and the institutions under its authority involved in countering hybrid threats), the Security Service of Ukraine, and the Foreign Intelligence Service of Ukraine;
- Carry out and secure successful implementation of projects, and coordinate and cooperate with other projects;
- Organize workshops, conferences and other events related to the Component's/Unit's priorities within the civilian security sector and assist in the development of curricula and deliver training where required;
- Assist other EUAM colleagues/teams in preparing and implementing activities;
- 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 liaison and consecutive mode between English and Ukrainian, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Division with regards to the respective field of hybrid threats (counterintelligence);
- Draft written analysis, reports and presentations;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- 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 degree in Public Administration, Law, National Security / State Security, Police Science, Political Science, International Information, Cyber security and data analysis, 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 intelligence and/or security sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Possess excellent communication skills in English and Ukrainian;
- Good knowledge and experience of Microsoft Office Suite;
- Good understanding of the hybrid warfare doctrines, active measures, and intelligence methodologies used to counter adversarial regional actors targeting Ukraine
- Knowledge on Ukrainian counterintelligence and counterterrorism system
- Sound knowledge of Ukrainian agencies involved in countering hybrid threats and their main responsibilities
- Experience in strategic planning, management and evaluation;
- Experience in processing large amounts of information and how to work with strategic and operational analysis.

Additional advantageous assets:

- Work experience in Security and/or Intelligence service of Ukraine, particularly in the field of countering hybrid threats.
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sectors, would be a significant advantage;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect to diversity;
- Experience in developing training materials and delivering training activities.

Personality assets:

- Have a 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 prioritise 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	
UALS 036	CIS Technician (Helpdesk & Support)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Division	Kyiv	III

The CIS Technician (Helpdesk & Support) reports to the CIS Officer-IT. As part of the CIS Division, the CIS Technician (Helpdesk & Support) will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The CIS Technician (Helpdesk & Support) 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 configuration, operation, technical management and maintenance of all CIS hardware and software;
- Assist in the installation, configuration, administration and maintenance of all CIS software, systems and devices;
- Assist in the implementation of back up policies, safe storage of critical data;
- Assist in analysing, identifying and resolving user problems;
- Ensure a prompt delivery of technical services, help desk support, standardization, preparation and maintenance of applications, diagnosing and resolving reported technical issues;
- Provide support for all CIS related issues, organise repair and replacement of CIS related devices/equipment, ensure the proper functioning of all CIS equipment in his/her area of responsibility;
- Contribute to the support and training for users of various applications/software;
- Assist in the preparation of requisitions for required materials and services within the Mission;
- Monitor the implementation of the guidelines and procedures for CIS support;
- Provide reports of executed tasks and status of CIS support to his/her supervisors and give recommendations where needed;
- Provide telephone, on-line and on-site assistance with problems relating to the use of CIS equipment and software (e.g. e-mail, word processing, spreadsheets, presentation packages, database applications, Internet browsers, workstation operating systems, radios, telephones etc.);
- Configure and install new hosts (e.g. computers, servers, network devices etc.) and hardware (e.g. printers, scanners etc.) in the LAN environment and prepare them for use with server-based network services, in accordance with CIS standards and SOPs;
- Ensure that the Mission's CIS assets are used optimally and efficiently and make recommendations as required;
- To take account of gender equality and human rights aspects in the execution of tasks;
- 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 post-secondary studies attested by a diploma in CIS studies or a closely related field;

- After having fulfilled the educational requirements, at least three (3) years of proven full-time relevant professional experience in Information and Communication Technology in the private and/or public sector.

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;
- Excellent computer skills in Microsoft Office applications (Excel, Word, Power Point, Access).

Additional advantageous assets:

- Knowledge and/or experience with radio and telephone systems;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Relevant Microsoft and open-source certifications.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- 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 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;
- 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	
UALS 038	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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALD 011	Local Medical Doctor (Expert)	
Department/Unit	Location	Post Group (Local Staff)
Security and Health Department/Medical Office	Kyiv	I

The Local Medical Doctor (Expert) reports to the Medical Adviser (MA).

Duties and Responsibilities

The Local Medical Doctor (Expert) 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:

- To support the MA in the execution of his/her tasks, maintaining a close working relationship, coordination and cooperation;
- To support the SMSO (Senior Mission Security Officer) and senior management on all medical/health matters;
- To assist the MA in drafting documents (e.g. standard Operating procedure, contingency plan, medical service or procurement contracts, etc.) and policies on all medical and/or health matters;
- To monitor the epidemiological and overall medical situation in the area of operations (AoO) in Ukraine;
- To evaluate medical treatment facilities (MTF) and regularly issue an updated list of available/recommended MTFs (Medical Treatment Facilities) in the AoO;
- To provide guidance to mission members on all medical matters such as those related to medical facilities, health, diseases, medical emergencies and psychological support, etc.;
- To promote and implement preventive medical and occupational health measures including health and vaccination recommendations;
- To perform and organize medical briefings and medical trainings (e.g. Medical Induction presentation for MMs, First Aid Training) under the supervision of the MA;
- To assess and process sick leave certificates, medical clearance certificates and documents, and other medical documents in accordance with relevant Standard Operating Procedures;
- To use the secure cloud-based medical database software BCS Dossier Manager in accordance with the medical data privacy statement;
- To establish and maintain effective working relationship with private and public medical treatment facilities;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the (AoO) when needed;
- To coordinate Medical Evacuation/MEDEVAC in process as per applicable contingency plan and in close cooperation with all involved, namely health care providers and the Mission's insurance company;
- To act as the medical focal point for medical incidents as the Duty Medical Officer (DMO) - coordinating medical care, reporting and Medevac if needed 24/7;
- To assist the MA in conducting market research on medical services/goods, participate in the evaluation of medical related tenders and assist as a contract manager in medical related contracts;
- To manage and to maintain medical assets and equipment – e.g. AEDs, medical diagnostic and medical training equipment; To support with the interpretation/translation of the medical information written in English and Ukrainian languages and vice-versa upon request;
- To follow strictly the provisions of the EUAM Privacy Statement on medical data;

- To undertake 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;
- Must be a Doctor of Medicine (MD), successful completion of a full course of university studies attested with a primary/secondary specialization degree (internship/residency) and licensed to practice medicine in Ukraine;
- After having obtained the medical diploma, at least seven (7) years of relevant and proven full-time professional experience in the private and/or public health 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;
- Very good knowledge and experience of Office Suite Software Package;
- Experience in positions requiring organisational skills, with a service approach;
- Experience in drafting reports policies, procedures and recommendations in English;
- Extensive knowledge of emergency medicine;
- Extensive knowledge of the medical infrastructure and support capabilities in Ukraine;
- Presentation skills and public speaking to a wider audience;
- Experience in assessing medical facilities, including under difficult conditions.

Desirable Qualifications and Experience:

- Master's/ PhD diploma is an advantage;
- Qualification in psychiatry and/or psychology;
- Professional experience in an EU and/or an international environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Flight medicine and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS), Advanced Cardiac Life Support (ACLS) and Advanced Medical Life Support (AMLS). Instructor in Basic Life Support (BLS);
- Experience in public health or epidemiology;
- Experience in administration, procurement, and management of financial resources.

Personality assets:

- Have strong sense of discipline, initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with medical information of staff;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with Mission Members and other interlocutors;
- Ability to prioritise tasks and to deliver high quality of work promptly and, if necessary, even under pressure;
- Ability to perform on-call and irregular working schedule if required.