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

Organisation:	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
Job Location:	Kyiv			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	**Ref.**	**Title of the post**	**Location**	**Available on**
	Locally Contracted (8)			
	UALC 043	Administration and Coordination Assistant	Kyiv	ASAP
	UALC 044	Project Supply Assistant	Kyiv	ASAP
	UALC 058	Project Agreements and Registry Officer	Kyiv	ASAP
	UALO 043	Training Officer	Kyiv	ASAP
	UALO 061	Communications and Information Systems Officer	Kyiv	ASAP
	UALO 092	Legal Reform Officer	Kyiv	ASAP
	UALO 099	Coordination and Administrative Officer	Kyiv	ASAP
	UALS 054	Driver*	Kyiv	ASAP
Deadline for applications:	**7 December 2026 at 17:00 hours (Kyiv time).** **Late applications will not be accepted.**			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

***Temporary position: the duration is 6 months.**

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 December 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.** **Only one application per person will be accepted and maximum three positions to apply for with priorities specified.** **All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.** 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**	
UALC 043	Administration and Coordination Assistant	
Department/Unit	**Location**	**Post Group (Local Staff)**
Chief of Staff Office/Project Cell	Kyiv	III

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

Duties and Responsibilities

The Administration and Coordination Assistant will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Assist the Head of Project Cell and the Team Leader Project Management in tasks assigned;
- Provide support to the Operations, Mission Support Department, Political, Analysis and Coordination Division, Planning, Reporting and Evaluation Division on the administration process of projects throughout the project cycle;
- Work closely with the Project Managers (incl. in the Mobile Unit and Field Offices) in order to ensure communication on project administration and guidelines;
- Serve as the cross-component support structure within Project Cell for the Mission operations in the area of project administrative matters;
- Identify and anticipate from the administration perspective in a timely manner potential risks and issues specific to projects delivery forecast, and advise mitigating measures to the project teams;
- Contribute to project management procedures knowledge from the administrative perspective sharing and best practice roll out to Operations and Mission Support Department;
- Translate minor project related documents from English to Ukrainian language and vice-versa as assigned;
- Draft official letters and note verbales in communication with the counterparts;
- Provide support in developing, planning and organising trainings and events in relation to administrative issues with Project Cell and MSD for Project Managers;
- Maintain, develop and file documents and recorded data in appropriate databases, spreadsheets and all data-related files as required;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least three (3) years of relevant and proven full-time professional experience in the private and/or public sector; preferably with international or non-governmental organisations in project implementation.

Essential criteria:

- Be physically fit to perform the duties relating to the post;

- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organizational skills, with a service and project-oriented approach;
- Experience of data analysis and spreadsheets.

Additional advantageous assets:

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

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.

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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	**Position Title**	
UALC 044	Project Supply Assistant	
Department/Unit	**Location**	**Post Group (Local Staff)**
Chief of Staff Office/Project Cell	Kyiv	III

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

Duties and Responsibilities

The Project Supply Assistant will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Assist the Team Leader Supply in tasks assigned;
- Provide support to the Operations, Mission Support Department, Political, Analysis and Coordination Division, Planning, Reporting and Evaluation Division on the supply process of projects throughout the project cycle;
- Work closely with the Project Managers (incl. in the Mobile Unit and Field Offices) in order to ensure communication on project supply and guidelines;
- Serve as the cross-component support structure within Project Cell for the Mission operations in the area of project supply matters;
- Identify and anticipate from the supply perspective -in a timely manner- potential risks and issues specific to projects delivery forecast, and advise mitigating measures to the project teams;
- Contribute to project management procedures knowledge from the supply perspective sharing and best practice roll out to Operations and Mission Support Department;
- Translate minor project related documents from English to Ukrainian language and vice-versa as assigned;
- Draft supply supporting documents and communications;
- Provide support in developing, planning and organising trainings and events in relation to supply issues with Project Cell and MSD for Project Managers;
- Maintain, develop and file documents and recorded data in appropriate databases, spreadsheets and all data-related files as required;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least three (3) years of relevant and proven full-time professional experience in the private and/or public sector; preferably with international or non-governmental organisations in project implementation.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;

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

Additional advantageous assets:

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

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.

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 043	Training Officer	
Department/Unit	**Location**	**Post Group (Local Staff)**
Operations/Strategic Reform Component/ Leadership and Education Unit	Kyiv	II

The Training Officer will report to the Head of Leadership and Education Unit in support of the Strategic Reform Component. As part of the Operations Department, the Training Officer will contribute to the efficient and effective completion of relevant tasks.

Duties and Responsibilities

The Training 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:

- To support the Ministry of Internal Affairs (MoIA) and its higher education institutions on the modernization of professional higher education in line with European Higher Education Area principles, European standards and Ukraine's EU accession priorities;
- To support the development of profession-oriented Master's programs through competency-based approaches, learning outcomes design and stronger integration of academic studies with professional practice;
- To strengthen cooperation across the MoIA higher education network through the development of joint curricula, shared academic resources, common teaching modules and academic mobility initiatives;
- To support the development and implementation of micro-credentials, stackable learning pathways and other flexible learning opportunities supporting continuous professional development within the MoIA system;
- To facilitate partnerships between MoIA higher education institutions and relevant European higher education institutions, networks and agencies to support capacity development, academic cooperation and the exchange of good practices;
- To identify higher education reform needs and opportunities for Mission support and provide recommendations to Mission Management and relevant counterparts;
- To contribute to Mission planning, reporting and assessment activities related to higher education;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To assist and support the Line Manager in the coordination of projects;
- 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;
- Take notes/minutes;
- Draft written analysis, reports and presentations;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian language and vice-versa, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;

- 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;
- Deal with information with confidentiality and discretion;
- 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;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Education, Public Administration, Law, Police Science, Political Science, International Relations, Social Sciences, Diplomacy, Teacher 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;
- Excellent communication skills of English, Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- 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:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect to diversity;
- Experience in working with education, preferably in law enforcement, either as a teacher/professor or in a public administration position related to education;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sectors, would be an advantage;
- Experience in developing competence-based curricula in accordance with European standards and best practices;
- Experience in working with educational reform and/or accreditation.

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 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, administrate 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 fulfilled the education requirements, 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 092	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 099	Coordination and Administrative Officer	
Department/Unit	**Location**	**Post Group (Local Staff)**
Operations/Rule of Law and Organised Crime Component	Kyiv	II

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

Duties and Responsibilities

The Coordination and Administrative Officer will be required, in accordance with the EUAM Ukraine Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Provide day-to-day administrative and logistical support to Rule of Law and Organised Crime Component staff;
- Perform verbal and written interpretation/translation from Ukrainian and/or English and vice versa during meetings, events, and duty trips;
- Compile terminology and information to be used in translations, including complex legal terminology;
- Under the guidance of the line manager or the project manager, provide administrative support to the component and the project manager (including organising meetings, events, and drafting project terms of reference, and drafting other project documentation);
- Provide support in developing, planning, organising and implementations of meetings and other events with local counterparts, stakeholders and other international organisations;
- Draft, review and translate work products including letters, presentations, notes, and meeting minutes;
- Maintain and file documents and other data in appropriate databases, share folders, and spreadsheets;
- Manage information with discretion applying EUAM confidentiality rules;
- 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 Interpretation / Translation, English Language and Literature, Linguistics, Humanities/Social Sciences, Public Administration, Political Science, International Relations, Law 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 including duty travel in Ukraine and abroad;
- Professional fluency in the English and Ukrainian languages, both oral and written;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organisational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Professional experience in a European Union (EU) and/or international working environment;
- Experience of working in an intercultural environment, respecting diversity;
- Previous experience in project management.

Personality assets:

- Show initiative, act responsibly and independently;
- 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 to deliver high-quality work in a timely manner particularly 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**	
UALS 054	Driver*	
Department/Unit	**Location**	**Post Group (Local Staff)**
Mission Support Department/ Logistics and Transport Division	Kyiv	V

***Temporary position: the duration is 6 months.**

The Driver reports to the Transport Officer**.** As part of the Logistics and Transport Division, the Driver will contribute to the efficient and effective running of the transport tasks and the Mission Support Department.

Duties and Responsibilities

The Driver 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:

- General driving duties, involving light vehicles (4WD and mini vans) and armoured ones in Ukraine, and occasionally abroad, i.e. in Poland and in Moldova;
- Perform driving and transportation services (people, documents and cargo);
- To be responsible for the routine upholding of the EUAM owned or rented vehicle fleet by checking assigned vehicles on a regular basis;
- Carry out the daily first line vehicle servicing and maintenance;
- Complete the necessary EUAM transportation documentation;
- Strictly comply with drivers/mechanics instructions as issued periodically by the International Transport Officer;
- Assist in the distribution of vehicle equipment and supplies throughout the Mission area by complying with the instructions of the Transport Officer;
- When requested to be ready and perform duties in smart attire (black suit, white shirt and tie);
- 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 the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least five (5) years of full-time professional driving experience in the private and/or public sector;
- Have a thorough knowledge of the Ukrainian language and working knowledge of English language;
- Possession of driving license categories B, C and D, including clean driving history;

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Good communication skills of English and Ukrainian;
- Outstanding knowledge of Kyiv area and good geographical knowledge of Ukraine;
- Solid mechanical skills on vehicles;
- Flexibility in the execution of tasks beyond regular duty hours, weekends, and ability to work independently.

Additional advantageous assets:

- Possession of the C1 driving category (for the UA driving license design issued after 2012);
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- First Level University degree in Automotive Engineering;
- Experience of working in vehicle repair workshop (Renault, Ford, VW, Toyota) as a mechanic.

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;
- Positive attitude towards work.