



UNDP/RR/2013/017-2

25 February 2013

Your Excellency,

The United Nations Development Programme presents its compliments to the Embassy of the Republic of Bulgaria and to you personally and takes this opportunity to inform as follows.

UNDP as implementing partner to the EU Border Assistance Mission for Moldova and Ukraine (EUBAM) is pleased to bring to your attention the vacancy announcement for the post of Head of Mission, based in Odessa, Ukraine. The detailed terms of reference with the requirements are attached.

We would appreciate it, if this announcement could be shared widely with relevant services, e.g. Police, Border and Customs in your country to attract the most qualified candidate for this position. Candidates need to submit their CV at the UNDP vacancies web pages ([www.undp.org.ua/en/vacancies](http://www.undp.org.ua/en/vacancies) or [www.jobs.undp.org/cj\\_view\\_jobs.cfm?cur\\_catcg\\_id=1](http://www.jobs.undp.org/cj_view_jobs.cfm?cur_catcg_id=1)) by 28 March 2013.

United Nations Development Programme avails itself of this opportunity to thank you for cooperation and renew to the Embassy of the Republic of Bulgaria the assurances of its highest consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ricarda Rieger', is written over a faint, larger version of the same signature.

Ricarda Rieger  
Resident Representative a.i.

H. E. Mr. Dimitar Vladimirov  
Ambassador Extraordinary and Plenipotentiary  
Embassy of the Republic of Bulgaria in Ukraine

**Project Title:** European Union Border Assistance Mission to Moldova and Ukraine (EUBAM)

**Post Title:** Head of Mission

**Duty Station:** Odessa, Ukraine

## **Background**

In June 2005 the Presidents of Moldova and Ukraine sent a joint letter to the EU requesting assistance for enhanced border management capacities, including the development of an international standard of border and customs control at the Republic of Moldova/Ukraine state border. The EU responded positively to this request and an EU Border Assistance Mission to Moldova and Ukraine was set-up which is based on a Memorandum of Understanding dated 7 October 2005 and signed between the European Commission, the Republic of Moldova and Ukraine. UNDP is the European Commission's implementing partner in this endeavor. The initial duration of the EUBAM was 2 years until November 2007. Its mandate has been extended until 30 November 2015.

## **Main objectives of the assignment/scope of work:**

The Head of Mission of EUBAM works under the overall guidance of the Advisory Board, EU Delegations to Ukraine and Republic of Moldova and carries the overall responsibility for implementation of the mandate of EUBAM and the effectiveness of the overall results and activities as well as efficiency of its operations. S/he ensures cost-effective use of EUBAM resources and appropriate management processes and mechanisms.

The Head of Mission has the overall management responsibility for approximately 230 international and national Mission personnel.

## **Detailed description of activities:**

- Assume overall responsibility for the implementation of EUBAM strategy, operations and activities and for the achievement of results. Assume responsibility for the overall management, communications, reporting and security of the Mission and its personnel.
- Assume responsibility for work of the Mission personnel and overall supervision and guidance as relates to EUBAM operations and activities. Lead and supervise personnel through general and individual instructions as pertains to areas not covered in the standard operating and administrative procedures.
- Assume overall accountability for the management of EUBAM financial resources, formulation and implementation of the budget and appropriate internal controls within the framework of the Description of action and in accordance with relevant regulatory framework and operational procedures of the EC and UNDP.
- Ensure conformity with applicable standard operating and administrative procedures as well as compliance of EUBAM procedures with the relevant regulatory frameworks and the EUBAM-specific division of roles and responsibilities in managing resources, as per delegation of authority.
- Ensure compliance with the regulatory frameworks related to security, security and safety guidelines and procedures in co-ordination of the Designated Officials of the United Nations to Ukraine and the Republic of Moldova.
- Ensure management of strategic partnerships and communications with all EUBAM stakeholders including the Governments of the partner countries, senior EC officials and officials of the EU member states and senior officials of international organizations. Regularly participate in meetings, conferences and undertake consultations.

- Work closely with the various Commission services and the EU Delegations to Republic of Moldova and Ukraine on implementation of the overall objectives of EUBAM. Provide overall coordination with other related EC assistance projects or projects of other donor countries/institutions as well as with other relevant international organizations to ensure information exchange and synergies.
- Ensure timely and appropriate reporting to the EEAS and other Commission services and the relevant Council bodies (PSC, COEST, CIVCOM, ENPI committee).
- Represent EUBAM at senior level meetings with Moldovan and Ukrainian partner services, in meetings with EU Member State representations in the Republic of Moldova and Ukraine and with various international organizations, e.g. OSCE.

**Main outputs/deliverables:**

1. Overall responsibility for the development and implementation of EUBAM strategy, operations and activities and achievement of results as well as management, communications, reporting and financial resources.
2. Overall supervision of, and guidance to, personnel as relates to EUBAM operations and activities and responsibility for the security of the Mission and its personnel.
3. Effective relationships with strategic partners at senior-level in the partner countries, the EC, EU Member States and international organizations.

**Monitoring and reporting requirements:**

The Head of Mission reports to the Heads of EU Delegations to Ukraine and the Republic of Moldova and to the UNDP Resident Representatives in Ukraine and Moldova.

**Selection criteria/Requirements:**

- Masters Degree in Law or relevant field with at least 25 years of relevant professional experience in strategic border management, customs management, law enforcement, crisis management or a related field, of which at least 10 years in a senior management positions relevant to the actual position in EU member states, (Director or equivalent), preferably in a multinational environment.
- Proven excellent senior management skills in the management of larger institutions with multi-national personnel; strong strategic and analytical skills; excellent communication and interpersonal skills; ability to build, develop and maintain co-operation in the context of the organizational mandate; very good strategic planning, organizational and reporting skills; strong negotiating skills with cultural sensitivity and judgment.
- Demonstrated gender awareness and sensitivity, with an ability to integrate a gender perspective into overall guidance and in the direction of the organizational activities and operations.
- Broad international operational experience with capacity building projects related to law enforcement services or with police or customs missions in transition/developing countries is an asset.
- Fluency in written and spoken English. Computer literacy (Windows applications).
- Knowledge of other EU languages and Russian, Moldovan and/or Ukrainian is an asset.