

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

1-2015 Call for Contributions

Organisation:	EUAM Ukraine			
Job Location:	Kyiv			
Availability:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded (17)</u>			
	UA05	Executive Assistant to HoM	Kyiv	ASAP
	UA13	Head Watch Keeper	Kyiv	ASAP
	UA14 UA15	Watch Keeper (2 positions)	Kyiv	ASAP
	UA26	Strategic MoJ Legal Reform Adviser	Kyiv	ASAP
	UA28	Head of Strategic MoIA Advisory Unit	Kyiv	ASAP
	UA33	Deputy Head of Strategic MoIA Advisory Unit	Kyiv	ASAP
	UA63	Strategic Evaluation Analyst	Kyiv	ASAP
	UA69	Strategic Judiciary Reform Adviser	Kyiv	ASAP
	UA75	Head of Good Governance Advisory Unit	Kyiv	ASAP
	UA78	Strategic Public Finance, Logistics and Procurement Reform Adviser	Kyiv	ASAP
	UA79	Human Resources Development Adviser	Kyiv	ASAP
	UA91	Vetting Adviser	Kyiv	ASAP
	UA92	Human Resources Adviser	Kyiv	ASAP
	UA93	Preventative Anti-Corruption Adviser	Kyiv	ASAP
	UA37 UA94	Domestic Security Strategic Adviser (2 positions)	Kyiv	ASAP
	<u>Seconded/Contracted (1)</u>			
	UA98	Mission Security Officer Field Security Instructor	Kyiv/ Countrywide	ASAP
Deadline for applications:	Friday 22 May 2015 at 17:00 hours Brussels time			
E-mail address to send the Job Application Form:	CPCC-Ukraine@eeas.europa.eu			

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr Filippo Mangione CPCC-Ukraine@eeas.europa.eu +32 (0)2 584 27 48</p>
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Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States / contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

Tour of Duty / Contract Period – Subject to the adoption of the Council Decision extending the Mission Mandate and approving the appropriate Budgetary Impact Statement (BIS), the duration of the deployment should be of 12 months.

Co-location of Strategic Advisors – posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location with those authorities with the normal daily place of work of the post holder being within the premises of those they are advising. Personnel nominated should be made aware of this and that whilst generally working conditions within the premises of Ukrainian authorities are good, the Mission has little influence over them.

The Civilian Operational Commander requests that contributing States propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

A. Essential requirements

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of an EU Member State or of a contributing third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – The 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 Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in contributing States.

Ability to communicate effectively in English – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in Word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable requirements

Knowledge of the EU Institutions – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of Ukraine – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

Knowledge and experience of SSR – The candidates should be acquainted with Security Sector Reform concepts and practices, especially in eastern and south Eastern Europe, Central Asia and the Caucasus (distinct advantage).

Training and experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable)

C. Essential documents for selected candidates

Passport – Candidates must obtain a passport from the respective national authorities. However, seconding States should preferably provide their personnel with a service/diplomatic passport.

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Personnel Security Clearance required – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate / Booklet of vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received according to the required immunisations for the Mission area.

Medical certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driving license – The selected candidates must be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel drive vehicle. Category C driving license is desirable or as specified in the respective job description.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages contributing States to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels / Mission Headquarters for interviews, the contributing States will bear any related costs.

Information on the outcome – The contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Seconded positions

Position Name: Executive Assistant to HoM	Employment Regime: Seconded	
Ref. Number: UA 05	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office	Level of Security Clearance: EU SECRET	Open to contributing third States: No

Reporting Line:

The Executive Assistant will report to the Chief of Staff (CoS).

Main Tasks:

- To assist the HoM with the daily tasks;
- To manage the calendar of meetings and appointments of the HoM;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- To take minutes at meetings and conferences, as well as prepare draft reports and documents for Head of Mission;
- To receive, handle and file incoming and outgoing correspondence, documents and memos, including EU Classified Information, and to maintain an intra-office filing system and to ensure a smooth and thorough processing of memos and correspondence;
- To receive and distribute all correspondence as routed by the Head of Mission to the appropriate official, staff members as destined;
- To follow up on all travel schedules for the Head of Mission, including liaising with Administration for authorization, entitlements and flight reservations, etc;
- To monitor attendance, sick leave and annual leave of all staff in the Office of the Head of Mission;
- To check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff;
- To conduct administrative tasks required by the CoS;
- To send invitations by phone and written, booking of facilities, etc;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a diploma, where the normal duration of university education in the country awarded is three (3) years or more or equivalent Police or/and Military education;
- At least five (5) years of relevant and proven professional experience after having completed his/her studies, preferably in a similar position;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of Ukraine;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Works methodically, accurately and with attention to details as well as to tight deadlines; and, is used to work on a multitude of activities at the same time with limited supervision.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Knowledge of the Ukrainian and/or Russian language will be a strong asset.

Position Name: Head Watch Keeper	Employment Regime: Seconded	
Ref. Number: UA 13	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Mission Security	Level of Security Clearance: EU SECRET	Open to Invited Third States: No

Reporting Line:

The Head Watch Keeper reports to the Senior Mission Security Officer (SMSO).

Main Tasks:

- To manage the Watch Keeper team;
- To maintain the Operations Room;
- To develop relevant Standard Operating Procedures;
- To ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field;
- To collect, analyse and maintain all incoming security and operational reports and information from different sources including the media, on a real time basis in order to ensure the situational awareness of the Mission;
- To prepare and disseminate situation summaries for the mission in a timely manner;
- To review incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members;
- To alert and inform key security personnel and senior management of important developments;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a diploma, where the normal duration of university education in the country awarded is three (3) years or more or equivalent Police or/and Military education or equivalent professional training, preferably in the fields related with security/emergency management;
- At least five (5) years of relevant and proven professional experience after having completed his/her studies, preferably including experience as a duty officer in a HQ;
- Previous international experience, particularly in operational crisis management environments.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills would be an asset.

Position Name: Watch Keeper	Employment Regime: Seconded	
Ref. Number: UA 14 and UA 15 (2 positions)	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Mission Security	Level of Security Clearance: EU SECRET	Open to Invited Third States: No

Reporting Line:

The Watch Keeper reports to the Senior Mission Security Officer (SMSO) via the Head Watch Keeper.

Main Tasks:

- To collect, analyse and maintain all incoming security and operational reports/information from different sources within mission area;
- To prepare situation summaries for the mission in their areas of responsibility;
- To carry out Duty Officer's duties during silent hours, weekends and holidays;
- To review incoming messages, determine urgency and alert the relevant mission elements and responsible staff members;
- To alert and inform key security personnel and senior management of important developments;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a diploma, where the normal duration of university education in the country awarded is three (3) years or more or equivalent Police or/and Military education or equivalent professional training, preferably in the fields related with security/emergency management;
- At least five (5) years of relevant and proven professional experience after having completed his/her studies, preferably including experience as a duty officer in a HQ;
- Previous international experience, particularly in operational crisis management environments.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills would be an asset.

Position Name: Strategic MoJ Legal Reform Adviser	Employment Regime: Seconded	
Ref. Number: UA 26	Location: Kyiv (possible co-location with the Ukrainian Authorities)	Availability: ASAP
Component/Department/Unit: Operations/Strategic Advisory Component/Administration of Justice Advisory Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Strategic MoJ Legal Reform Adviser reports to Head of Administration of Justice Advisory Unit.

Main Tasks:

- To provide advanced legal expertise, analysis and advice on issues pertaining to SSR, including analysis on related Ukrainian legislation;
- To provide Strategic SSR related legal analysis and advice to the Mission personnel working in support of the Strategic Advice Line of Operation;
- In coordination with the Council of Europe and other internal actors, to provide advice to the Ukrainian authorities on EU SSR related legislative best practices;
- In coordination with the Council of Europe and other internal actors, to assist the Ukrainian authorities in identifying and analysing SSR related legislative needs, challenges, options and solutions;
- In coordination with the Council of Europe and other internal actors, to advise the Ukrainian authorities in the harmonisation of SSR and associated legislation;
- To coordinate and liaise with other components of the Mission on issues where SSR related legal expertise is required;
- To contribute to induction and other training with regard to general legal issues related to the Mission, its legal framework and its mandate;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more;
- At least 5 years of relevant and proven professional experience as a lawyer or magistrate or experience in ministries;
- Experience of drafting and/or amending security sector related legislation;
- Knowledge of EU legislation relating to the security sector;
- Knowledge of EU Human Rights legislation;
- Experience in the following: parliamentary process; international law, procedural law, administrative law, criminal law, contract law and labour law is desirable;
- Excellent analytical drafting skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Knowledge of planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Understanding of Ukrainian law would be desirable;
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Eastern Europe or the Commonwealth of Independent States (CIS) would be beneficial.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills would be a strong asset.

Position Name: Head of Strategic MoIA Advisory Unit	Employment Regime: Seconded	
Ref. Number: UA 28	Location: Kyiv (possible co-location with the Ukrainian Authorities)	Availability: ASAP
Component/Department/Unit: Operations/Strategic Advisory Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Head Strategic Adviser to the Ministry of Internal Affairs reports to the Head of Operations under the supervision of the Head of Strategic Advisory Component.

Main Tasks:

- To manage the activities of the MoIA Unit and its Strategic Advisers;
- To provide SSR related, national, strategic advice, including on using and adapting EU policing models, to the Minister of Interior Affairs, his cabinet and national level police commanders, in line with national Ukrainian SSR related policy and the direction set by the HoM;
- To inform and otherwise contribute towards the Mission's policy towards and advisory input to Ukrainian SSR at the cross governmental level;
- To support the MoIA in its planning of, preparations for, participation in and follow up from international and national level multi-agency and internal ministry SSR policy development and planning events;
- To advise the MoIA on adapting to developments in the decentralisation of the governmental and administrative system.
- With the support of the Mission Planning and Evaluation officers, to ensure the coherent planning, and implementation of activities within the MoIA Unit in support of the objectives and tasks of the Strategic Advice Line of Operations;
- To ensure that mechanisms are in place to constantly assess progress, to identify actual and potential risks and to develop and apply mitigating measures and solutions in a timely manner;
- To take into account overall Security Sector Reform issues in order to ensure coherence between the Unit's activities and wider SSR aspects;
- To continually monitor and report progress of the Unit against its tasks and planned activities, including monitoring of relations between the MoIA advisers and their Ukrainian counterparts;
- To ensure concurrence between the activities of the MoIA Unit and its stated tasks and objectives and to ensure their orientation and operational coherence towards the end state;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance and contribute to Mission external reporting;
- To contribute to lessons identification;
- To contribute to the induction of Mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that the MHQ Staff are periodically updated on Mission implementation progress;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years or equivalent Police or/and Military education and or equivalent professional education;
- At least 15 years of relevant and proven professional experience after having completed his/her studies, including at least 5 years at senior management level progressively;
- Experience as minister, permanent secretary or senior ministerial adviser (uniformed or otherwise) of an EU Member State Interior Ministry or Ministry of justice that has planned and implemented strategic administrative and police reforms;
- Has ideally occupied a role as a member or a first level adviser to a national cross governmental security sector coordination body for a period of at least two years;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience of advising on security Sector Reform at the national level, preferably within the Commonwealth of Independent States (CIS), including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management as well as some experience with decentralisation processes or in a decentralised system would be an advantage;
- Be able to demonstrate political and diplomatic acumen, and sensitivity and respect for diversity;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control, highly resilient under physical and mental pressure.;
- International experience in the senior management in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement, but would be an asset.

Position Name: Deputy Head of Strategic MoIA Advisory Unit	Employment Regime: Seconded	
Ref. Number: UA 33	Location: Kyiv (possible co-location with the Ukrainian Authorities)	Availability: ASAP
Component/Department/Unit: Operations/Strategic Advisory Component/ Strategic MoIA Advisory Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Senior MoIA Strategic Adviser reports to the Head Strategic Adviser to MoIA.

Main Tasks:

- To deputise for the Head MoIA Strategic Adviser;
- To assist and support the Head MoIA Strategic Adviser in carrying out his/her functions;
- To provide SSR related, national, strategic advice to the leadership of the Ministry of Interior Affairs, his cabinet and national level police commanders, in line with national Ukrainian SSR related policy and the direction set by the HoM and promulgated through the Head of Operations;
- To inform and otherwise contribute towards the Mission's policy towards and advisory input to Ukrainian SSR at the cross governmental level;
- To support the MoIA in its planning of, preparations for, participation in and follow up from international and national level multi-agency and internal ministry SSR policy development and planning events;
- To provide the leadership of the MoIA and the national police with knowledge of EU policing models and interior ministries and the MoIA to evaluate those models in the context of shaping its own reforms;
- With the support of the Mission Planning and Evaluation officers, to ensure the coherent planning, and implementation of activities within the MoIA Unit in support of the objectives and tasks of the Strategic Advice Line of Operations;
- To ensure that mechanisms are in place to constantly assess progress, to identify actual and potential risks and to develop and apply mitigating measures and solutions in a timely manner;
- To take into account overall SSR issues in order to ensure coherence between the Unit's activities and wider SSR aspects;
- To continually monitor and report progress of the Unit against its tasks and planned activities including monitoring of relations between the MoIA advisers and their Ukrainian counterparts;
- To ensure concurrence between the activities of the MoIA Unit and its stated tasks and objectives and to ensure their orientation and operational coherence towards the end state;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance and contribute to Mission external reporting;
- To contribute to lessons identification;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To ensure that Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that the MHQ Staff are periodically updated on mission implementation progress;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years or equivalent Police or/and Military education and or equivalent professional education;
- At least 15 years of relevant and proven professional experience after having completed his/her studies, including at least 5 years at senior management level progressively;
- Experience as a General ranking officer of the Gendarmerie or Carabinieri or a specialist police officer with experience in the ministries and of dealing with national riot policing and firearms related policies, organisation, development policies, operational employment, regulation and oversight;
- Has ideally occupied a role as a member or a first level adviser to, a national cross governmental security sector coordination body for a period of at least two years;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience of advising on security Sector Reform at the national level within the Commonwealth of Independent States (CIS), including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be an advantage;
- Be able to demonstrate political and diplomatic acumen, and sensitivity and respect for diversity;
- Experience in dealing with the coordination of public institutions at top management levels;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control, highly resilient under physical and mental pressure.;
- International experience in the senior management in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement, but would be an asset.

Position Name: Strategic Evaluation Analyst	Employment Regime: Seconded	Post Category for Contracted:
Ref. Number: UA 63	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Strategic Evaluation Analyst reports to the Head of Mission (HoM), coordinated by the Chief of Staff.

Main Tasks:

- To analyse that Mission operational activities are implemented according to HoM's directions and the Mission's mandate and with the view of maximum impact on Ukrainian Civilian SSR;
- To undertake ad hoc analysis at the instruction of the HoM for the purpose of better understanding of elements of the impact of the Mission activities on the Ukrainian Civilian SSR;
- To analyse and report on mandate implementation, including through benchmarking and analysis in close collaboration with the Head of Planning Department;
- To ensure that Mission personnel is periodically updated on the progress and process of Mission implementation;
- To support and provide analytical advice to Mission senior management for Mission decision making and target setting in the implementation of its goals;
- To advise senior management on developing management and organizational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- To contribute to the Mission's external reporting;
- To contribute to identifying, evaluating and reporting lessons and best practices;
- To contribute to the induction training of mission personnel and mission internal trainings as required;
- To undertake any other tasks assigned by the HoM.

Qualifications and Experience:

- Successful completion of a full course of post-graduate university studies, preferably PhD level, attested by a degree in Political Sciences, International Relations, Diplomacy, Social Sciences, Public Administration, where the normal duration of university education in the country awarded is four (4) years or more or equivalent Police or/and Military education;
- At least seven (7) years of relevant and proven professional experience after having completed his/her studies;
- Experience in strategic analyses, evaluation (including impact evaluation) and reporting as well as a sound understanding of strategic and operational considerations;
- Excellent analytical and drafting skills;
- Work experience and in-depth knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region;
- Sound understanding of the guiding documents of EU CSDP;
- Excellent interpersonal and communication skills;
- International experience, particularly in crisis or post-conflict areas;
- Successful completion of crisis management related courses for senior staff.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are a requirement.

Position Name: Strategic Judiciary Reform Adviser	Employment Regime: Seconded	
Ref. Number: UA69	Location: Kyiv (possible co-location with the Ukrainian Authorities)	Availability: ASAP
Department/Component/ Unit: Operations/Strategic Advisory Component/Administration of Justice Advisory Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing third States: Yes

Reporting Line:

The Strategic Judiciary Reform Adviser reports to the Head of the Administration of Justice Advisory Unit.

Main Tasks:

- To provide strategic reform related advice to the national level of the judiciary of Ukraine in support of the Ukrainian government reform policy and in accordance with Mission policy and guidelines. This advice will include advice on policy relating to such matters as judicial ethos, structural and operational organization of the judiciary, independency, self-governance, resource management and the vetting process of judges;
- To enhance the awareness of national level judiciary of EU and other international standards, models and approaches related to the judiciary and to assist them in identifying choices, making informed decisions, analyzing implications and planning accordingly in the context of shaping Ukrainian judicial reforms and their implementation;
- To provide awareness and advice to the national level judiciary leadership relating to the establishment of robust and effective internal communication, human resources and disciplinary procedures;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to, Ukrainian SSR at the cross governmental level;
- To support the Ukrainian judiciary to plan and prepare for participation in and follow up from international and national level multi-agency and internal SSR policy development and planning events;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the Administration of Justice Units tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Head of Unit;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To take into account overall SSR issues in order to ensure coherence between the Unit's activities and wider SSR aspects;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programs for personnel;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Law or Public Administration, where the normal duration of university education in the country awarded is four (4) years or more;
- At least five (5) years of relevant and proven professional experience after having completed his/her studies, preferably as a judge, lawyer or legal advisor;
- Has ideally occupied a role as a member of a national cross governmental, inter-agency civilian security sector coordination body for a period of at least two years;
- Extensive experience of change management within the judiciary;
- Experience of managing the interface between the judiciary and the general public;
- Experience of Human Resources management and career management and development;
- Experience of advising on Security Sector Reform at the national level, preferably within the Commonwealth of Independent States (CIS) and or in an international justice related mission, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be a significant advantage;
- Experience of advising on managing judiciary/public relations and community outreach;
- Ability to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Experience in an international organization operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement but would be an asset.

Position Name: Head of Good Governance Advisory Unit	Employment Regime: Seconded	Post Category for Contracted:
Ref. Number: UA 75	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/Strategic Advisory Component/Good Governance Advisory Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Head of Good Governance Advisory Unit reports to the Head of Operations, under the supervision of the Head of Strategic Advisory Component.

Main Tasks:

- To lead and manage the activities of the Good Governance Advisory Unit, which includes advisors on financial and administration reform, logistics and procurement, public oversight and as a priority ensure the provision of decentralisation advice;
- To continually monitor and report progress of the Unit against its tasks and planned activities;
- To ensure concurrence between the activities of the Good Governance Advisory Unit and its stated tasks and objectives and to ensure their orientation and operational coherence;
- To inform and otherwise contribute to the Mission's policy and advisory input in the area of good governance of reform of Ukrainian SSR at the cross governmental level;
- To monitor and provide analysis for EUAM management on political developments and the political economy context in Ukraine and their implications for EUAM's mission;
- To provide decentralisation related, strategic advice at the Ministerial and regional level, in line with Ukrainian Civilian SSR related policy and the direction set by the HoM;
- To inform and otherwise contribute towards the Mission's policy towards decentralisation advisory input to Ukrainian Civilian SSR at the cross governmental level;
- To provide Ministries with advice on EU decentralisation models and assist Ministries to evaluate those models in the context of shaping their own reforms;
- To advise on the principles of Administrative, Political and Economic decentralisation appropriate to Ukrainian circumstances;
- Undertake analysis of Ukrainian governance performance against their reform benchmarks and disseminate relevant information to EUAM;
- To assist the Ukrainian authorities in identifying good governance requirements relevant to their reform programme and to advise on strategies to address these, including design, development and implementation;
- To advise on developing early warning systems to detect weaknesses in project implementation and to assist in developing corrective interventions;
- To assist in ensuring that Ukrainian governance activities are consistently and coherently planned and coordinated;
- To monitor and report the achievement of reform results and outputs and objectives against the reform agenda;
- To coordinate with other elements of the Strategic Advisors component to ensure that good governance is factored in to their respective areas of advice;
- To provide input to the mission's external periodic reporting;
- To ensure that liaison and coordination are consistently maintained with EU, non-EU and local stakeholders in the area of good governance;
- To contribute to the identification and reporting of lessons and best practices within his/her field of responsibility;

- To ensure that other EUAM staff members are periodically updated on good governance activities pertaining to the Ukrainian civilian security sector reform program;
- To support the Strategic Advisors component in relation to reform activities;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of study, where the normal duration of university education in the country awarded is four (4) years or more or equivalent Police or/and Military education;
- At least seven (10) years of relevant and proven professional experience after having completed his/her studies, including at least five (5) years at management level;
- Extensive operational and strategic experience with any of the SSR related bodies: Government Civil Service, Diplomatic Service, democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);
- Experience as a first level adviser to, or member of, a national cross governmental security sector coordination body for a period of at least two years;
- Experience of advising on SSR at the national level within the Commonwealth of Independent States (CIS), including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management is essential;
- Experience of advising on decentralisation reform at the national level within the CIS, including experience in designing national decentralisation reforms, in planning their implementation, related outreach, consultation and change management would be an advantage;
- Experience in leading and coordinating international efforts to inform host nation development of national level security sector visions, concepts, implementation monitoring and management frameworks;
- Experience as project/programme manager with knowledge and experience of leading multi-thematic and multi-layered security, rule of law or stabilisation related programme and project management;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to mentor and motivate staff, to review and edit the work of others. Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement but would be an asset.

Position Name: Strategic Public Finance, Logistics and Procurement Reform Adviser	Employment Regime: Seconded	
Ref. Number: UA 78	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/Strategic Advisory Component/Good Governance Advisory Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing third States: Yes

Reporting Line:

The Strategic Public Finance, Logistics and Procurement Reform Adviser reports to the Head of Good Governance Advisory Unit.

Main Tasks:

- To provide public finance, logistics and procurement related advice to the national level senior personnel of Ukraine in support of the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- To apply sound principles of public finance management to assist the Ukraine authorities design and manage an effective financial system to support civilian security sector reform;
- To develop a comprehensive understanding of the current level and structure of security expenditures, recent trends, and future spending requirements;
- To assess the extent to which strategies that are used are coherent and the government institutions guide public expenditure allocations;
- To review the processes for determining funding levels, expenditure allocations, budget execution and post-execution functions and assess the extent they follow sound public finance management principles;
- To apply sound principles of public finance management to assist the Ukraine authorities design and manage an effective financial system to support civilian security sector reform;
- To develop a comprehensive understanding of the current level and structure of security expenditures, recent trends, and future spending requirements;
- To assess the extent to which strategies that are used are coherent and the government institutions guide public expenditure allocations;
- To review the processes for determining funding levels, expenditure allocations, budget execution and post-execution functions and assess the extent they follow sound public finance management principles;
- To promote, encourage and advise the Ukrainian senior public finance, logistics and procurement personnel, in cooperation with the strategic anti-corruption advisers, to make rapid changes in the existing culture of public finance, logistics and procurement, with a special view to decentralization related responsibility and accountability, in order to support Ukrainian civilian security sector reforms;
- To promote, encourage and advise the Ukrainian senior public finance, logistics and procurement personnel in the development of a professional and transparent public finance, procurement policy and respective regulations as well as further development of a computerized systems, including long-term planning, with a special view to decentralization of related responsibility and accountability in order to support the Ukrainian civilian security sector reforms;
- To support the national senior public finance, logistics and procurement personnel to plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry anti-corruption reform policy development and planning events;
- To enhance the awareness of national level attitudes and approaches towards public finance, logistic and procurement related issues, applying EU standards, models and approaches and to assist the Ukrainian national logistics and procurement directorate in identifying choices, making informed decisions, analyzing implications and planning accordingly in the context of shaping the Ukrainian SSR and their implementation;
- To assist the Ukraine government to use the review findings to strengthen reform related decision with regard to institution mandates, staffing and policy management decisions;

- To constantly assess progress, to identify actual and potential risk to attainment of the Mission Advisory Units tasks or activities or delays against the Mission Implementation Plan, and to raise issues to the Head of Unit;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of the tasks and objectives;
- To regularly report internally against the benchmarking, also assessing the consistency and sustainability of Mission operational activities across time and to provide recommendations for the improvement of Mission performance;
- To contribute to Mission external reporting;
- To contribute to the introduction of Mission personnel, directly supervising the preparation and conduct of dedicated induction programs for personnel;
- To contribute to lesson identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in either Accounting, Economics, Logistics Management or Procurement Processes where the normal duration of university education in the country awarded is four (4) years or more;
- At least five (5) years of relevant and proven professional experience after having completed his/her studies;
- Operational and strategic experience with a government civil service or other relevant body in assistance of Security Sector Reform or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman) or national government with responsibility for financial or budget management;
- Experience of advising at the national level preferably within the civilian security sector, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management;
- Ability to demonstrate political and diplomatic acumen;
- Experience in leading and coordinating international efforts to inform host nation development of national level security sector visions, concepts, implementation monitoring and management frameworks for effective public finance management;
- Proven ability to address these subjects to national, governmental level decision makers;
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region is desirable as well as the EU accession agenda;
- Ability to work proactively whilst adhering to the goals of the and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Experience in dealing with the coordination of public institutions at top management levels.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement but would be an asset.

Position Name: Human Resources Development Adviser	Employment Regime: Seconded	
Ref. Number: UA 79	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Strategic Advisory Component/Strategic SSR Advisory Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Human Resources Development Adviser reports to the Head of Strategic SSR Advisory Unit.

Main Tasks:

- To provide strategic reform related advice to the leadership of the relevant Ukrainian entities at the national and regional level in identifying needs in the field of Human Resources development;
- To conceptualize, design and facilitate training programs, including the proposal of new training activities, regular revision of training-related processes, policies and procedures, training methodologies and techniques, as well as evaluation and impact assessment methods;
- To promote, encourage and advise Ukrainian authorities on a comprehensive capacity building strategy: identifying and solving training problems and needs, collecting and preparing training programs, developing and maintain sources of information, developing and presenting suggestions;
- To prepare, chair and take part in briefings about trainings with other units/departments/organizations/institutions;
- To contribute to the drafting, updating and implementation of the Mission Implementation Plan by identifying operational requirements and designing Mission operational activities in support of tasks and objectives;
- To constantly assess progress, identify actual and potential risks to attainment of strategic SSR advice unit, tasks or activities or delays against the Mission Implementation Plan and raise issues to the Head of Unit;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of Mission operational activities across time and to provide recommendations for the improvement of Mission performance;
- To contribute to Mission external reporting;
- To contribute to induction of Mission personnel;
- To contribute to the identification of lessons learned;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Political Sciences, Social Sciences, Public Administration or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more or equivalent Police or/and Military education in conjunction with extensive experience in designing and organizing training;
- At least ten (5) years of relevant and proven professional experience after having completed his/her studies;
- Ability to analyse substantive work programs, identify training approaches and techniques and to propose solutions to operational issues;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience in managing training projects, duration and preparing of trainings/exercises in civilian security sector institutions;
- Experience of setting up a comprehensive capacity building strategy of an organization and its adaptation to new procedures and standards would be a considerable asset;
- Experience of change management, related outreach and consultation would be an significant advantage;

- Operational and strategic experience with, or in assistance of Security Sector agencies under Ministry of Internal Affairs and/or Ministry of Justice (Police, Gendarmerie, Intelligence, General-Prosecutor's Office) and/or related democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects to national, governmental level decision makers;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience in an organization operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region is desirable as well as the EU accession agenda.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement but would be a strong asset.

Position Name: Vetting Adviser	Employment Regime: Seconded	
Ref. Number: UA 91	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Strategic Advisory Component/Strategic SSR Advice Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Vetting Adviser reports to the Head of Strategic SSR Advice Unit.

Main Tasks:

- To provide strategic reform related advice to the leadership of the relevant Ukrainian entities at the national level in shaping, developing and implementing identified reform choices in vetting procedures, as a key contribution to the lustration process and future recruitments within the security sector reform;
- To promote, encourage and advise the leadership of the relevant Ukrainian authorities at the national level on transparent models and standards for vetting procedures;
- To support the Ukrainian authorities in developing transparency in the vetting process and procedures for appealing decisions;
- To advise the Ukrainian vetting authorities in ensuring compliance with legislation, Human Rights and European standards;
- To conduct analysis of applied vetting procedures and report to the Head of Strategic SSR Advice Unit;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to the relevant Ukrainian authorities;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the Strategic SSR Advice Unit tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Head of Unit;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To contribute to the induction of mission personnel;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more or equivalent Police or/and Military education;
- At least five (5) years of relevant and proven professional experience after having completed his/her studies;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources Management, vetting of personnel and career management and development;
- Experience of change management, related outreach and consultation would be an significant advantage;

- Operational and strategic experience with, or in assistance of Security Sector agencies under Ministry of Internal Affairs and/or Ministry of Justice (Police, Gendarmerie, Intelligence, General-Prosecutor's Office and/or related democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects to national, governmental level decision makers;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience in an organization operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region is desirable as well as the EU accession agenda.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement but would be a strong asset.

Position Name: Human Resources Adviser	Employment Regime: Seconded	
Ref. Number: UA 92	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Strategic Advisory Component/Strategic SSR Advice Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Human Resources Adviser reports to the Head of Strategic SSR Advisory Unit.

Main Tasks:

- To provide strategic reform related advice to the leadership of the relevant Ukrainian entities at the national and regional level in identifying needs in the field of Human Resources Management;
- To support Ukrainian authorities in developing transparent Human Resources Management process, focusing on policies and systems;
- To promote, encourage and advise Ukrainian authorities on a comprehensive Human Resources strategy: advertising posts, organizing recruitment and selection, setting up initial and in-career training, establishing rules for career development, retirement and resettlement;
- To support Ukrainian authorities in developing a transparent Human Resources Management process;
- To advise Ukrainian authorities in ensuring compliance with legislation and Human Rights;
- To contribute to drafting, updating and implementation of the Mission Implementation Plan by identifying operational requirements and designing Mission operational activities in support of tasks and objectives;
- To constantly assess progress, identify actual and potential risks to attainment of Strategic SSR Advisory Unit, tasks or activities or delays against the Mission Implementation Plan and raise issues to the Head of Unit;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of Mission operational activities across time and to provide recommendations for the improvement of Mission performance;
- To contribute to Mission external reporting;
- To contribute to induction of Mission personnel;
- To contribute to the identification of lessons learned;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Human Resources, Social Sciences, Public Administration or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more or equivalent Police or/and Military education in conjunction with extensive Human Resources Management experience;
- At least five (5) years of relevant and proven professional experience after having completed his/her studies;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources Management, career management and development in a civilian security sector institutions;
- Experience of setting up a comprehensive Human Resources strategy in the framework of global restructuring of an organization and its adaptation to new procedures and standards would be a considerable asset;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Possess operational and strategic experience with, or in assistance of Security Sector agencies under Ministry of Internal Affairs and/or Ministry of Justice (Police, Gendarmerie, Intelligence, General-Prosecutor's Office) and/or related democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects to national, governmental level decision makers;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience in an organization operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region is desirable as well as the EU accession agenda.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement but would be a strong asset.

Position Name: Preventative Anti-Corruption Adviser	Employment Regime: Seconded	
Ref. Number: UA 93	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Strategic Advisory Component/Strategic SSR Advice Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Preventative Anti-Corruption Adviser reports to the Head of Strategic SSR Advice Unit.

Main Tasks:

- To provide strategic reform related advice to the leadership of the relevant Ukrainian authorities at the national level in shaping, developing and implementing identified reform choices in preventative anti-corruption procedures, as a key measure to combat corruption;
- To promote coherent approaches in the international support community on how to reduce corruption in a preventative manner;
- To promote, encourage and advise the leadership of the relevant Ukrainian authorities at the national level on transparent models and standards for preventative anti-corruption measures in conjunction with Human Resources Management;
- To advise the Ukrainian anti-corruption authorities in ensuring compliance with legislation and European standards;
- To conduct analysis of applied preventative anti-corruption procedures and report to the Head of Strategic SSR Advisory Unit;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to the relevant Ukrainian authorities;
- To contribute to the drafting and updating the Mission Implementation Plan as well as designing mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the Strategic SSR Advice Unit tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Head of Unit;
- To regularly report internally against benchmarking and contribute to Mission external reporting;
- To contribute to the induction of Mission personnel;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more or equivalent Police or/and Military education;
- At least five (5) years of relevant and proven professional experience in anti-corruption;
- Experience of Human Resources Management, especially in developing preventative anti-corruption procedures, and career development and management;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Operational and strategic experience with, or in assistance of Security Sector agencies under Ministry of Internal Affairs and/or Ministry of Justice (Police, Gendarmerie, Intelligence, General-Prosecutor's Office, National Anti-Corruption body and/or related democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects to national, governmental level decision makers;

- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience in an organization operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region is desirable as well as the EU accession agenda.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are mandatory.

Position Name: Domestic Security Strategic Adviser	Employment Regime: Seconded	
Ref. Number: UA 37 and UA 94 (2 positions)	Location: Kyiv (possible co-location with the Ukrainian Authorities)	Availability: ASAP
Component/Department/Unit: Operations/Strategic Advisory Component/Strategic SSU Advisory Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Domestic Security Strategic Adviser reports to the Head of Strategic Advisory Component.

Main Tasks:

- To provide strategic reform related advice to the National Security Service of Ukraine in support of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines. This will include advice on policy relating to such matters as management structures, division of competences, good practices in internal and inter-agency coordination and sharing of intelligence products, examples of National Intelligence Models, management of security related investigations, professional ethos, resource management and training;
- To enhance the awareness of senior management of the Security Service of relevant EU governance standards, best practices in EU countries in domestic intelligence, counterintelligence, and special security operations;
- To assist the Ukrainian authorities in assessing and tailoring Security Service and Intelligence management models; to assist them in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian security and law enforcement reforms and their implementation in consideration of EU human rights, freedoms data protection and accountability standards and best practice;
- To provide awareness and advice to the national level Security Service leadership relating to the establishment of robust and effective internal investigations and discipline;
- To support Mission staff in advising relevant Ukrainian Security Sector agencies, including law enforcement agencies, in promoting, developing and incorporating analytical criminal intelligence structures and processes within the design of strategic SSR;
- To inform and otherwise contribute towards the Mission's policy and advisory input into harmonised Ukrainian SSR at the cross governmental level;
- To support the national Security Service to plan and prepare for participation in, and follow up to, international and national level multi-agency and internal SSR policy development and planning events;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of Mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the MoIA Advisory Units tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Head of Strategic Advisory Component;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To take into account overall SSR issues in order to ensure coherence between the Unit's activities and wider SSR aspects;
- To contribute to the induction of Mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- At least ten (10) years of relevant and proven professional experience after having completed his/her studies, preferably in a special intelligence/security/policing command position;
- Presently hold, or have held, the rank of Lieutenant Colonel/ Superintendent/equivalent civilian grade in organisation without a rank structure, or above in an operational role;
- Experience of operational command in intelligence-driven investigations, e.g. related to counter-terrorism;
- Experience of Human Resources Management, including vetting and career management and development;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Experience of managing security/police/public relations and community outreach;
- Ability to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others;
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of the situation in the Mission area or other areas within the same geopolitical region is desirable;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial.

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills are not a requirement, but would be an asset.

Seconded/contracted positions

Position Name: Mission Security Officer Field Security Instructor	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. Number: UA 98	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Mission Security	Level of Security Clearance: EU SECRET	Open to contributing third States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the tasks of the Mission Security Officer/ Trainer will be:

Main Tasks:

- To organise and deliver security briefings for all newly arrived International and Local Staff members;
- To liaise closely and coordinate with other Mission Departments to define training needs;
- To develop and organise specialised security related trainings;
- To deliver regular security training for all Mission members;
- To develop a Mission Security training guide/manual and update it regularly;
- To keep the SMSO updated on all training policies;
- To produce security assessments and analysis as tasked;
- To evaluate biannually the effectiveness of the ongoing initiatives;
- To undertake other job-related tasks/assignments as directed by the SMSO or his/her Deputy.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is three (3) years or more or equivalent education in Police/Military or civilian security organization with specialized training in field operations, force protection and/or security;
- After having fulfilled the above requirements, minimum of five (5) years of progressively responsible professional experience at management level in the civilian security sector and/or in the military/police, in particular with regard to the security/protection of personnel, facilities and assets;
- Certified trainer/instructor preferably in a police or military context;
- Experience in planning and designing training packages, and providing security training;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class B and C mandatory;
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- International experience of an ESDP/CSDP mission, together with experience of multi-national and international organizations / Missions (desirable);

Language Skills:

- Fluent written and spoken English language skills are a requirement;
- Written and spoken Ukrainian and/or Russian language skills would be an asset.