

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2015 Call for Contributions</b>				
<b>Organisation:</b>	EUAM Ukraine			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (12)</u></b>			
	UA 08 UA 09*	Analyst (MAC)	Kyiv	10 Sep 2015 18 Nov 2015
	UA 25*	Head of Strategic Advisory Component	Kyiv	20 Nov 2015
	UA 30	Strategic Traffic Policing Adviser	Kyiv	26 Sep 2015
	UA 35	Strategic Special Policing Adviser	Kyiv	03 Nov 2015
	UA 36	Head Strategic Border Guard Service Advisory Unit	Kyiv	ASAP
	UA 37	Domestic Security Strategic Adviser	Kyiv	ASAP
	UA 38	Strategic Anti-Corruption Adviser	Kyiv	ASAP
	UA 69	Strategic Judiciary Reform Adviser	Kyiv	ASAP
	UA 78	Strategic Public Finance, Logistics and Procurement Reform Adviser	Kyiv	ASAP
	UA 80*	Strategic Criminal Investigations Adviser	Kyiv	ASAP
	UA 85	Regional Outreach Officer	Kyiv/ Countrywide	ASAP
	<b><u>Seconded/Contracted (1)</u></b>			
UA 40	Head of Public Information Department/ Senior Spokesperson	Kyiv	16 Sep 2015	
<b>Deadline for Applications:</b>	<b>Wednesday 9 September at 17:00 hours (Brussels time)</b>			
<b>E-mail address to send the Job Application Form to:</b>	<b>CPCC-Ukraine@eeas.europa.eu</b>			

<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Mr Jørn LAURSEN</b>  <b>cpcc-ukraine@eeas.europa.eu</b>  <b>+32 (0)2 584 3289</b></p>
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(\* ) The availability of this position is subject to the non-confirmation of a request for extension.

**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 the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 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.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**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 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.

**Language Skills**<sup>1</sup> – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Written and spoken Ukrainian and/or Russian language skills are not a requirement but would be an asset.

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

**Training** – e-Hest<sup>2</sup> 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** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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<sup>1</sup> [Common European Framework of References for Languages](#)

<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

**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.

**Required Personnel Security Clearance (PSC)** – 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 immunisations 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 Licence** – The selected candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel drive vehicle. Category C driving licence 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 shortlisted 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

<b>Position Name:</b> MAC Analyst (2 positions)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 08 UA 09*	<b>Location:</b> Kyiv	<b>Availability:</b> 10 Sep 2015 18 Nov 2015
<b>Component/Department/Unit:</b> Chief of Staff Office/ MAC	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Analyst reports to the Head of MAC

### **Main Tasks:**

- To provide analytical assessments of a mid to long-term nature regarding developments affecting opportunities and challenges to mandate implementation, including contributions to early warning of potential threats;
- To contribute identifying and mapping relevant entities related to the Mission mandate;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by Head of Mission (HoM);
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the HoM or the Chief of Staff, and to ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To support the efficiency of information within the Mission;
- To act upon the HoM's information and analysis requirements;
- To support the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all the Mission various components as well as external sources;
- 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 related field of study, where the normal duration of university education in the country awarded is three years or more;

#### OR

- Equivalent Police or/and Military education;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Minimum of three years analytical experience desirable;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Significant experience in the use of analytical IT packages and processes;
- Excellent interpersonal skills and ability to work on his/her own initiative in a methodical manner;
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment;

- 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;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

<b>Position Name:</b> Head of Strategic Advisory Component	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 25*	<b>Location:</b> Kyiv	<b>Availability:</b> 20 Nov 2015
<b>Component/Department/Unit:</b> Operations/ Strategic Advisory Component	<b>Level of Security Clearance:</b> EU Secret or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Strategic Advisory Component reports to the Head of Operations (HOps).

### Main Tasks:

- To ensure that all Strategic Advisory Component activities are consistently and coherently planned and supported according to HOps directions;
- To coordinate the management and execution of Component Lines of Operations against benchmarks and to make recommendations to the HOps for improvements and policy choices throughout mandate implementation;
- To ensure that the units within the Strategic Advisory Component are coordinated when preparing for HOps decision-making and when analyzing the internal reporting of mission activities;
- To assist the HOps to coordinate all contributions from the Component to the mission's internal and external periodic reporting;
- Support HOps in providing input to the drafting and progressive updating of the Mission Implementation Plan and the design of mission operational activities in support of tasks and objectives;
- To assist the HOps in ensuring that liaison and coordination is consistently maintained between the Mission's Strategic Advice Component, the EU, non-EU and local stakeholders;
- To assist the HOps in ensuring that Standard Operating Procedures (SOPs) for the Strategic Advice Component are properly developed, implemented and periodically reviewed;
- To ensure that all units within the Component identify and report lessons and best practices within their respective fields of responsibility;
- To assist the HOps in ensuring that the MHQ Staff are periodically updated on mission implementation progress as well as on the political and security situation of the mission area through the work of the outreach teams;
- To ensure operational coherence and consistency of approach across the activities of the 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 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;
- To contribute to the Mission external reporting;
- To take into account overall Security Sector Reform issues in order to ensure coherence between the Unit's activities and wider SSR aspects;
- To monitor the relations between the Mission's SSR Advisors and their Ukrainian counterparts.
- To address issues in a timely and diplomatic manner;
- 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 contribute to lessons identification;
- To perform any other tasks assigned by the HOps.

## **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 years or more;
- At least ten years of relevant and proven professional experience after having completed his/her studies, including at least five years at management level;
- To possess operational and strategic experience with any of the SSR related bodies: Government Civil Service, Diplomatic Service, Law Enforcement, democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);
- To have occupied a role as a first level Advisor to, or member of, a national cross governmental security sector coordination body for a period of at least two years;
- Experience of advising on security Sector Reform at the national level, preferably within the CIS, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management;
- To be able 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;
- Qualified 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;
- International experience in the senior management in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams (offices or mobile teams) is essential;
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region is desirable;
- 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 leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- 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;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.



<b>Position Name:</b> Strategic Traffic Policing Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 30	<b>Location:</b> Kyiv	<b>Availability:</b> 26 Sep 2015
<b>Component/Department/Unit:</b> Operations/ Strategic Advisory Component/ Strategic MoIA Advisory Unit	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Strategic Traffic Policing Advisor reports to the Head of Strategic MoIA Advisory Unit.

**Main Tasks:**

- To provide traffic policing and road safety advice to the national level uniformed police commanders of Ukraine in support of the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- To enhance the awareness of national level attitudes and approaches towards traffic policing and road safety, applying EU policing standards, models and approaches and to assist the Ukrainian national traffic police in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian police reforms and their implementation;
- To promote, encourage and advise the Ukrainian traffic police commanders to make rapid changes in the existing culture of traffic policing in order to help address the serious lack of public confidence in the police, and therefore the rule of law in general;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to, Ministry of Internal Affairs reforms;
- To support the national traffic police commanders to plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry reform 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 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 the Mission's external reporting;
- 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 years or more;

OR

- Equivalent Police or/and Military education;
- At least five years of relevant and proven professional experience after having completed his/her studies;
- Presently hold, or have held, the rank of Lieutenant Colonel/Chief Inspector or above in an operational role;

- To have occupied a role as a member a road safety board for a period of at least two years;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources management and career management and development;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Experience of managing 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;
- Experience in international organisations operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the Mission area or other areas within the same geopolitical region is desirable;
- 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;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

<b>Position Name:</b> Strategic Special Policing Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 35	<b>Location:</b> Kyiv	<b>Availability:</b> 03 Nov 2015
<b>Component/Department/Unit:</b> Operations/ Strategic Advisory Component/ Strategic MoIA Advisory Unit	<b>Level of Security Clearance:</b> EU Secret or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Strategic Special Policing Adviser reports to the Head Strategic Adviser to MoIA.

### Main Tasks:

- To provide special police related advice to the MoIA and national level police commanders of Ukraine in support of the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- To enhance the national MoIA and police command awareness and knowledge of special police unit related EU standards and models and the use of force;
- To increase awareness and understanding amongst responsible Ukrainian officials and law enforcement agencies of various models of special policing techniques, structures and management in the EU;
- to assist the responsible Ukrainian officials and law enforcement agencies in shaping, developing and implementing special policing policy, structures, command and control, accountability and approaches and to support them in identifying reform choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian police reforms and their implementation;
- To promote, encourage and advise the commanders and decision makers responsible for special police to make rapid changes in the existing approaches to special policing in order to help address the serious lack of public confidence in police and therefore the rule of law generally;
- To advise strategic Ukrainian policy regarding the appropriate employment of special police;
- To advise the Ukrainian authorities and other Mission staff regarding the development, implementation and exercising of effective operational procedures to facilitate effective and timely operational coordination and cooperation between special police and other branches of the emergency services and law enforcement;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to, Ministry of Internal Affairs reforms;
- To support the relevant national commanders and decision makers to plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry reform 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 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 the Mission's external reporting;
- 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 four years or more;

### OR

- Equivalent Police or/and Military education;
- At least fifteen years of relevant and proven professional experience, of which at least five years within the last seven years in a special policing command position;
- Presently hold, or have held, the rank of Lieutenant Colonel/Chief Superintendent or above in an operational role;
- Experience of operational command of special police units;
- Operational command level experience of specialist policing activities in at least two of the following areas: EOD, Firearms and Tactics, operational counter-terrorism, hostage rescue, crowd control and riot policing;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources management and career management and development;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Experience of managing 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;
- Experience in international organisations operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the Mission area or other areas within the same geopolitical region is desirable;
- 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;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

<b>Position Name:</b> Head Strategic Border Guard Service Advisory Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 36	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/ Strategic Advisory Component/ Strategic Border Guard Service Advisory Unit	<b>Level of Security Clearance:</b> EU Secret or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Strategic Border Guard Service Advisory Unit reports to the Head of Operations, under the supervision of the Head of Strategic Advisory Component.

### Main Tasks:

- To ensure that all Border Guard Service Advisory Unit activities are consistently and coherently planned and supported according to Head of Strategic Advisory Component directions;
- To coordinate the management and execution of the unit lines of operations against benchmarks and to make recommendations to the Head of Strategic Advisory Component for improvements and policy choices throughout mandate implementation;
- To ensure that the personnel within the Border Guard Service Advisory Unit are coordinated when preparing for Head of Strategic Advice decision-making and when analyzing the internal reporting of the Mission activities;
- To assist the Head of Strategic Advisory Component to coordinate all contributions from the unit to the Mission's internal and external periodic reporting;
- Support the Head of Strategic Advisory Unit in providing input to the drafting and progressive updating of the Mission Implementation Plan (MIP) and 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 Advisory Units tasks or activities, or delays against the MIP, and to raise issues to the Head of Unit;
- To assist the Head of Strategic Advisory Component in ensuring that Standard Operating Procedures (SOPs) for the unit are properly developed, implemented and periodically reviewed;
- To provide strategic customs and/or border policing and immigration reform related advice to the senior leadership of Ukrainian Border Guard and/or State Fiscal Service in accordance with stated objectives and tasks, Mission policy and guidelines and Ukrainian national security sector reform policy;
- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies, in particular EUBAM Moldova/Ukraine;
- In partnership and cooperation with EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of special border policing and immigration control in the EU;
- To assist the responsible Ukrainian officials in shaping, developing and implementing customs and/or border policing policy, structures, command and control, accountability and approaches;
- To support the responsible Ukrainian officials in identifying reform choices, making informed decisions, analyzing implications and planning accordingly in the context of shaping Ukrainian customs and/or police reforms and their implementation;
- To promote, encourage and advise the commanders and decision makers responsible for the State Fiscal Service Customs Administration and Border Guard to identify and take rapid changes in order to help address the lack of public confidence in law enforcement agencies in general;
- To advise the leadership of the Border Guard and/or State Fiscal Service Customs Administration on harmonization of reforms with broader security sector reforms;
- To facilitate and build closer mutual support, joint planning and coordinated and joint law enforcement operations;

- To advise the Ukrainian authorities and other Mission staff regarding the development, implementation and exercising of effective operational procedures to facilitate effective and timely coordination and cooperation between the Border Guard, State Fiscal Service Customs Administration and other branches of the emergency services and law enforcement;
- 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, 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 Head Strategic Advisory Component.

#### **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 years or more;

#### OR

- Equivalent Customs, Police or/and Military education;
- At least seven years of relevant and proven professional experience after having completed his/her studies, including at least four years at management level;
- Presently hold, or have held, the equivalent rank of Lieutenant Colonel/Chief Superintendent (OF 4) or above in an operational role;
- Experience of operational command of Border Police and/or Customs units;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources Management and career management and development;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Experience of managing 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;
- Experience in international organisations operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the Mission area or other areas within the same geopolitical region is desirable;
- 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;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Solid knowledge of Customs Management, Integrated Border Management and Migration Control would be an asset.

<b>Position Name:</b> Domestic Security Strategic Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 37	<b>Location:</b> Kyiv (possible co-location with the Ukrainian Authorities)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advisory Component/ Strategic SSU Advisory Unit	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> 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 (MIP) 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 MIP, 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 the Mission's 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 years or more;
- At least ten 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;
- Experience in international organisations operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial.



<b>Position Name:</b> Strategic Anti-Corruption Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 38	<b>Location:</b> Kyiv	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advisory Component / Administration of Justice Advisory Unit	<b>Level of Security Clearance:</b> EU Secret or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Strategic Anti-corruption Adviser reports to the Head of the Administration of Justice Advisory Unit.

### Main Tasks:

- To provide the Ukrainian Security Sector senior management across government but especially the National Anti-corruption Bureau of Ukraine on investigating, countering and reducing corruption at all levels within the relevant government ministries, departments and agencies, including countering corruption through structural, managerial and other oversight and accountability processes and procedures;
- To assist the National Anti-corruption Bureau to make fully informed decisions relating to the investigation of corruption crimes;
- To assist this Bureau in ensuring that the investigators of this Bureau have the necessary skills and knowledge;
- To assist other Mission advisers to promote anti-corruption measures with their specific Ukrainian interlocutors and to build coherent approaches anti-corruption principles and methods into their support of Ukrainian SSR;
- To enhance the awareness of senior management of the organisation of EU anti-corruption policy and standards;
- To assist the Ukrainian authorities in assessing and tailoring anti-corruption models;
- To assist Ukrainian authorities 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 anticorruption related advice to those Ukrainian authorities involved in drafting security sector related legislation;
- To provide awareness and advice to the national level security sector leadership relating to the establishment of robust and effective internal investigations and discipline;
- To inform and otherwise contribute towards the Mission's policy and advisory input into harmonised Ukrainian SSR at the cross governmental level;
- 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;
- To contribute to the Mission's external reporting;
- To take into account overall Security Sector Reform issues in order to ensure coherence of the Mission's anticorruption activities wider SSR issues;
- 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 four years or more;

### OR

- Equivalent Police or/and Military education;
- At least 10 years of relevant and proven professional experience.
- Ideally occupied a management role in a national anti-corruption agency or a management role in an investigative body dealing with financial crimes and/or organised crimes;
- Ideally experience of advising on Security Sector Reform at the national level, preferably within the CIS and or in an international policing related Mission, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be an significant advantage;
- 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 international organisations operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the Mission area or other areas within the same geopolitical region is desirable;
- 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;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

<b>Position Name:</b> Strategic Judiciary Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA69	<b>Location:</b> Kyiv (possible co-location with the Ukrainian Authorities)	<b>Availability:</b> As soon as possible
<b>Department/Component/ Unit:</b> Operations/ Strategic Advisory Component/ Administration of Justice Advisory Unit	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> 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 (MIP) 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 MIP, 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 the Mission's 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 years or more;
- At least five 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.

<b>Position Name:</b> Strategic Public Finance, Logistics and Procurement Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 78	<b>Location:</b> Kyiv	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advisory Component/ Good Governance Advisory Unit	<b>Level of Security Clearance:</b> EU Restricted or equivalent	<b>Open to Contributing Third States:</b> 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 Ukrainian government in using the review findings to strengthen reform related decisions 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 (MIP), and to raise issues to the Head of Unit;
- To contribute to the drafting and progressive upgrading of the MIP 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 the Mission's 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 years or more;
- At least five 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.

<b>Position Name:</b> Strategic Criminal Investigation Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 80*	<b>Location:</b> Kyiv	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advisory Component/ Strategic MoIA Advisory Unit	<b>Level of Security Clearance:</b> EU Restricted or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Strategic Criminal Investigation Adviser reports to the Head of Strategic MoIA Advisory Unit.

### Main Tasks:

- To provide Criminal Investigation related advice to the national level senior police commanders of Ukraine in support of the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- To enhance the awareness of national level attitudes and approaches towards criminal investigation, applying EU policing standards, models and approaches and to assist the Ukrainian national criminal investigation directorate in identifying choices, making informed decisions, analyzing implications and planning accordingly in the context of shaping the Ukrainian police reforms and their implementation;
- To promote, encourage and advise the Ukrainian senior criminal investigation commanders to make rapid changes in the existing culture of investigation in order to help address the serious lack of public confidence in the police, and therefore the rule of law, generally;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to Ministry of Internal Affairs reforms;
- To support the national senior criminal investigation commanders to plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry reform policy development and planning events;
- To constantly assess progress, to identify actual and potential risk to attainment of the MoIA Advisory Units tasks or activities or delays against the Mission Implementation Plan (MIP), and to raise issues to the Head of Unit;
- To contribute to the drafting and progressive upgrading of the MIP 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 task assigned by the line manager.

### Qualification 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 years or more;

OR

- Equivalent Police or/and Military education;
- At least five years of relevant and proven professional experience after having completed his/her studies;

- Presently hold or have held the rank of Major or Superintendent or equivalent or above in an operational level;
- Experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources management and career management and development;
- Experience of change management, related outreach and consultation would be a significant advantage;
- Experience of managing 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;
- Sound understanding of the aims, purposes and functioning of EU CSFP and CSDP;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable;
- International experience in an international organization operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial.



<b>Position Name:</b> Regional Outreach Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UA 85	<b>Location:</b> Kyiv/ Countrywide	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Regional Outreach Component	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Outreach Officer reports to the Head of Regional Outreach.

### Main Tasks:

- To conduct regional outreach activities in accordance with the Directions given of the Head of Regional Outreach with the purpose of providing the Strategic Advice Line of Operation with relevant situational awareness;
- To fully coordinated and cooperate with Mission Security;
- To ensure that all regional outreach activities are programmed and supported;
- To retain the flexibility and adaptability to redeploy at all times, from or within a deployment area at very little or no notice to meet stated objectives or tasks;
- To ensure that all outreach activity is planned and conducted in full compliance with SOPs;
- To ensure timely reporting of regional outreach activities as well as any information that may be of relevance to the Mission mandate, end state, objectives or tasks;
- To contribute to internal and external Mission reporting;
- To ensure all regional outreach activities are de-conflicted with the OSCE SMM and that no regional outreach activity duplicates, disrupts or may be confused with those of the OSCE SMM;
- To provide input to the revision and amendment of relevant SOPs to enhance safety, effectiveness and efficiency;
- To advise the Head of Regional Outreach on matters relating to regional outreach and on related future planning options to maximise support to the Strategic Advice Line of Operations;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to SSR;
- 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 regional the attainment of outreach activity objectives and tasks, or delays against the Mission Implementation Plan, and to raise issues to the Head of Regional Outreach;
- 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 ensure that his/her supervised personnel contribute to enhancing the Mission's performance and in identifying and reporting lessons and best practices within their respective fields of responsibility;
- 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 four years or more;

#### OR

- Equivalent Police or/and Military education;

- At least five years of relevant and proven professional experience after having completed his/her studies, of which at least one year in the field as a member of geographically dispersed field team, unit or office with multi-national, multi-cultural staff;
- If civilian, to have experience of working with security sector personnel;
- Experience of outreach and conduct of negotiations and consultations would be an significant advantage;
- Experience of field based operational planning processes and execution;
- Excellent map reading skills;
- Experience as a head of field operations in an unpredictable crisis environment would be an advantage;
- Ability to develop, implement and oversee operations room and field operating procedures;
- 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 international organisations operating in the field a conflict or immediate post conflict situation;
- Knowledge of the situation in the Mission area or other areas within the same geopolitical region is desirable;
- 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;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

## SECONDED/CONTRACTED POSITIONS

<b>Position Name:</b> Head of Public Information Department/ Senior Spokesperson	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> UA 40	<b>Location:</b> Kyiv	<b>Availability:</b> 16 Sep 2015
<b>Component/Department/Unit:</b> Chief of Staff Office/ Public Information Department	<b>Level of Security Clearance:</b> EU Secret or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Public Information Department /Senior Spokesperson reports to HoM and is coordinated by the Chief of Staff.

### Main Tasks:

- To act as Spokesperson for the Mission;
- To organize, coordinate and supervise the PPIO organization, resources and tasks;
- To organize and supervise the daily PPIO coordination with the Mission's outreach component and the strategic public relations and communication advisors to the Ukrainian counterparts;
- To organize, coordinate and oversee the Mission's national and international media relations;
- To organize, supervise and conduct press conferences, briefings and other media events;
- To draft press releases, public statements and articles;
- To coordinate and supervise the Mission's public relations effort;
- To coordinate and supervise the Mission's public information analysis, in particular the media and social media monitoring and the public surveys to be conducted as well as the dissemination of crucial information to the Mission;
- To develop and run an Information campaign in line with the Information Strategy and Master Messages approved by the PSC;
- To advise, mentor and support designated Ukrainian counterparts on strategic public relations and communication;
- To advise the Mission personnel on media relations and public information issues;
- To develop and periodically review media guidelines and press lines for the Mission;
- To assist in the development and implementation of a mission communication strategy and a crisis communication strategy;
- To assist in conducting and coordinating official visits according to protocol rules;
- To coordinate and supervise the organization of briefings and drafting of notes to ensure timely information for the HoM and other Mission members;
- Is responsible for all contract/tender/designs for PPIO visibility items and the PPIO budget and procurement processes;
- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate;
- Ensures permanent contact with the Office of the Spokesperson of the EU High Representative and the relevant Public Information EEAS Services on communication and public information matters;
- To contribute in identifying lessons learnt and best practices in his field of competence;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

## **Qualifications and Experience:**

- Successful completion of University studies of at least four years attested by a diploma or a qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 in the European Qualifications Framework or a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g., Master's degree;
- The degree thus acquired should be in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related field;
- The degree thus acquired should be in media/communications or another relevant field of studies;
- After having fulfilled the above requirements, a minimum of five years of relevant and proven professional experience, notably in current affairs related journalistic experience, ideally in an international environment;
- Prior experience in drafting press statements and releases;
- Excellent contacts within the international media;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region is desirable;
- Knowledge and experience in the field of security sector;
- Good understanding of and experience in the European Institutions and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a media related capacity;
- Excellent interpersonal and communication skills;
- Excellent drafting skills.