

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 3-2015 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUAM Ukraine</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (4)</u></b>			
	UA 104* UA 105*	Project Management Officer (2 positions)	Kyiv	ASAP
	UA 62 UA 103*	Reporting Officer	Kyiv	ASAP
	<b><u>Seconded/Contracted (2)</u></b>			
UA 51	Human Resources Officer	Kyiv	29 Dec. 2015	
UA 102*	Procurement Officer	Kyiv	ASAP	
<b>Deadline for Applications:</b>	<b>18 December 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>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <p style="text-align: center;"><b>Mr Filippo MANGIONE</b>  <b>cpcc-ukraine@eeas.europa.eu</b>  <b>+32 (0)2 584 27 48</b></p>			

(\*) The availability of this position is subject to political decisions of the relevant bodies.

**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. 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.

**Education** – European Qualifications Framework (EQF)<sup>3</sup>.

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.

**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.

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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>

<sup>3</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

**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

Position Name: <b>Project Management Officer (2 positions)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UA 104 (*)</b> <b>UA 105 (*)</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office/ Coordination and Cooperation Department/ Project Management Cell</b>	Level of Security Clearance: <b>EU CONFIDENTIAL or equivalent</b>	Open to contributing third States: <b>Yes</b>

### **Reporting Line:**

The Project Management Officer will assist the Head of the Coordination and Cooperation Component in carrying out the duties assigned to the Department. S/he is reporting to the Head of the Coordination and Cooperation Department.

### **Main Tasks:**

- To ensure that the project management function of the Mission is developed and exercised in full respect of the Mission's mandate and operational capacity;
- To maintain, enhance and keep up to date the Mission's project management procedures, mechanisms and tools and to ensure actual implementation;
- To be responsible for the assessment of all the project level initiatives developed by the Mission;
- To coordinate the work of the Project Management Cell with the Planning and with the Coordination and Cooperation sections of the Mission, to ensure consistency in the methodology of work and coherence of action;
- To assess the project management needs of the Mission;
- To define and implement capacity building and continuous learning plans;
- To ensure appropriate coordination with the Mission Support Department and of the Legal Advisor on all matters related to project management;
- To report on the project activities' portfolio and to evaluate the Mission's overall project management function; to record lessons learnt and best practices;
- To develop project management tools and guidelines; to provide training, mentoring and coaching on project management to Mission's staff as appropriate;
- To be responsible for the development and maintenance of the Mission's project's database and archiving system;
- To perform any other tasks assigned by the line manager.

### **Qualifications and Experience:**

- Successful completion of university studies in Project Management, Business or Public Administration or related field, where the normal duration of university education in the country awarded is 3 years or more;
- or
- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/ referenced to level 6 in the European Qualifications Framework;
- or
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree;
- or
- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above;
  - And after having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience, preferably with a governmental aid agency or an international organisation in project management and evaluation;

- Demonstrated coaching and training capacity;
- Good understanding of the actors and dynamics of international development assistance, particularly in crisis or post-conflict and transitional areas;
- Familiarity with the EU Financial Rules and PRAG would be an asset;
- Excellent analytical and organisational capacities;
- Excellent interpersonal and negotiation skills;
- Ability to work in a team and in a multi-cultural environment;
- Good computer skills.

Position Name: <b>Reporting Officer (2 positions)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UA 62, UA 103 (*)</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Chief of Staff Office/ Reporting Section</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Reporting Officer reports to the Chief of Reporting Section.

### Main Tasks:

- To gather and analyse information from across the Mission Area of Responsibility (AoR), from Mission members reports, other relevant stakeholders and open sources, in order to maintain up-to-date knowledge of the situation;
- To draft Mission's reports for EU institutions in Brussels and Member State capitals, working against tight deadlines and guidelines;
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Kyiv and external visitors up to Ministerial level;
- To identify informational needs and contribute to the planning of information gathering;
- To manage large amounts of information: checking, compiling and analysing reports received;
- To maintain working relationships with Mission members and across the EU Delegation's departments to ensure effective information flow;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

### Qualifications and Experience:

- Successful completion of university studies, where the normal duration of university education in the country awarded is 3 years or more;
- OR
- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework;
- OR
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree;
- OR
- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above;
  - And after having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience;
  - Proven analytical capacity, political awareness and judgement;
  - Excellent in summarizing complex information and developments;
  - Sound understanding of SSR would be desirable;
  - Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner;
  - High level of computer literacy;
  - Knowledge and experience of working in the AoR would be an asset;
  - Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP would be an asset;
  - A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge of the region would be an asset.

## SECONDED/CONTRACTED POSITIONS

Position Name: <b>Human Resources Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>UA 51</b>	Location: <b>Kyiv</b>	Availability: <b>29 December 2015</b>
Component/Department/Unit: <b>Mission Support Department/ Human Resources Unit</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	Open to contributing third States: <b>No</b>

### **Reporting Line:**

The Human Resources Officer reports to the Chief of Human Resources.

### **Main Tasks:**

- To provide necessary expertise in the field of Human Resources to support the conduct of the Mission;
- To identify recruitment needs and specify necessary requirements for posts to prepare the Mission organisational structure;
- To develop Mission job descriptions and deployment plan;
- To organise, in coordination with CPCC, the recruitment and selection process of qualified experts for vacant positions for all international experts through Calls for Contribution;
- To develop Mission HR policies and procedures in line with CSDP best practice for standards, policies and procedures;
- To set up transparent recruitment procedures for national staff;
- To prepare necessary steps for deployment of personnel and to develop job descriptions, contracts, letters of appointment;
- To set up a system for all records related to personnel in accordance with EC standards of data protection;
- To set up a system to record staff members' attendance, leave, etc.;
- To ensure daily management of the documentation and correspondence concerning arrivals, deployments, redeployments, extensions and repatriations;
- To establish Mission guidelines for a transparent and objective performance assessment and evaluation system of staff members;
- To contribute to the development of the operational planning documents;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission external reporting as required;
- To contribute to the induction training of new Mission personnel as required;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

### **Qualifications and Experience:**

- Successful completion of university studies in Human Resources, Business Administration, Social Sciences or closely related fields, where the normal duration of university education in the country awarded is 3 years or more;

or

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework;

or

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree;

or

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above;



- And after having fulfilled the above requirements, a minimum of 5 years of relevant and proven HR professional experience;
- Experience in international administrative and operational aspects of human resources;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Previous experience in CSDP Missions would be an advantage;
- Knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region is desirable.

Position Name: <b>Procurement Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>UA 102 (*)</b>	Location: <b>Kiev</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ Procurement Unit</b>	Level of Security Clearance: <b>EU RESTRICTED</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

The Procurement Officer reports to the Chief of Procurement.

### Main Tasks:

- To carry out procurement and contracting processes;
- To use established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted by the CSDP Mission;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the different departments in the Mission in relation to procurement matters;
- To assist in the development of internal Mission procurement procedures;
- To develop professional relationships and work partnerships with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

### Qualifications and Experience:

- Successful Completion of university studies in Law, Business or Public Administration, Economics, Finance or closely related fields, where the normal duration of university education in the country awarded is 3 years or more;
- or
- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree;
- or
- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above;
  - And after having fulfilled the above requirements, a minimum of 3 years of relevant and proven professional experience;
  - Knowledge of the EU financial rules;
  - Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
  - Experience in management of tendering processes, preferably including EU procedures;
  - Good drafting and reporting skills;
  - Good working knowledge of MS Office software;
  - Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
  - Previous experience in CSDP missions or in EU Delegations would be an advantage.