

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2016 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 (60)</u></b>			
	UAO 02*	Deputy Head of Operations	Kyiv	ASAP
	UAO 11*	Head of CSSR Component	Kyiv	ASAP
	UAO 20	Lead Adviser on Good Governance	Kyiv	ASAP
	UAO 24*	Senior Adviser on e-Governance	Kyiv	ASAP
	UAO 18*	Gender Adviser	Kyiv	ASAP
	UAO 19*	Human Rights/Gender Adviser/Trainer	Kyiv	ASAP
	UAO 13*	Human Resources Adviser/Trainer	Kyiv	ASAP
	UAO 41*	Head of Law Enforcement Agencies Component	Kyiv	ASAP
	UAO 44*	Lead Adviser on Community Policing	Kyiv	ASAP
	UAO 45* UAO 46* UAO 47* UAO 48* UAO 49* UAO 50*	Community Policing Adviser/Trainer (6 positions)	Kyiv	ASAP
	UAO 51*	Lead Adviser on Public Order	Kyiv	ASAP
	UAO 52* UAO 53* UAO 54* UAO 55*	Public Order Adviser/Trainer (4 positions)	Kyiv	ASAP
	UAO 43*	General Policing Adviser/Trainer	Kyiv	ASAP
	UAO 57*	Domestic Security Adviser/Trainer	Kyiv	ASAP
	UAO 71*	Head of Rule of Law Component	Kyiv	ASAP
	UAO 72*	Lead Adviser on Prosecution	Kyiv	ASAP
	UAO 73*	Senior Adviser on Prosecution (Financial)	Kyiv	ASAP
	UAO 75*	Senior Adviser on Prosecution (Organised crime)	Kyiv	ASAP

UAO 77*	Senior Adviser on Legal Reform	Kyiv	ASAP
UAO 79*	Lead Adviser on Criminal Investigations	Kyiv	ASAP
UAO 83*	Senior Adviser on Cybercrime	Kyiv	ASAP
UAO 84*	Senior Adviser on Counter Terrorism	Kyiv	ASAP
UAO 85*	Senior Adviser on Witness Protection	Kyiv	ASAP
UAO 87*	Senior Adviser on Financial Crimes	Kyiv	ASAP
UAO 86*	Senior Adviser on Forensic Identification	Kyiv	ASAP
UAO 88* UAO 89* UAO 90* UAO 91*	Criminal Investigations Adviser/Trainer (4 positions)	Kyiv	ASAP
LVO 01*	Regional Presence Coordinator	Lviv	ASAP
KHO 01*	Regional Presence Coordinator	Karkhiv	ASAP
LVO 02* LVO 03*	Adviser/Trainer on Community Policing (2 positions)	Lviv	ASAP
KHO 02* KHO 03*	Adviser/Trainer on Community Policing (2 positions)	Karkhiv	ASAP
LVO 04*	Adviser/Trainer on Criminal Investigations	Lviv	ASAP
KHO 04*	Adviser/Trainer on Criminal Investigations	Karkhiv	ASAP
LVO 05*	Adviser/Trainer on Public Order	Lviv	ASAP
KHO 05*	Adviser/Trainer on Public Order	Karkhiv	ASAP
LVO 06* LVO 07*	Adviser/Trainer on Rule of Law (2 positions)	Lviv	ASAP
KHO 06* KHO 07*	Adviser/Trainer on Rule of Law (2 positions)	Karkhiv	ASAP
UAC 11*	Head of Political, Analysis and Reporting Department	Kyiv	ASAP
UAC 16	Political Adviser	Kyiv	ASAP
UAC 22	Reporting Officer	Kyiv	ASAP
UAC 31*	Head of Planning, Coordination and Cooperation Department	Kyiv	ASAP
UAC 43*	Project Management Officer	Kyiv	ASAP
UAC 54*	Senior Adviser on Communications	Kyiv	ASAP
UAC 56*	Strategic Communications Adviser	Kyiv	ASAP
UAC 05*	Executive Assistant to CoS	Kyiv	ASAP
BSE 01*	Brussels Support Element	Brussels	ASAP

<b><u>Seconded/Contracted (13)</u></b>				
	UAO 17	Human Rights/Minorities Adviser	Kyiv	ASAP
	UAS 21	Chief of Finance	Kyiv	ASAP
	UAS 22*	Finance Officer	Kyiv	ASAP
	UAS 31	Chief of Procurement	Kyiv	ASAP
	UAS 13*	Human Resources Officer	Kyiv	ASAP
	UAS 44*	CIS Officer (Database Administrator-Software Support)	Kyiv	ASAP
	UAS 45*	CIS Officer (IT Systems Administrator)	Kyiv	ASAP
	LVS 01*	Regional Administration Coordinator	Lviv	ASAP
	KHS 01*	Regional Administration Coordinator	Karkhiv	ASAP
	LVD 01* LVD 02*	Mission Security Officer (2 positions)	Lviv/ Countrywide	ASAP
	KHD 01* KHD 02*	Mission Security Officer (2 positions)	Karkhiv/ Countrywide	ASAP
<b>Deadline for Applications:</b>	<b>26 February 2016 at 17:00 hours (Brussels time)</b>			
<b>E-mail address to send the Job Application Form to:</b>	<b>CGCC-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 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 pending the approval of the next Budgetary Impact Statement (BIS)

**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.

**Education** – European Qualifications Framework (EQF)<sup>2</sup>.

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

<sup>2</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

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.

**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>Deputy Head of Operations</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 02*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Division/Department/Unit: <b>Operations</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### **Reporting Line:**

The Deputy Head of Operations reports to the Head of Operations.

### **Main Tasks:**

- To advise and support the Head of Operations in the management of the Operations;
- To support the Head of Operations in operationalising – with particular responsibility for Rule of Law and justice matters – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To be the prime operational interlocutor on justice matters and, accordingly:
  - To co-ordinate with local counterparts (e.g. Office of the General Prosecutor, Ministry of Justice) and with international counterparts (e.g. SGUA, the EU Delegation), and other relevant external actors as appropriate.
  - To develop potential Mission areas of focus on justice with the Rule of Law component and other relevant Mission personnel, as well as with Ukrainian and other international actors as appropriate.
- To support the Head of Operations in directing and supervising the work of organisational Components, in particular the Rule of Law component, and within the Operations to ensure they deliver on the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of Mission;
- To support the Head of Operations in ensuring compliance with instructions by the Mission management within the Components and to issue clear instructions on the operational level to the Components;
- To support the Head of Operations in guiding the Components efforts in the area of horizontal cross-Components and cross-projects cooperation and coordination;
- To support the Head of Operations in managing the efficient use of the Regional Presences and of short term mobile deployable teams.
- To support the Head of Operations in ensuring coordination on the operational level with the Office of the Chief of Staff;
- To support the Head of Operations in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To travel within the Mission's area of operations as required;
- To support the Head of Operations in representing the Mission, as appropriate;
- To perform any other task as requested by the Line Manager.

## **Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma in Law, Social Sciences, Business Administration, Economy or Public Administration
- 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 professional 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 10 years of relevant and proven professional experience, of which 8 are preferably as a legal practitioner, judge, prosecutor or practising lawyer;
  - A demonstrable track record in implementing judicial/prosecutorial reform;
  - In all cases professional experience must demonstrate increasing responsibility at senior management and strategic level;
  - Managerial track record, including in change management and programme/project delivery;
  - Excellent interpersonal and communication skills, both written and oral;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.



Position Name: <b>Head of Strategic Civilian Security Sector Reform Component</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 11*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Strategic Civilian Security Sector Reform Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Head of Strategic Civilian Security Sector Reform Component reports to the Head of Operations.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To lead, manage and provide guidance and direction to the Mission's Strategic Civilian Security Sector Reform (SCSSR) Component
- To guide the Component's work in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-component cooperation;
- To ensure, at operational level, coordination, in particular with the other Heads of Components and Lead Advisers;
- To ensure compliance with instructions from his/her Line Manager within his/her field of responsibility and to issue clear instructions at the operational level to the Component;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Social Sciences, Business Administration, Economy, Law or Public Administration
- 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 10 years of relevant and proven professional experience of which 5 years are at management level;
  - In all cases professional experience must demonstrate increasing responsibility at senior management and strategic level;
  - Strong managerial track record, including in change management and programme/project delivery;
  - Excellent interpersonal and communication skills, both written and oral;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Lead Adviser on Good Governance</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 20</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Strategic Civilian Security Sector Reform Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Lead Adviser on Good Governance reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

### Main Tasks:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on delineation and good governance matters, including streamlining good governance principles, public administration reform, decentralisation, public oversight and public finance;
- To advise and support in the management of the activities related to delineation and good governance;
- To direct and supervise the work of the Mission staff associated to the delineation and good governance development;
- To ensure a comprehensive understanding of the current state of play relating to delineation and good governance by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To guide the delineation and good governance team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To this end, to proactively support the Ukrainian partners in the implementation of the activities related to delineation and good governance;
- To ensure compliance with instructions from his/her line manager within his/her field of responsibility and to issue clear instructions on the operational level to the delineation and good governance team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise
- 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 10 years of relevant and proven professional experience out of which 7 in the field of decentralisation reform, its implementation, related outreach, consultation and change management, as well as training aspects;
- Experience of change management, related outreach and consultation would be a significant advantage;
- Experience in managing training projects, duration and preparing of trainings/exercises in civilian security sector institutions;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Senior Adviser on e-Governance</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 24*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Strategic Civilian Security Sector Reform Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on e-Governance reports to the Head of the Strategic Civilian Security Sector Reform (CSSR) Component.

### Main tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To advise the relevant Ukrainian partners on Information and Communication Technology (ICT) development and the related Standard Operating Procedures;
- To assist the relevant Ukrainian partners on improving the ICT infrastructure, its management and the maintenance procedures;
- Based on expert knowledge, make recommendations for improvements to and interoperability between Law Enforcement Agencies and prosecutorial services information systems, including making recommendations for establishment of relevant data bases and data management;
- Liaise with MoIA, Regional and Local Government authorities, Law Enforcement Agencies, prosecutorial services and the Ministry of Finance on enhancements to planning, budgeting, accounting and implementation monitoring systems in order to increase accessibility and use of data;
- Assess potential for useful interoperability between various Law Enforcement Agencies and prosecutorial services information systems, and analyse bottlenecks to interoperability and how they can be addressed;
- Provide advice and assistance to MoIA, Regional and Local Government authorities, Law Enforcement Agencies and prosecutorial services on improvement of and interoperability between human resources information systems, and enhanced use of information in human resources policy making and planning;
- To identify and advise on the capacity and training opportunities of the administrative and internal support policing units;
- To support, as appropriate, the relevant Ukrainian partners to identify the appropriate equipment and infrastructure needed;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Computer Science/Communications, Information Technology or IT Engineering or a closely related field of expertise
- 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 7 years of relevant and proven professional experience out of which 5 in IT and information systems architecture ;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Gender Adviser</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 18*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Strategic Civilian Security Sector Reform Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Gender Adviser reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To advise the Senior Management on gender and gender mainstreaming issues throughout the Mission;
- To advise the Senior Management on the mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing;
- To contribute to the Mission's induction training of Mission's personnel as required;
- To advise the Senior Management on the promotion of gender equality and gender-sensitive policy among the Ukrainian authorities;
- To advise on the development and management of strategic communications with regards to gender issues;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- To liaise with the local and international entities involved in the promotion of gender equality and gender mainstreaming;
- To ensure timely reporting and information flow;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualification and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study
- 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 out of which 3 on gender related issues;
  - Ability to develop projects and initiatives to promote gender mainstreaming in the civilian security sector;
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Human Rights and Gender Adviser/Trainer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 19*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Strategic Civilian Security Sector Reform Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Human Rights and Gender Adviser/Trainer reports to the Head of the Strategic Civilian Security Sector (CSSR) Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the human rights and gender fields;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the human rights and gender fields;
- To develop curricula for human rights and gender, and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all human rights and gender activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise
- 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 out of which 3 on Human Rights and Gender issues;
  - Proven ability to address these subjects both at central and regional level;
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;



- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Human Resources Adviser/Trainer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 13*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Strategic Civilian Security Sector Reform Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Human Resources Adviser/Trainer reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the Human Resources field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula for Human Resources and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Human Resources, Social Sciences, Business or Public Administration, Law or closely related field of expertise
- 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, out of which 3 in management, preferably in the field of human resources and/or administration management, legal, administrative and operational aspects of human resources, career management and development, as well as training;
- Experience of change management, related outreach and consultation would be a significant advantage;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Head of Law Enforcement Agencies Component</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 41*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Law Enforcement Agencies Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Head of Law Enforcement Agencies Component reports to the Head of Operations.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To lead, manage and provide guidance and direction to the Mission's Law Enforcement Agencies Component;
- To guide the Component's work in identifying and addressing structural needs in the performance and accountability of the UA counterparts through strategies, organisational change processes, legislation, institutional development;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-component cooperation;
- To ensure, at an operational level, coordination, in particular with the Lead Advisers and the other Heads of Components;
- To ensure compliance with instructions from his/her line manager within his/her field of responsibility and to issue clear instructions on the operational level to the Component;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow within the Mission;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Social Sciences, Business Administration, Economy, Law or Public Administration
- 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 10 years of relevant and proven professional experience, of which 5 are at management level;
  - In all cases professional experience must demonstrate increasing responsibility at senior management and strategic level;
  - Strong managerial track record, including in change management and programme/project delivery;
  - Excellent interpersonal and communication skills, both written and oral;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Lead Adviser on Community Policing</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 44*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Division/Department/Unit: <b>Operations/ Law Enforcement Agencies Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to Contributing Third States: <b>Yes</b>

### Reporting Line:

The Lead Adviser on Community Policing reports to the Head of Law Enforcement Agencies Component.

### Main Tasks:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To advise and support in the management of the activities related to community policing;
- To act as Mission focal point and direct counterpart to the relevant UA authorities on community policing matters;
- To direct and supervise the work of the Mission staff associated to the community policing development;
- To guide the community policing team in identifying and addressing structural needs in the performance and accountability of the UA counterparts through strategies, organisational change processes, legislation, institutional development;
- To this end, to proactively support the UA partners in the implementation of the activities related to community policing;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the community policing team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 10 years of relevant and proven professional experience out of which 7 in community policing related matters;
- In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to community policing;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Community Policing Adviser/Trainer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 45*, 46*, 47*, 48*, 49*, 50*</b> <b>(6 positions)</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Law Enforcement Agencies Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Community Policing Adviser/Trainer reports to the Head of Law Enforcement Agencies Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the community policing field, including community partnership and engagement, crime prevention, proactively addressing community safety issues etc.;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the community policing field;
- To develop curricula for community policing and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all community policing activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in community policing related matters;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.



Position Name: <b>Lead Adviser on Public Order</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 51*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Division/Department/Unit: <b>Operations/ Law Enforcement Agencies Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to Contributing Third States: <b>Yes</b>

### Reporting Line:

The Lead Adviser on Public Order reports to the Head of Law Enforcement Agencies Component.

### Main Tasks:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To advise and support in the management of the activities related to Public Order;
- To act as Mission focal point and direct counterpart to the relevant UA authorities on Public Order matters;
- To direct and supervise the work of the Mission staff associated to the public order development;
- To guide the public order team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To this end, to proactively support the Ukrainian partners in the implementation of the activities related to crowd management;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Public Order team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 10 years of relevant and proven professional experience out of which 7 in a public order related matter;
- In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to public order;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Public Order Adviser/Trainer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 52*, 53*, 54*, 55*</b> <b>(4 positions)</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Law Enforcement Agencies Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Public Order Adviser/Trainer reports to the Head of Law Enforcement Agencies Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the policing field, proactively addressing Public Order issues;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public order field;
- To develop curricula for public order and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all general policing activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in relevant field of expertise
- 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 out of which 3 in public order related matters;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>General Policing Adviser/Trainer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 43*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Law Enforcement Agencies Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The General Policing Adviser/Trainer reports to the Head of Law Enforcement Agencies Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the policing field, including community partnership and engagement, crime prevention, traffic, proactively addressing community safety issues etc.;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the general policing field;
- To develop curricula for general policing and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all general policing activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in general policing related matters;
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Domestic Security Adviser/Trainer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 57*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Division/Department/Unit: <b>Operations/ Law Enforcement Agencies Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Domestic Security Adviser/Trainer reports to the Head of Law Enforcement Agencies Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the National Security Service of Ukraine in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders; 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 support Mission staff in advising relevant Ukrainian Civilian Security Sector agencies in promoting, developing and incorporating analytical criminal intelligence structures and processes within the design of strategic SSR;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the domestic intelligence field;
- To support in developing and implementing in-service trainings;
- 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 relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on intelligence-related matters;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To perform other tasks as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in intelligence related matters;

- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Head of Rule of Law Component</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 71*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Head of Rule of Law Component reports to the Head of Operations.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To lead, manage and provide guidance and direction to the Mission's Rule of Law Component in consultation in particular with the Deputy Head of Operations;
- To guide the component's work, in close cooperation with the Deputy Head of Operations, in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-component cooperation;
- To ensure, at an operational level, coordination, in particular with the Lead Advisers and the other Heads of Components;
- To ensure compliance with instructions from his/her line manager within his/her field of responsibility and to issue clear instructions on the operational level to the Component;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow within the Mission;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Law, Social Sciences, Business Administration, Economy or Public Administration
- 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
  - And after having fulfilled the above requirements, a minimum of 10 years of relevant and proven professional experience, of which 5 are preferably as a legal practitioner, judge, prosecutor or practising lawyer. In all cases professional experience must demonstrate increasing responsibility at senior management level;
  - A demonstrable track record in implementing judicial/prosecutorial reform;
  - Managerial track record, including in change management and programme/project delivery;
  - Excellent interpersonal and communication skills, both written and oral;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Lead Adviser on Prosecution</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 72*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Division/Department/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Lead Adviser on Prosecution reports to the Head of Rule of Law Component.

### Main Tasks:

- To act as Mission focal point and direct counterpart to the relevant UA authorities on prosecution matters;
- To advise and support the management of the activities related to prosecution;
- To operationalise – within his/her field of responsibility – the Mission's mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To direct and supervise the work of the Mission staff associated to the prosecution development;
- To guide the prosecution team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To this end, to proactively support the Ukrainian partners in the implementation of the activities related to prosecution;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the prosecution team;
- To closely collaborate with the Office of the Chief of Staff on donor coordination, evaluation and the implementation of projects;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 10 years of relevant and proven professional experience out of which 7 in the prosecution field;
- In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to prosecution;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Senior Adviser on Prosecution (Financial)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 73*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Prosecution (Financial) reports to the Head of the Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in the prosecution;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To manage and lead projects in the prosecution field;
- To assist in the implementation of training activities for the prosecution;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all prosecution activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Social Sciences, Business Administration, Economy, Law, Public Administration
- 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
  - And after having fulfilled the above requirements, a minimum of 7 years of relevant and proven professional experience, out of which 5 in financial/economic related matters;
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.



Position Name: <b>Senior Adviser on Prosecution (Organised Crime)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 75*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of the Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in the prosecution;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To manage and lead projects in the prosecution field;
- To assist in the implementation of training activities for the prosecution;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all prosecution activities within his/her area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Social Sciences, Business Administration, Economy, Law, Public Administration
- 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
- And after having fulfilled the above requirements, a minimum of 7 years of relevant and proven professional experience, out of which 5 in fighting organized crime;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Senior Adviser on Legal Reform</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 77*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Legal Reform reports to Head of the Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in developing a legal/regulatory framework in accordance with the agreed policies, guidelines and best practices and in coordination with other international actors and stakeholders;
- To assist the relevant Ukrainian authorities in identifying and analysing SSR related legislative needs, challenges, options and solutions;
- In coordination with the Council of Europe and other internal actors, to advise the Ukrainian authorities in the harmonisation of SSR and associated legislation;
- To provide expertise to strengthen capabilities in legislative drafting, including advanced legal expertise, analysis and advice on related Ukrainian legislation pertaining to CSSR;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the legal reform and legislative drafting field;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective legislative drafting;
- To manage and lead projects in legislation development field;
- To assist in the implementation of training activities for legislative drafting;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all legislative drafting activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Law
- 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
- And after having fulfilled the above requirements, a minimum of 7 years of relevant and proven professional experience, out of which 5 in legislative frameworks and legal drafting;
- Knowledge of EU Human Rights legislation;
- Experience in the following: parliamentary process; international law, procedural law, administrative law, criminal law, contract law and labour law is desirable;
- Excellent analytical drafting skills;
- Understanding of Ukrainian law would be an asset;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Lead Adviser on Criminal Investigations</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 79*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Division/Department/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Lead Adviser on Criminal Investigations reports to the Head of Rule of Law Component.

### Main tasks:

- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on criminal investigations matters;
- To advise and support in the management of the activities related to criminal investigations;
- To operationalize – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To direct and supervise the work of the Mission staff associated to the criminal investigations development;
- To guide the criminal investigations team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To this end, to proactively support the Ukrainian partners in the implementation of the activities related to criminal investigations;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions from his/her line management within his/her field of responsibility and to issue clear instructions on the operational level to the criminal investigations team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 second 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 10 years of relevant and proven professional experience out of which 7 in criminal investigations;
- In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to criminal investigations;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Senior Adviser on Cybercrime</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 83*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Cybercrime reports to the Head of the Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities on cybercrime;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies and to facilitate the liaison with the National Cybercrime bodies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on cybercrime;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on cybercrime;
- To manage and lead projects on cybercrime;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/ initiatives in his/her field of expertise;
- To assist in the implementation of training activities on cybercrime;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 7 years of relevant and proven professional experience out of which 5 in cyber-crime;
  - In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to cyber-crime;
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Senior Adviser on Counter Terrorism</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 84*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Counter Terrorism reports to the Head of the Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities on counter terrorism;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on counter terrorism;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on counter terrorism;
- To manage and lead projects on counter terrorism;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To assist in the implementation of training activities on counter terrorism;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 7 years of relevant and proven professional experience out of which 5 in counter terrorism;
- In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to counter terrorism;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;



- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Senior Adviser on Witness Protection</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 85*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Witness Protection reports to the Head of the Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities on witness protection;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on witness protection;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on witness protection;
- To manage and lead projects on witness protection;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To assist in the implementation of training activities on witness protection;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the line manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 7 years of relevant and proven professional experience out of which 5 in the witness protection field;
- In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to witness protection;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Senior Adviser on Financial Crimes</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 87*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Financial Crimes reports to the Head of the Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities on financial crimes, including money laundering, fraud, bankruptcy, corruption, asset recovery, etc.;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on financial crimes;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on financial crimes;
- To manage and lead projects on financial crimes;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To assist in the implementation of training activities on financial crimes;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 7 years of relevant and proven professional experience out of which 5 in financial crimes investigations;
- In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to financial crimes;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Senior Adviser on Forensic Identification</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 86*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Forensic Identification reports to the Head of the Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities on forensic identification;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies; To identify and advise the relevant Ukrainian partners on forensic identification;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on forensic identification;
- To manage and lead projects on forensic identification;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To assist in the implementation of training activities on forensic identification;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 7 years of relevant and proven professional experience out of which 5 in forensics;
  - In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to forensics.
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Criminal Investigations Adviser/Trainer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 88*, 89*, 90*, 91* (4 positions)</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Criminal Investigations Adviser/Trainer reports to the Head of Rule of Law Component.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the criminal investigations field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the criminal investigations field;
- To develop curricula for criminal investigations and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all criminal investigations activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in relevant field of expertise
- 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 out of which 3 in criminal investigations related matters;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.



Position Name: <b>Regional Presence Coordinator</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>LVO 01*</b>	Location: <b>Lviv</b>	Availability: <b>ASAP</b>
Division/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Regional Presence Coordinator reports to the Head of Operations.

### Main tasks:

- To operationalize, according to EUAM HQ direction, the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities in the assigned region according to EUAM HQ direction;
- To ensure compliance with instructions by the Mission management and to issue clear instructions on the operational level to the Regional Presence (RP) team in the assigned region;
- To direct and supervise the work of the RP team in the assigned region according to EUAM HQ direction;
- To guide the RP team in the assigned region in identifying and addressing structural needs in the performance and accountability of the regional/local Ukrainian counterparts;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Social Sciences, Business Administration, Economy, Law, Public Administration
- 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 10 years of relevant and proven professional experience particularly in managing complex operations and large scale organisations;
  - In all cases professional experience must demonstrate increasing responsibility at upper management and strategic level;
  - Strong managerial track record, including in change management and programme/project delivery;
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects at regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Regional Presence Coordinator</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>KHO 01*</b>	Location: <b>Karkhiv</b>	Availability: <b>ASAP</b>
Division/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Regional Presence Coordinator reports to the Head of Operations.

### Main Tasks:

- To operationalise, according to EUAM HQ direction, the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities in the assigned region according to EUAM HQ direction;
- To ensure compliance with instructions by the Mission management and to issue clear instructions on the operational level to the Regional Presence (RP) team in the assigned region;
- To direct and supervise the work of the RP team in the assigned region according to EUAM HQ direction;
- To guide the RP team in the assigned region in identifying and addressing structural needs in the performance and accountability of the regional/local Ukrainian counterparts;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Social Sciences, Business Administration, Economy, Law, Public Administration
- 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 10 years of relevant and proven professional experience particularly in managing complex operations and large scale organisations;
  - In all cases professional experience must demonstrate increasing responsibility at upper management and strategic level;
  - Strong managerial track record, including in change management and programme/project delivery;
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects at regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Adviser/Trainer on Community Policing (Regional Presence)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>LVO 02*, 03* (2 positions)</b>	Location: <b>Lviv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Adviser/Trainer on Community Policing reports to the Regional Presence Coordinator.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- To support in the development of curricula for criminal investigation and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in community policing related matters;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects at regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Adviser/Trainer on Community Policing (Regional Presence)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>KHO 02*, 03* (2 positions)</b>	Location: <b>Karkhiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Adviser/Trainer on Community Policing reports to the Regional Presence Coordinator.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- To support in the development of curricula for criminal investigation and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in community policing related matters;
  - Excellent interpersonal and communication skills;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects at regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Adviser/Trainer on Criminal Investigations (Regional Presence)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>LVO 04*</b>	Location: <b>Lviv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Adviser/Trainer on Criminal Investigations reports to the Regional Presence Coordinator.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the criminal investigations field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal investigations field, including police-prosecution cooperation.
- To support in the development of curricula for criminal investigation and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local criminal investigations activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in criminal investigations related matters;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects at regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Adviser/Trainer on Criminal Investigations (Regional Presence)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>KHO 04*</b>	Location: <b>Karkhiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Adviser/Trainer on Criminal Investigations reports to the Regional Presence Coordinator.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the criminal investigations field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal investigations field, including police-prosecution cooperation.
- To support in the development of curricula for criminal investigation and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local criminal investigations activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in criminal investigations related matters;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects at regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Adviser/Trainer on Public Order (Regional Presence)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>LVO 05*</b>	Location: <b>Lviv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Adviser/Trainer on Public Order reports to the Regional Presence Coordinator.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the Public Order field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal investigations field;
- To support in the development of curricula for Public Order and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local Public Order activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in public order (crowd management) related matters;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects at regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Adviser/Trainer on Public Order (Regional Presence)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>KHO 05*</b>	Location: <b>Karkhiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Adviser/Trainer on Public Order reports to the Regional Presence Coordinator.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the public order field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal investigations field;
- To support in the development of curricula for public order and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local public order (crowd management) activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in a relevant field of expertise
- 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 out of which 3 in public order related matters;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects at regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.



Position Name: <b>Adviser/Trainer on Rule of Law (Regional Presence)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>LVO 06*, 07* (2 positions)</b>	Location: <b>Lviv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Adviser/Trainer on Rule of Law reports to the Regional Presence Coordinator.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the criminal justice field, focusing on pre-trial investigations and case management;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities, including police-prosecution cooperation when conducting investigations.
- To support in the development of curricula concerning criminal justice related reforms and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local criminal justice activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in relevant field of expertise
- 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 out of which 3 in criminal justice related matters
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects at regional level;

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Adviser/Trainer on Rule of Law (Regional Presence)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>KHO 06*, 07* (2 positions)</b>	Location: <b>Karkhiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/ Regional Presence</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Adviser/Trainer on Rule of Law reports to the Regional Presence Coordinator.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the criminal justice field, focusing on pre-trial investigations and case management;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities, including police-prosecution cooperation when conducting investigations.
- To support in the development of curricula concerning criminal justice related reforms and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local criminal justice activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in relevant field of expertise
- 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 out of which 3 in criminal justice related matters
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects at regional level;

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Head of Political, Analysis and Reporting Department</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAC 11*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office/ Political, Analysis and Reporting Department</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Head of Political, Analysis and Reporting Department reports to the Chief of Staff.

### Main Tasks:

- To contribute at the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To act as focal point for all political matters relating to the Mission and to provide expertise and advice on all political issues relevant for the Mission;
- To direct and supervise the work of the Political, Analysis and Reporting Department and coordinate the work of the Sections within the Department;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate;
- To oversee the collating and analysing of reports coming from the different organisational units, in particular the Operations Department, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To be responsible for the drafting of relevant Mission reports to the chain of command of the Mission, including monthly and six-monthly reports as well as special reports as requested and in coordination with other organisational units, in particular the Planning, Coordination and Cooperation Department;
- To liaise with other relevant international actors at the appropriate level, in particular with the EU Delegation in Kiev;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 10 years of relevant and proven professional experience out of which 5 are at management level;
  - International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity;
  - Knowledge of the political, cultural and security situation of the Mission area and other areas within the region;
  - Excellent interpersonal and communications skills;
  - Excellent drafting skills.

Position Name: <b>Political Adviser</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAC 16</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office/ Political, Analysis and Reporting Department</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Political Advisor reports to the Head of Political, Analysis and Reporting Department.

### Main Tasks:

- Under the supervision of the Head of Political, Analysis and Reporting Department, to monitor the political developments in Ukraine and the region and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- Under the coordination of the Head of Political, Analysis and Reporting Department, to liaise with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Third States and international organisations;
- To advise the Head of Political, Analysis and Reporting Department on issues in order to ensure coherence between mission activities and the wider political context.
- To prepare briefings and notes to ensure timely information for the Head of Political, Analysis and Reporting Department;
- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To assist in conducting and coordinating official visits according to protocol rules;
- To conduct briefings for Mission staff and other individuals or 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 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience;
  - Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
  - International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity;
  - Excellent interpersonal and communications skills;
  - Excellent drafting skills.

Position Name: <b>Reporting Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAC 22</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office/ Political, Analysis and Reporting Department</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 Head of Political, Analysis and Reporting Department.

### Main Tasks:

- To gather and analyse information from across the Mission's 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 the Mission's reports for EU institutions in Brussels and Member State capitals, working to tight deadlines and guidelines;
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Kiev 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 task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study
- 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
  - 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 summarising 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;
  - A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge of the region would be an asset.

Position Name: <b>Head of Planning, Coordination and Cooperation Department</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAC 31*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office/ Planning, Coordination and Cooperation Department</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Head of Planning, Coordination and Cooperation Department reports to Chief of Staff.

### Main Tasks:

- To direct and supervise the work of the Coordination and Cooperation Department, and coordinate the work of the Sections within the Department;
- To contribute, at senior management/policy level, and in his/her field of expertise, to the Mission's efforts on mandate planning and implementation and the CONOPS, OPLAN and Mission reporting mechanisms;
- To lead on the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanisms;
- To ensure the efficient and effective coordination and delivery of all Programmes and Projects within the Mission's portfolio, in a manner consistent with the Mission's mandate and strategic objectives, and in full support of the operational sections;
- To design and implement effective systems of programme/project management and supervise the effective management and delivery of Missions commitments on Programmes and Projects;
- To ensure external communication, cooperation and coordination at technical planning level with other relevant Civilian Security Sector stakeholders in Ukraine in particular the EU Delegation in Kiev, with a view to avoid duplication of efforts and maximise synergies;
- To liaise closely with international stakeholders ensuring coherence and coordination of approach in the identification and implementation of agreed priorities and actions and in this regard, to work closely with the EU Delegation and the Support Group Ukraine to ensure that activities are consistent with an overall EU Comprehensive approach;
- To provide support on behalf of the Mission to the coordination and cooperation efforts of Ukrainian counterpart institutions with a view to streamline reform efforts and enhance overall donor coordination;
- To contribute to lessons identification;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful Completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 10 years of relevant and proven professional experience, out of which 5 are at senior management level;
  - International experience, particularly in crisis areas with multinational and/or international organisations;
  - Sound knowledge of project cycle management;
  - Excellent interpersonal, communications and drafting skills.



Position Name: <b>Project Management Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAC 43*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office/ Planning, Coordination and Cooperation Department</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Project Management Officer reports to the Head of the Planning, 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 assess the projects' needs of the Mission;
- To define and implement capacity building and continuous learning plans;
- To ensure appropriate coordination with all Mission's Departments on all matters related to projects' implementation;
- To report on the project activities' portfolio and to record lessons learnt and best practices;
- To develop project control tools and guidelines; to provide training, mentoring and coaching on project implementation 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 of at least 3 years attested by a diploma in Project Management, Business or Public Administration or other closely related fields of study
- 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>Senior Adviser on Strategic Communications</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAC 54*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office/ Press and Public Information Department</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Senior Adviser on Strategic Communications reports to the Head of Press and Public Information Department.

### Main Tasks:

- To work in collaboration with the Strategic Communications Advisers for providing advice to the appropriate Ukrainian authorities in support of the development of Ukrainian government and ministerial Civilian Security Sector Reform policy and in accordance with the Mission policy and guidelines;
- To contribute to the enhancement of Ukrainian Civilian Security Sector Reform leadership and awareness of the critical importance of up to date communication environments, target groups and stakeholder engagement, public relations and effective communications strategies at all levels and of related EU models;
- To assist the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level in shaping, developing and implementing reform choices, making informed (strategic) communications decisions, analysing implications and conducting planning accordingly in the context of shaping Ukrainian Civilian Security Sector Reform;
- To promote, encourage and advise the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level to make rapid change management decisions in the existing approaches to stakeholder engagement, public relations and strategic communications – including the creation of specialist organisations and capabilities in this regard;
- To inform and otherwise contribute towards EUAM policy towards, and advisory input to, Ukrainian security sector reforms;
- To support the relevant Ukrainian authorities plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry strategic communications policy development and planning events;
- To contribute at operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To constantly assess progress and to identify actual and potential risks to attainment of the EUAM objectives, tasks or activities or delays against the Mission Implementation Plan;
- 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 programmes for personnel;
- To contribute to lessons identification;
- To perform any other task as requested by the Line Manager.

### **Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences, Strategic Communication Studies, Public Administration or related fields of study

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
- And after having fulfilled the above requirements, a minimum of 7 years of relevant and proven professional experience, preferably in a strategic communications/public relations role;
- Experience in developing strategic communications plans and delivering advice on strategic communications at governmental level;
- Excellent ability to communicate a strategic vision, to establish priorities and to plan;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a senior management capacity;
- Sound knowledge of project cycle management;
- Excellent interpersonal and communications skills;
- Excellent drafting skills.

Position Name: <b>Strategic Communications Adviser</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAC 56*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office/ Press and Public Information Department</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Strategic Communications Adviser reports to the Head of Head of Press and Public Information Department.

### Main Tasks:

- To contribute at operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To work in collaboration with the Senior Strategic Communications Adviser for providing advice to the appropriate Ukrainian authorities in support of the development of Ukrainian government and ministerial Civilian Security Sector Reform policy and in accordance with Mission policy and guidelines;
- To contribute to the enhancement of Ukrainian Civilian Security Sector Reform leadership awareness and understanding of the critical importance of stakeholder engagement, good public relations and effective communications strategies at all levels and of related EU models;
- To assist the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level in shaping, developing and implementing reform choices, making informed strategic communications decisions, analysing implications and conducting planning accordingly in the context of shaping Ukrainian Civilian Security Sector Reform;
- To provide training and other capacity building programs for Ukrainian stakeholders;
- To contribute to the development of training curricula for Ukrainian stakeholders on communications and strategic communications;
- To support the relevant Ukrainian authorities plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry strategic communications policy development and planning events;
- To manage and lead projects assigned to PPID and by the HPPID;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance and methodology;
- To contribute to Mission internal and 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 task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience, preferably in a strategic communications/public relations role;

- Experience in developing strategic communications plans and delivering advice on strategic communications at governmental level
- Excellent ability to communicate a strategic vision, to establish priorities and to plan;
- Sound knowledge of project cycle management;
- Excellent interpersonal and communications skills;
- Excellent drafting skills.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Executive Assistant to the Chief of Staff</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAC 05*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Chief of Staff Office</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

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

### Main Tasks:

- To assist the CoS in his/her daily work, including taking minutes at meetings and conferences, as well as preparing draft reports, documents, speeches for the CoS;
- To assist CoS in preparing agenda for all meetings chaired by CoS;
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system;
- To this end, to maintain contacts with the different organisational units under the Chief of Staff Office as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information, particularly with the Office of the Head of Mission;
- To review documents, reports, letters and note verbal prepared for signature by CoS in order to ensure quality and accuracy in substance;
- To request, coordinate and prepare briefing materials for CoS prior to meeting with the EUAM staff and external interlocutors; attends internal and external meetings on behalf of CoS to obtain the information necessary for fostering CoS activities;
- To coordinate visits to the Mission and act as a protocol officer of EUAM, as required;
- To assist the Chief of Staff in his/her functions by ensuring a smooth running of the Office, including by following up on taskings independently and assist in the coordination of tasks, especially those involving the cooperation between various Departments and OPS;
- To assist the Chief of Staff in operationalising the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Social Sciences, Business Administration, Economy, Law, Public Administration
- 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 out of which 3 in administrative tasks;
- To possess strong communications skills;
- To possess excellent drafting, time and resource management, interpersonal and good computing skills;
- To show knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions;
- To be able to work methodically, accurately and with attention to details as well as to tight deadlines;
- To be able to work on a multitude of activities at the same time with limited supervision.

Position Name: <b>Brussels Support Element (Operations)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>BSE 01*</b>	Location: <b>Brussels</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Chief of Staff Office</b>	Level of Security Clearance: <b>EU SECRET</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

The Brussels Support Element (Operations) reports to the Head of Political, Analysis and Reporting Department.

### Main Tasks:

- To provide advice and assistance to the Mission in relation to the context and developments in Brussels;
- To liaise with the relevant EEAS services, in particular CPCC and the geographical desk, and forward information on Brussels discussions and timetables that could impact on the Mission objectives;
- To identify political priorities from the Brussels/Member States' perspective and organise Mission visits to Brussels and capitals;
- To assist in maintaining close relationship with relevant diplomatic representatives in Brussels;
- To assist in conducting and co-ordinating visits between Brussels and Ukraine;
- To assist in ensuring liaison with representatives of Member States, contributing third States, NATO/SHAPE, the OSCE and international organisations as relevant;
- To conduct background research on items relevant to the Mission;
- To provide input, as requested, to the Mission on the basis of developments relevant to the mandate;
- To liaise, as appropriate, with external partners related to EUAM's activities and mandate;
- To assist in the drafting of reports issued by the Mission;
- To assist, as requested, the Support Group Ukraine team;
- To undertake any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in international relations, diplomacy, political science, law or other closely related fields of study
- 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;
- International experience preferable, particularly in crisis area with multi-national and international organisations;
- Knowledge of and experience in relevant processes and procedures of the European Union institutions;
- Familiarity with mission support for civilian CSDP Missions.

## SECONDED/CONTRACTED POSITIONS

Position Name: <b>Human Rights and Minorities Adviser</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>UAO 17</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations/Civilian Security Sector Reform Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### **Reporting Line:**

The Human Rights/Minorities Adviser reports to the Head of Civilian SSR Component.

### **Main Tasks:**

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To act as the Mission focal point for Human Rights and Minorities matters ;
- To monitor and analyse the Human Rights and Minorities situation in Ukraine;
- To advise the Senior Management on Human Rights and Minorities issues mainstreaming throughout the Mission;
- To provide advice on Human Rights and Minorities issues related to the civilian security sector reform, including on instruments for the promotion and protection of Human Rights and Minorities within the development of strategies and plans;
- To ensure mission's activities in the field of Human Rights and Minorities are coordinated and consistent across mandate implementation;
- To liaise with local and international entities involved in the promotion and monitoring of Human Rights and Minorities in Ukraine;
- To help coordinating donor efforts in the field of Human Rights and Minorities;
- To advise on the development and management of strategic communications with regards to Human Rights and Minorities;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission reporting as required;
- To contribute to Mission induction training of Mission personnel as required;
- To contribute to identify and report on lessons and best practices within his/her respective fields of responsibility;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

### **Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study
- 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 on Human Rights issues;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- Sound knowledge of Human Rights and Minorities issues, including of refugees and internally displaced persons' rights;
- Understanding of strategic and operational considerations for the design of national civilian security sector related reforms;
- Ability to develop projects and initiatives to promote Human Rights and Minorities and accountability in the security sector;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: <b>Chief of Finance</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Expert</b>
Ref. Number: <b>UAS 21</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ Finance Unit</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

The Chief of Finance reports to the Head of Mission Support.

### Main Tasks:

- To ensure the sound and effective financial management of the Mission;
- To establish and implement financial procedures and accounting systems according to the sound financial management principle and in line with the European Union Financial Regulation and its Implementing rules and Mission contractual obligations;
- To develop policies (prepare Standard Operating Procedures) for the control of the EU finances, in close cooperation with the Finance Officer;
- To develop policies (prepare SOPs) for accounting;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To define procedures for payroll, in close cooperation with the Chief of Human Resources;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To ensure the reporting (in particular of monthly, interim and final financial report to the European Commission), verifying the integrity of accounts, their accuracy and their on-time delivery;
- To monitor expenditures on budget execution, and to make recommendations for corrective actions to the budget if needed;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To provide sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the Mission;
- To identify risk areas and takes measures for limiting financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the European Commission;
- To support the Head of Mission Support in the setting up and running of accounting, payroll and management information systems;
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To manage the team of the finance section;
- To maintain any financial control as appropriate and tasked by the Head of Mission Support;
- To contribute to lessons identification;
- To perform any other task as requested by the Line Manager.

## **Qualifications and Experience:**

- Successful Completion of university studies of at least 3 years attested by a diploma in Finance, Business Administration, Economics

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
- And after having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience in financial matters, out of which minimum of 2 years at middle management level;
- Knowledge of accounting software;
- Excellent analytical, research and problem-solving skills;
- Proficient in using MS Office software (especially in Excel) , intranet, internet, and computerized financial systems;
- To have an excellent level of English and proven experience in reporting and drafting of memoranda and procedures;
- International experience in crisis areas with multinational and international organisations would be an advantage;
- Proven knowledge of EU budget procedures and financial management rules would be an advantage;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) would be an advantage.

Position Name: <b>Finance Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff – Management Level (MSML)</b>
Ref. Number: <b>UAS 22*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ Finance Unit</b>	Level of Security Clearance: <b>EU RESTRICTED</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

The Finance Officer reports to the Chief of Finance.

### Main Tasks:

- To ensure the sound and effective financial management of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Financial Accounting Officer and Chief of Finance;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To assist in the formulation of financial strategies for the Mission;
- To identify areas of risk and takes appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and co-operate on financial issues with the EU Institutions;
- To identify needs of goods and/or services required for improving the efficiency of the unit and help defining them for procurement;
- To assist the Chief of Finance in drafting the Mission budget;
- 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 3 years attested by a diploma in Finance, Business Administration, Economics or other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 3 years of relevant and proven professional experience;
  - Excellent analytical, research and problem-solving skills;
  - Proficiency in MS software, especially Excel;
  - Experience of working with accounting software systems;
  - Be familiar with the EU financial regulations;
  - International experience, particularly in crisis areas with multinational and international organisations will be an asset;
  - Previous experience in CSDP Missions or other international civilian deployment would be an advantage.

Position Name: <b>Chief of Procurement</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Expert</b>
Ref. Number: <b>UAS 31</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ Procurement Unit</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

The Chief of Procurement reports to the Head of Mission Support.

### Main Tasks:

- To lead, develop, manage and co-ordinate the Mission's contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the Mission members related to all contracting and procurement matter;
- To develop professional relationships and work partnerships with EC and CPCC in the field of contracting and procurement for the Mission;
- To manage the procurement unit of the Mission;
- To contribute to lessons identification;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Law, Public Administration, Business Administration or other related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience, out of which a minimum of 2 years at middle management level;
  - Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
  - Experience in financial management of tendering processes and audits, preferably including EU procedures;
  - Good working knowledge of MS Word and MS Excel;
  - International experience, particularly in crisis management with multi-national and international organisations would be an advantage;
  - Experience in planning and implementing projects and programmes is desirable.

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>UAS 13*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ Human Resources Unit</b>	Level of Security Clearance: <b>EU CONFIDENTIAL or equivalent</b>	Open to contributing third States: <b>Yes</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 EU 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 task as requested by the Line Manager.

### Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma in Human Resources, Business Administration, Social Sciences or other closely related fields of study
- 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 HR professional experience;
  - Experience in international administrative and operational aspects of human resources;

- 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.

Position Name: <b>CIS Officer (Database Administrator/Software Support)</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>UAS 44*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support/ CIS Unit</b>	Level of Security Clearance: <b>EU CONFIDENTIAL or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The CIS Officer (Database Administrator/Software Support) reports to the Chief of CIS.

### Main Tasks:

- To assist the CIS Unit in assessing the needs of the Mission in terms of software, information management and information flows in order to develop and maintain reliable inter-departmental information flows, ensuring accuracy of data, and avoiding redundancy of information and unnecessary paperwork;
- To assist, plan, analyse, design, program and implement web-based and desktop interfaces;
- To plan, design, support and maintain the Mission's software applications (web-based or desktop), particularly the Management Information System
- To plan, design, support and maintain complex relational databases;
- To import and transform data from other formats into SQL, MySQL, or other required formats;
- To identify business needs and define application/database requirements, develop applications and databases;
- To assist in the planning, analysis, design, development and implementation of SharePoint interfaces, and the development and maintenance of the SharePoint portal and platform functionalities.
- Organize and conduct user training in the use of the Mission's information systems,
- To test software and databases for ease of use, accuracy and bugs before release, ensuring their integrity;
- To develop improvements and compatibility between operating systems and database management systems;
- To perform quality assurance of information systems development projects;
- To troubleshoot emerging users issues, troubleshoot problems, and assist with change requests;
- To work in coordination with the other relevant departments;
- To produce all the documentation related with the assigned duties including schematics, procedures, user manuals, and disaster recovery plan;
- To perform any other task as requested by the Line Manager.

### Qualifications and Education:

- Successful completion of university studies of at least 3 years attested by a diploma in Management Information Systems, Informatics, Software Engineering, Software Development, Computer Science, or other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 6 years of progressively responsible experience in web based/database development, design, management and implementation of complex database systems and web applications;
  - Experience in data modelling, data base optimisation, understanding and implementation of schemas and the ability to interpret and write complex SQL queries and scripts;



- Advanced knowledge of relational database systems and database design, including SQL server administration and support, and SQL programming. Relevant certifications are desirable;
- Knowledge of PHP programming language and MySQL administration and programming is an asset
- Proven practical experience in creating web based online applications using the technologies above and HTML, CSS, JavaScript and following best practises to build secure software;
- Knowledge of CSS, HTML, JavaScript. Relevant certifications are desirable;
- Conceptual understanding of programming in SharePoint Designer with a MS SQL Server back-end is desirable;
- Experience in developing and utilizing SharePoint components is desirable, including forms, templates, external lists, external content types, custom lists, BCS, service applications, web parts, master pages and content management;
- Knowledge of Linux operating system administration; also Apache, PHP and MySQL server administration;
- International experience, particularly with multi-national and international organisations is desirable.

Position Name: <b>CIS Officer (IT Systems Administration)</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>UAS 45*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support/CIS Unit</b>	Level of Security Clearance: <b>EU SECRET</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

The CIS Officer (IT Systems Administration) reports to the Chief of CIS.

### Main Tasks:

- To assist and advise on matters related to server and data systems administration and data centre operations;
- To write technical service or maintenance reports; and operating instructions, guidelines, and procedures for the proper operation of EUAM's data centres, servers, and data storage equipment;
- To assist in the identification of budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to data centre equipment, software, works, and services;
- To ensure to maintain an adequate stock of server equipment and spares, and organise repair and replacement of equipment as necessary to maintain operational readiness;
- To perform an accurate administration of EUAM's Active Directory and identity management services, Exchange and SharePoint services, and Lync services;
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission, including Windows Server, Exchange Server, SQL Server, SharePoint, and Lync;
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of Mission-critical data centre services throughout the Mission;
- To organise the prompt delivery of data centre services and system administration services by assigning the available technical resources, including maintenance and support for standard Mission applications;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Computer Science, Information Technology, Information Systems any other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 3 years of relevant and proven experience in server administration and management of data centre operations;
  - A qualification in combination of relevant Microsoft certifications (e.g. MCSA Windows Server 2008/2012, SQL Server 2012; MCSE Server Infrastructure, Exchange Server, SharePoint Server, SQL Server, Lync Server) would be a distinctive asset;
  - Proven expert technical skills and hands-on experience in troubleshooting server hardware and software issues in a Microsoft Windows environment (Windows 8, Windows Server 2008/2012 R2, Active Directory, Exchange Server 2013, Lync Server and SharePoint 2013 Server);
  - Proven experience in administering Active Directory, Microsoft Exchange, and Microsoft SharePoint. Experience with Microsoft Lync strongly desirable;
  - Proven experience with Hyper-V virtualisation solutions;
  - Experience with high-availability configurations and solutions;

- A combination of other relevant industry certification including: IT service management (e.g. ITIL V3/Foundation/Practitioner); project management (PMP, PRINCE2); and Cisco certifications, would be a strong asset;
- Strong project management skills and practical experience with project management tools would be an advantage;
- Strong self-motivation for achieving results on time and ability to work with minimal supervision would be beneficial;
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations would be an asset;
- International experience, particular in crisis areas with multi-national and international organisations would be an advantage;
- Proven interpersonal skills, ability to work independently as well as to establish and maintain effective working relations as part of a team in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: <b>Regional Administration Coordinator</b>	Employment Regime: <b>Seconded/contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>LVS 01*</b>	Location: <b>Lviv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

The Regional Administration Coordinator reports administratively to the Head of Mission Support Department (HMSD) and functionally to the respective HQ MSD Units Line Managers. As part of the Regional Office, he/she will support the Mission's operations in the Region in coordination with the Operations and Security Departments staff and run efficiently and effectively the administrative tasks.

### Main Tasks:

- To be responsible for the management and co-ordination of administrative and technical support within the Region receiving technical instructions and guidance from the respective Line Managers in the Main Headquarters;
- To lead the administration staff in the Regional Office acting as a co-ordinator and focal point;
- To act as a focal point in the Regional Office for organising, upon the request from the Operations Department staff, training programmes, conduct needs assessments, specify resource requirements and coordinate performance management for the Regional Office;
- To be responsible for the HR and financial management of the Regional Office in consultation with the HQ and the associated records;
- To be responsible for petty local payments and disbursements with petty cash;
- To ensure the policies and procedures are followed as per Mission SOPs;
- To ensure the integrity, accuracy and timely submission of financing and other reporting documents;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To establish and maintain appropriate administrative procedures related to asset management, if assets will be deployed within the Region;
- To be responsible for the implementation of the Mission document management system in the Region and maintaining of document registry and files as appropriate. establishment and maintaining of the document management system in the respective Region;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Finance, Business Administration, Economics any other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 3 years of relevant and proven professional experience in one or more of the following areas: Human Resources, Finance, Procurement, Projects, Logistics, Transport and CIS, out of which minimum of 2 year at middle management level;
  - Experience in the administrative aspects on the support work;
  - Excellent analytical, research and problem-solving skills;
  - Proficiency in using MS Office software, intranet, internet, and computerised financial systems;
  - An excellent level of English and proven experience in reporting and drafting of documents;

- Ability to perform under stress and in difficult circumstances;
- International experience in crisis areas with multinational and international organisations would be an advantage;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) would be an advantage;
- Previous work experience in Ukraine would be desirable.

Position Name: <b>Regional Administration Coordinator</b>	Employment Regime: <b>Seconded/contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>KHS 01*</b>	Location: <b>Kharkiv</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

The Regional Administration Coordinator reports administratively to the Head of Mission Support Department (HMSD) and functionally to the respective HQ MSD Units Line Managers. As part of the Regional Office, he/she will support the Mission's operations in the Region in coordination with the Operations and Security Departments staff and run efficiently and effectively the administrative tasks.

### Main Tasks:

- To be responsible for the management and co-ordination of administrative and technical support within the Region receiving technical instructions and guidance from the respective line Managers in the main Headquarters;
- To lead the administration staff in the Regional Office acting as a co-ordinator and focal point;
- To act as a focal point in the Regional Office for organising, upon the request from the Operations Department staff, training programmes, conduct needs assessments, specify resource requirements and coordinate performance management for the Regional Office;
- To be responsible for the HR and financial management of the Regional Office in consultation with the HQ and the associated records;
- To be responsible for petty local payments and disbursements with petty cash;
- To ensure the policies and procedures are followed as per Mission SOPs;
- To ensure the integrity, accuracy and timely submission of financing and other reporting documents;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To establish and maintain appropriate administrative procedures related to asset management, if assets will be deployed within the Region;
- To be responsible for the implementation of the Mission document management system in the Region and maintaining of document registry and files as appropriate. establishment and maintaining of the document management system in the respective Region;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Finance, Business Administration, Economics any other closely related fields of study
- 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
  - And after having fulfilled the above requirements, a minimum of 3 years of relevant and proven professional experience in one or more of the following areas: Human Resources, Finance, Procurement, Projects, Logistics, Transport and CIS, out of which minimum of 2 year at middle management level;
  - Experience in the administrative aspects on the support work;
  - Excellent analytical, research and problem-solving skills;
  - Proficiency in using MS Office software, intranet, internet, and computerised financial systems;
  - An excellent level of English and proven experience in reporting and drafting of documents;

- Ability to perform under stress and in difficult circumstances;
- International experience in crisis areas with multinational and international organisations would be an advantage;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) would be an advantage;
- Previous work experience in Ukraine would be desirable.

Position Name: <b>Mission Security Officer</b>	Employment Regime: <b>Seconded/contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>LVD 01*, 02* (2 positions)</b>	Location: <b>Lviv/Countrywide</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Security</b>	Level of Security Clearance: <b>EU SECRET</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy), the MSO will report and be placed under the authority of the Senior Mission Security Officer (SMSO).

### Main Tasks:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- To assess the security situation and maintains updated all relevant security related documents
- To conduct or initiate security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of Mission members and ensures that they are properly prepared for emergencies;
- To liaise as directed and co-operates closely with other international organisations and national law enforcement agencies in the field of security or other relevant authorities;
- To provide comprehensive reports to the SMSO on all incidents affecting Mission members and initiates necessary follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- To report and assist the SMSO on the security level and state of alert for the Mission staff;
- To provide assistance and appropriate response to Mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of necessary security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To travel to High Risk areas, if required, and conduct security duties;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Police Sciences, Military Sciences, Social Sciences, Security or closely related studies
- 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, or from a civilian security organization with specialized training in field operations, force protection and/or security
  - And after having fulfilled the above requirements, a minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police, in particular with regard to the security/protection of personnel, facilities and assets;



- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class B and C is mandatory;
- Successful completion of the EU Mission Security Officer Certification Course is desirable;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) would be an advantage.

Position Name: <b>Mission Security Officer</b>	Employment Regime: <b>Seconded/contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management Level (MSML)</b>
Ref. Number: <b>KHD 01*, 02* (2 positions)</b>	Location: <b>Kharkiv/Countrywide</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Security</b>	Level of Security Clearance: <b>EU SECRET</b>	Open to contributing third States: <b>No</b>

### Reporting Line:

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy), the MSO will report and be placed under the authority of the Senior Mission Security Officer (SMSO).

### Main Tasks:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- To assess the security situation and maintains updated all relevant security related documents
- To conduct or initiate security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of Mission members and ensures that they are properly prepared for emergencies;
- To liaise as directed and co-operates closely with other international organisations and national law enforcement agencies in the field of security or other relevant authorities;
- To provide comprehensive reports to the SMSO on all incidents affecting Mission members and initiates necessary follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- To report and assist the SMSO on the security level and state of alert for the Mission staff;
- To provide assistance and appropriate response to Mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of necessary security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To travel to High Risk areas, if required, and conduct security duties;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Police Sciences, Military Sciences, Social Sciences, Security or closely related studies
- 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, or from a civilian security organization with specialized training in field operations, force protection and/or security
  - And after having fulfilled the above requirements, a minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police, in particular with regard to the security/protection of personnel, facilities and assets;

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class B and C is mandatory;
- Successful completion of the EU Mission Security Officer Certification Course is desirable;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) would be an advantage.