

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2016 Extraordinary 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 (3)</u></b>			
	UAO 41	Head of Law Enforcement Agencies Component	Kyiv	ASAP
	UAO 44	Lead Adviser on Community Policing	Kyiv	ASAP
	UAO 51	Lead Adviser on Public Order	Kyiv	ASAP
<b>Deadline for Applications:</b>	<b>3 October 2016 at 17:00 hours (Brussels time)</b>			
<b>E-mail address to send the Job Application Form to:</b>	<b>CPCC-Ukraine@eeas.europa.eu</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <p style="text-align: center;"><b>Mr Josef Voelker</b>  <b>cpcc-ukraine@eeas.europa.eu</b>  <b>+32 (0)2 584 36 30</b></p>			

\* The availability of this post may be earlier than presented in this CfC.

**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, 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 Operations 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.

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

**Training** – e-Hest<sup>2</sup> or equivalent.

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

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

## **B. Recommendable Requirements**

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

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

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

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

## **C. Essential Documents for Selected Candidates**

**Passport** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

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

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

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

**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 descriptions. 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. 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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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

## SECONDED POSITIONS

<b>Position:</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>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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Component so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate.
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Component.
- To ensure the consistency and sustainability of Mission's operational activities over time.
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking.
- To work in close cooperation with the other Mission Components if directed.
- To ensure that Mission staff members working in the Component identify and report lessons and best practices within their respective fields of responsibility.
- To deputise for the Head of Operations when so appointed by the Head of Operations.
- To ensure the mainstreaming of Human Rights and Gender aspects into the Component's activities.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities:

- To ensure, at an operational level, coordination, in particular with the Lead Advisers and the other Heads of Components.
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-component cooperation.
- To travel within the Mission's area of operations as required.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training and rank or other relevant field; AND
- A minimum of 10 years of relevant professional experience, of which at least 5 should be at management level.
- Demonstrable experience in implementation of reform programmes including a proven ability to establish/review priorities.

- Proven ability to engage with senior officials/ governmental level decision makers.
- Experience in Security Sector/RoL Reform in a national or host state context.

**5. Desirable Qualifications and Experience:**

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL.
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

<b>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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of UA counterparts and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities:

- To advise and support the management of the activities related to community policing.
- To proactively support the UA partners in the implementation of the activities related to community policing.
- 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 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 direct and supervise the work of the Mission staff associated to the community policing development.
- To act as Mission focal point and direct counterpart to the relevant UA authorities on community policing matters.

### 4. Essential Qualifications and Experience;

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training and rank; AND

- At least 8 years of relevant professional experience, out of which at least 3 at a management level.
- Proven ability to mentor and motivate local counterparts
- Extensive knowledge of border management, protocols/customs/prosecution, service/prisons, service/maritime law etc.

**5. Desirable Qualifications and Experience:**

- Experience of designing and delivering training
- Experience in project management



<b>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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of UA counterparts and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related task as requested by the Line Managers

### 3. Mission Specific Tasks and Responsibilities:

- To advise and support the management of the activities related to Public Order.
- 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 proactively support the Ukrainian partners in the implementation of the activities related to crowd management.
- 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 direct and supervise the work of the Mission staff associated to the public order development.
- To act as Mission focal point and direct counterpart to the relevant UA authorities on Public Order matters.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training and rank; AND
- At least 8 years of relevant professional experience, out of which at least 3 at a management level.

- Proven ability to mentor and motivate local counterparts
- Extensive knowledge of border management protocols/customs/prosecution service/prisons service/maritime law etc.

**5. Desirable Qualifications and Experience:**

- Experience of designing and delivering training
- Experience in project management