

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

| <b>EU Advisory Mission for Civilian Security Sector Reform Ukraine<br/>(EUAM Ukraine)<br/>3-2016 Call for Contributions</b> |   |   |                 |                     |
|---|---|---|-----------------|---------------------|
| <b>Organisation:</b>  | <b>EUAM Ukraine</b>   |   |                 |                     |
| <b>Job Location:</b>  | <b>As indicated below</b>   |   |                 |                     |
| <b>Employment Regime:</b>   | <b>As indicated below</b>   |   |                 |                     |
| <b>Job Titles/<br/>Vacancy<br/>Notice:</b>  | <b>Ref.</b>   | <b>Name of the Post</b>                         | <b>Location</b> | <b>Availability</b> |
|   | <b><u>Seconded (18)</u></b>   |   |                 |                     |
|   | UAH 02  | Deputy Head of Mission                          | Kyiv            | ASAP                |
|   | UAC 04  | Executive Assistant to Deputy Head of Mission   | Kyiv            | ASAP                |
|   | UAC 15  | Senior Political Adviser                        | Kyiv            | ASAP                |
|   | UAC 24  | Reporting Officer                               | Kyiv            | ASAP                |
|   | UAC 33  | Planning and Evaluation Officer                 | Kyiv            | ASAP                |
|   | UAC 36  | Senior Coordination and Cooperation Officer     | Kyiv            | ASAP                |
|   | UAO 14  | Senior Adviser on Vetting                       | Kyiv            | 13 Feb 2017         |
|   | UAO 22  | Senior Adviser on Public Finance                | Kyiv            | 17 Dec 2016         |
|   | UAO 25  | Civil Society Adviser                           | Kyiv            | 22 Nov 2016         |
|   | UAO 27  | Strategic Customs Adviser                       | Kyiv            | ASAP                |
|   | UAO 54  | Public Order (Crowd Management) Adviser/Trainer | Kyiv            | ASAP                |
|   | UAO 73  | Senior Adviser on Prosecution (Financial)       | Kyiv            | 18 Jan 2017         |
|   | UAO 75  | Senior Adviser on Prosecution (Organised crime) | Kyiv            | ASAP                |
|   | UAO 83  | Senior Adviser on Cybercrime                    | Kyiv            | ASAP                |
|   | UAO 88  | Criminal Investigations Adviser/Trainer         | Kyiv            | 23 Dec 2016         |
|   | KHO 05  | Adviser/Trainer on Public Order                 | Kharkiv         | ASAP                |
|   | KHO 08  | Adviser/Trainer on Domestic Security            | Kharkiv         | ASAP                |
|   | LVO 08  | Adviser/Trainer on Domestic Security            | Lviv            | ASAP                |
| <b>Deadline for Applications:</b>   | <b>18 November 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 |   |                 |                     |

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|  | <p>Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Mr. Josef VOELKER</b><br/> <b>cpcc-ukraine@eeas.europa.eu</b><br/> <b>+32 2584 3630</b></p> |
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\* The availability of this position is subject to the non-confirmation of a request for extension.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, 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).

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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>

**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 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

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| <b>Position Name:</b><br>Deputy Head of Mission                    | <b>Employment Regime:</b><br>Seconded            |   |
| <b>Ref. Number:</b><br>UAH 02                                      | <b>Location:</b><br>Kyiv                         | <b>Availability:</b><br>As soon as possible     |
| <b>Component/Department/Unit:</b><br>Office of the Head of Mission | <b>Level of Security Clearance:</b><br>EU SECRET | <b>Open to Contributing Third States:</b><br>No |

### **1. Reporting Line**

The Deputy Head of Mission reports to the Head of Mission (HoM).

### **2. Main Tasks and Responsibilities**

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff.
- To deputise for the HoM in his/her absence.
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives.
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC.
- To act as the primary interlocutor at senior management level for the Local Staff Committee.
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming.
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline.
- To undertake any other related tasks as requested by the HoM.

### **3. Mission Specific Tasks and Responsibilities**

- To contribute to the overall planning of the Mission activities in the field of civilian Security Sector reform and to the development of mission reports, including lesson observations, in accordance with HoM's instructions and without prejudice for the prerogatives of the Chief of Staff.
- To contribute to the induction training of Mission staff, as required.
- To support the HoM in the duty of care of Mission staff.

### **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 or equivalent rank AND

- After having fulfilled the educational requirements, at least 15 years of relevant professional experience with at least 5 years of experience at senior management level.
- Ability to lead and oversee a Mission with staff members of different professional backgrounds
- Excellent interpersonal and communication skills, familiarity with diplomatic protocol.
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.
- Ability to demonstrate political and diplomatic acumen.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent interpersonal and managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.
- Ability to mentor and motivate staff, to review and edit the work of others.

#### **5. Desirable Qualifications and Experience**

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions.
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

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| <b>Position Name:</b><br>Executive Assistant to the Deputy Head of Mission | <b>Employment Regime:</b><br>Seconded                          |  |
| <b>Ref. Number:</b><br>UAC 04  | <b>Location:</b><br>Kyiv                                       | <b>Availability:</b><br>As soon as possible      |
| <b>Component/Department/Unit:</b><br>Office of the Head of Mission         | <b>Level of Security Clearance:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Executive Assistant to the Deputy Head of Mission (DHoM) reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities

- Manage the calendar of the Deputy Head of Mission.
- Maintain regular, official contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.
- Maintain regular contact with all Components/Department and Offices, with a particular view to ensure a good flow of relevant information within the Office of the Head of Mission and other Mission offices.
- Perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems.
- Receive and distribute all correspondence as directed by the Deputy Head of Mission to the appropriate official, staff members.
- Ensure the proper handling of confidential documentation and related information passing through the Office of Head of Mission.
- Coordinate and support the implementation plans and objectives of the Office of the Head of Mission.
- Follow up on all travel schedules for the Deputy Head of Mission, including liaising with Administration for authorisation, entitlements and flight reservations, etc.
- Ensure sufficient stock of stationary materials is kept in the office for usage by all staff.
- Undertake any other related task as required by the Head of Mission, DHoM, CoS and Head of Operations (HOps).

### 3. Mission Specific Tasks and Responsibilities

- Assists the DHoM, CoS and Head of Operations (HOps) in his daily work.
- Takes minutes at meetings and conferences, as well as prepares draft reports, documents, speeches, etc. for the DHoM.
- Serves as a principal point of contact for DHoM, co-ordinates and follows up with EUAM senior staff, EEAS, other CSDP Field Operations, other international organizations and diplomatic missions on matters concerning DHoM's activities.
- Identifies, assigns and/or takes appropriate action on incoming requests from external agencies and the Mission's staff and presents them to DHoM for consideration; upon receiving instructions from DHoM, ensures that timely and appropriate action is made in close coordination with CoS and HOps, such as initiating meetings for DHoM, compiling inputs and

preparing draft responses, as well as overseeing that agreed follow-up actions are carried out within the deadlines set by HoM.

- Reviews documents, reports and letters prepared for signature by DHoM in order to ensure quality and accuracy in substance, drafts speeches for DHoM.
- Organizes and monitors the system of week-end duties.
- Requests, coordinates and prepares briefing materials for DHoM, CoS and HOps prior to meeting with the EUAM staff and external interlocutors; attends internal and external meetings on behalf of DHoM to obtain the information necessary for fostering DHoM's, CoS' and HOps' activities.
- Co-ordinates visits to the Mission, acts as a focal protocol officer of EUAM.
- Assists the Chief of Staff in the daily management of the HoM's Office.

#### **4. Essential Qualifications and Experience**

- Level of secondary education attested by a diploma and either relevant specialised training or relevant professional experience of 6 years counted from the date of award of secondary education diploma or police or military equivalent education or training or equivalent rank.
- At least 5 years of experience working as Personal Assistant, Private secretary or Executive assistant to a high level executive.

#### **5. Desirable Qualifications and Experience**

- Ability to work to tight deadlines with minimal supervision.
- Some knowledge of protocol matters.



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| <b>Position Name:</b><br>Senior Political Adviser   | <b>Employment Regime:</b><br>Seconded            |   |
| <b>Ref. Number:</b><br>UAC 15   | <b>Location:</b><br>Kyiv                         | <b>Availability:</b><br>As soon as possible     |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/<br>Political, Analysis and Reporting Department/<br>Political Section | <b>Level of Security Clearance:</b><br>EU SECRET | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation.
- To ensure the HoM and senior Mission management as appropriate are regularly updated on relevant political developments.
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM and senior Mission management.
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations.
- To prepare/contribute to briefings and notes in a timely manner for the HoM.
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate
- To review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate.
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination with CPCC.
- To conduct briefings for Mission staff and other individuals or groups as appropriate.
- To contribute to lessons learned identification.
- To perform any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- Under the supervision of the Head of Political, Analysis and Reporting Department, to ensure the liaison with counterparts in Headquarters.
- 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, provide guidance and support the Head of Political, Analysis and Reporting Department on issues in order to ensure coherence between Mission activities and the wider political context.
- To lead, direct and manage the work and staff of the Political Advisers
- To advise the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms.
- Act as alternate Mission spokesperson as requested.

- To accompany HoM to meetings, and to prepare records of the same.
- To prepare briefings and notes to ensure timely information for the Head of Political, Analysis and Reporting Department.
- To assist in clearance of draft press releases, public statements and articles.
- 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.

#### **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 or Social Sciences AND
- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience.
- Excellent interpersonal and communications skills.
- Excellent drafting skills.

#### **5. Desirable Qualifications and 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.

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| <b>Position Name:</b><br>Reporting Officer  | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. number:</b><br>UAC 24   | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>As soon as possible      |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/<br>Political, Analysis and Reporting Department/<br>Reporting Section | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility.
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information.
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation.
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP).
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.
- To contribute to the collection of the Mission's lessons learned observations.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To gather and analyse information from across the Mission AoR, from Mission members reports, other relevant stakeholders and open sources, in order to maintain up-to-date knowledge of the situation.
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Kyiv and external visitors up to Ministerial level.
- To identify informational needs and contribute to the planning of information gathering.
- To manage large amounts of information: checking, compiling and analysing reports received.
- To maintain working relationships with Mission members and across the EU Delegation's departments to ensure effective information flow.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor's Degree. The

qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration AND

- After having fulfilled the educational requirements, at least 5 years of relevant professional experience.
- Excellent analytical capability and profound knowledge of information collection and analytical methods.
- Excellent report compilation, drafting and editing skills.
- High level of computer literacy.
- Excellent in summarizing complex information and developments.

#### **5. Desirable Qualifications and Experience**

- A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge and experience of working in the Analysis and Reporting Department.
- Previous experience in crisis management Missions, including in the area of Security Sector Reform (including policing, rule of law), or in the political/diplomacy field.
- Knowledge and experience of working in the AoR would be an asset.
- International experience, particularly in crisis areas with multinational and/or international organisations.

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| <b>Position Name:</b><br>Planning and Evaluation Officer   | <b>Employment Regime:</b><br>Seconded                                     |  |
| <b>Ref. number:</b><br>UAC 33  | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>As soon as possible          |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/<br>Planning, Coordination and<br>Cooperation Department/<br>Planning Section | <b>Level of Security<br/>Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Coordination and Cooperation Department.

### 2. Main Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders.
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation.
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate.
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities.
- To support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation.
- To support and contribute to timely and accurate periodic and ad-hoc reports.
- To support and contribute to the collection of the Mission's Lessons Learned observations.
- To prepare and give presentations.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To help ensure that mission operational activities are executed according to the MIP. To this effect, he/she supports the Head of Planning, Coordination and Cooperation Department and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation.
- To compile reports on the outputs and outcomes of the Mission as required.
- To contribute towards ensuring that mission personnel are periodically updated on the progress of mission implementation.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- To contribute to the induction training of new mission personnel as required.
- To contribute to identify and report lessons and best practices within its respective field of responsibility.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration AND
- After having fulfilled the educational requirements, at least 5 years of relevant professional experience (operational planning/project management).

#### **5. Desirable Qualifications and Experience**

- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods.
- Experience in leading and communicating change management initiatives to diverse audiences.
- Project management training, such as APM, PPM, PRINCE2, or equivalent.
- Excellent in summarizing complex information and developments.

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| <b>Position Name:</b><br>Senior Coordination and Cooperation Officer  | <b>Employment Regime:</b><br>Seconded                              |  |
| <b>Ref. number:</b><br>UAC 36   | <b>Location:</b><br>Kyiv   | <b>Availability:</b><br>As soon as possible      |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/<br>Planning, Coordination and Cooperation Department/<br>Coordination and Cooperation Section | <b>Level of Security Clearance:</b><br>EU RESTRICTED or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Senior Coordination and Cooperation Officer reports to the Head of Planning, Coordination and Cooperation Department.

### 2. Main Tasks and Responsibilities

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate.
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives.
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders.
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives.
- To contribute to the development and regular updating of the Mission Implementation Plan.
- To contribute to Mission's internal and external reporting against benchmarking.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To ensure that all Coordination and Cooperation Component activities are consistently and coherently planned and supported according to the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP).
- To assist the Head of Planning, Coordination and Cooperation Department to coordinate all contributions from Operations to the mission's internal and external periodic reporting.
- To assist the Head of Planning, Coordination and Cooperation Department in ensuring that liaison and coordination is consistently maintained between EUAM Operations, the EU, non-EU and local stakeholders.
- To assist the Head of Planning, Coordination and Cooperation Department in ensuring the coherent implementation of activities within the Coordination and Cooperation Line of Operations to achieve the tasks and objectives set for it.
- To continuously map and assess the current activities of bi-lateral and multi-lateral assistance to the Ukrainian civilian security sector.

- To continuously map and assess the activities of Ukrainian NGOs and civil society related to Ukrainian SSR.
- To contribute ensuring that all the activities of the Mission are closely coordinated with all EU and international actors, in particular the EU Delegation in Kyiv and the OSCE SMM avoiding duplication in a comprehensive approach in the field of civilian security sector reform.
- To support and/or organise international coordination fora.
- To contribute in identifying lessons learned and best practises in his/her respective field of competence.
- To contribute to the induction of Mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel.
- To regularly assess the consistency and sustainability of Mission operational activities across time and to provide recommendations for the improvement of Mission performance.
- To take into account overall Civilian Security Sector Reform issues in order to ensure coherence between the Mission's activities and wider CSSR aspects.
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed.

#### **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 AND
- After having fulfilled the educational requirements, at least 8 years of relevant professional experience, out of which at least 3 at a management level.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

#### **5. Desirable Qualifications and Experience**

- Experience in Security Sector/RoL reform in a national or host state context.
- Experience in a coordination function.
- International experience, particularly in crisis areas with multinational and/or international organizations.
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.



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| <b>Position Name:</b><br>Senior Adviser on Vetting   | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. Number:</b><br>UAO 14  | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>13 February 2017         |
| <b>Division/Department/Unit:</b><br>Operations Department/<br>Strategic Civilian Security Sector<br>Reform Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Senior Adviser on Vetting reports to the Head of Strategic Civilian Security Sector Reform (CSSR) 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 counterparts/institutions 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 perform any other task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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 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 strategic reform related advice to the leadership of the relevant Ukrainian entities at the national level in shaping, developing and implementing identified reform choices in vetting procedures, as a key contribution to the lustration process and future recruitments within the security sector reform.
- To promote, encourage and advise the leadership of the relevant Ukrainian authorities at the national level on transparent models and standards for vetting procedures.
- To support the Ukrainian authorities in developing transparency in the vetting process and procedures for appealing decisions.
- To advise together with relevant mission advisers the Ukrainian vetting authorities in ensuring compliance with legislation, Human Rights, Gender and European standards.

- To conduct analysis of applied vetting procedures and report to the Head of Strategic SSR Component.
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to the relevant Ukrainian authorities.
- To contribute to the drafting and progressive upgrading of the MIP by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives.
- To constantly assess progress, to identify actual and potential risks to attainment of the Strategic SSR Advice Component tasks or activities, or delays against the MIP, and to raise issues to the Head of Component.
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of Mission performance.
- To contribute to Mission external reporting.
- To travel within the Mission's area of operations as required.
- To identify, analyse and disseminate information on all vetting activities within her/his area of responsibility as required.
- To contribute to the induction of Mission personnel.
- To contribute to lessons identification.

#### **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 or equivalent rank AND
- After having fulfilled the educational requirements, 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

#### **5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region.
- International experience, particularly in crisis areas with multinational and/or international organisations.

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| <b>Position Name:</b><br>Senior Adviser on Public Finance  | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. Number:</b><br>UAO 22  | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>17 December 2016         |
| <b>Division/Department/Unit:</b><br>Operations Department/<br>Strategic Civilian Security Sector<br>Reform Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Senior Adviser on Vetting reports to the Head of Strategic Civilian Security Sector Reform (CSSR) 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 counterparts/institutions 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 perform any other task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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 ensure a comprehensive understanding of the current state of play in the public finance field by constantly assessing progress and identifying actual and potential risks to reform implementation.
- To provide expertise to strengthen capabilities in the public finance field, including logistics, procurement, and applying the principles of public finance management.
- To enhance the awareness of the relevant Ukraine authorities in their attitudes and approaches towards public finance, logistic and procurement related issues, applying EU standards, models and approaches and to assist them in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping the Ukrainian civilian security sector reforms and their implementation.

- To assist the relevant Ukraine authorities in designing and managing an effective financial system to support civilian security sector reform, in respect of the principles of public finance management and with a particular attention to fighting corruption.
- To promote, encourage and advise the relevant Ukraine authorities to make changes in the existing culture of public finance, logistics and procurement, with a special view to related transparency, responsibility and accountability, in order to support Ukrainian civilian security sector reforms.
- To design and pilot a role mode of Public Finance Management in cooperation with the Ukrainian interlocutors.
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public finance field.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public finance.
- To manage and lead projects in public finance field.
- To assist in the implementation of training activities for public finance.
- To identify, analyse and disseminate information on all public finance activities within her/his area of responsibility as required.
- 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 or equivalent rank AND
- After having fulfilled the educational requirements, 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.

#### **5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region.
- International experience, particularly in crisis areas with multinational and/or international organisations.

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| <b>Position Name:</b><br>Civil Society Adviser   | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. Number:</b><br>UAO 25  | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>22 November 2016         |
| <b>Division/Department/Unit:</b><br>Operations Department/<br>Strategic Civilian Security Sector<br>Reform Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Civil Society Adviser reports to the Head of Strategic Civilian Security Sector Reform (CSSR) 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) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions 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 collect and collate statistics about the workload/performance of local counterparts.
- 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 perform any other tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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 monitor the developments regarding civil society and, in particular, civil society activities related to civilian security sector, provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated.
- To monitor involvement of civil society organizations (CSOs) in security sector related matters (e.g. development of legislation, implementation, monitoring, assessment) and provide analysis and advice in view of their possible impact on mandate implementation.
- To coordinate CSSR related expert support and advice to the civil society organisations.

- To facilitate and support civil society CSSR initiatives in accordance with the Mission's priorities.
- To establish and maintain working relationship with other international partners working with civil society.
- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate.
- To ensure timely reporting and information flow.
- To contribute to lessons identification.
- To travel within the Mission's area of operations as required.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Public Administration AND
- After having fulfilled the educational requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.

#### **5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.
- International experience, particularly in crisis areas with multinational and/or international organisations.

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| <b>Position Name:</b><br>Strategic Customs Adviser   | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. Number:</b><br>UAO 27  | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>As soon as possible      |
| <b>Division/Department/Unit:</b><br>Operations Department/<br>Strategic Civilian Security Sector<br>Reform Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### 1. Reporting Line

The Strategic Customs Adviser reports to the Senior Adviser on Border Guards and Customs.

### 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) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions 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 collect and collate statistics about the workload/performance of local counterparts.
- 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.

### 3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate, Operational Implementation Framework (OIF) 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 strategic customs/operational/tactical reform related advice to the relevant Ukrainian counterparts, in accordance with the Mission mandate.
- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies.
- In partnership and cooperation with different international actors to increase awareness and understanding amongst responsible Ukrainian officials of various models of Customs and IBM models in the EU.
- To promote, encourage and advise the commanders and decision makers responsible for the State Fiscal Service Customs Administration to identify and take rapid changes.

- To advise the leadership of the State Fiscal Service Customs Administration on harmonisation of reforms with broader civilian security sector reforms.
- To travel within the Mission's area of operations as required.
- To contribute to lessons identification.
- To perform any other related tasks as requested by the Line Managers.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor's Degree. The qualification should be in any of the fields of Business Administration, Customs Administration, International Relations, Law, Sciences or Public Administration OR police or custom equivalent education or training or equivalent rank AND
- After having fulfilled the educational requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Extensive knowledge of Customs Management and Integrated Border Management.

#### **5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.



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| <b>Position Name:</b><br>Public Order (Crowd Management)<br>Adviser/Trainer                          | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. number:</b><br>UAO 54  | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>As soon as possible          |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Law Enforcement Agencies<br>Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Law Enforcement Agencies Component.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training.
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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 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 public order 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 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.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor'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 or equivalent rank AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Proven ability as a trainer.

#### **5. Desirable Qualifications and Experience**

- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Professional Training Qualification from recognised institute.

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| <b>Position Name:</b><br>Senior Adviser on Prosecution<br>(Financial)               | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. Number:</b><br>UAO 73   | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>18 January 2017              |
| <b>Division/Department/Unit:</b><br>Operations Department/<br>Rule of Law Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

The Senior Adviser on Prosecution (Financial) reports to the Head of the Rule of Law 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 counterparts/institutions 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 perform any other task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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.

#### **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 Social Sciences, Business Administration, Economy, Law or Public Administration OR police or military equivalent education or training or equivalent rank AND
- After having fulfilled the educational requirements, 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 prosecution service.

#### **5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.
- International experience, particularly in crisis areas with multinational and/or international organisations.

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| <b>Position Name:</b><br>Senior Adviser on Prosecution<br>(Organised Crime)         | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. Number:</b><br>UAO 75   | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>As soon as possible          |
| <b>Division/Department/Unit:</b><br>Operations Department/<br>Rule of Law Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of the Rule of Law 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 counterparts/institutions 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 perform any other task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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.

#### **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 Social Sciences, Business Administration, Economy, Law or Public Administration OR police or military equivalent education or training or equivalent rank AND
- After having fulfilled the educational requirements, 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.

#### **5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.
- International experience, particularly in crisis areas with multinational and/or international organisations.

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| <b>Position Name:</b><br>Senior Adviser on Cybercrime                               | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. Number:</b><br>UAO 83   | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>As soon as possible          |
| <b>Division/Department/Unit:</b><br>Operations Department/<br>Rule of Law Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

The Senior Adviser on Cybercrime reports to the Head of the Rule of Law 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 counterparts/institutions 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 perform any other task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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.

#### **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 Social Sciences, Business Administration, Economy, Law or Public Administration OR police or military equivalent education or training or equivalent rank AND
- After having fulfilled the educational requirements, at least 8 years of relevant professional experience, out of which at least 3 at a management level.
- In all cases professional experience must demonstrate increasing responsibility at management level in particular with regards to cybercrime.
- Proven ability to mentor and motivate local counterparts.

#### **5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.
- International experience, particularly in crisis areas with multinational and/or international organisations.



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| <b>Position Name:</b><br>Criminal Investigations<br>Adviser/Trainer                  | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. number:</b><br>UAO 88  | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>23 December 2016             |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Rule of Law Component | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head Rule of Law Component.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training.
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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 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.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor'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 or equivalent rank AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Proven ability as a trainer.

#### **5. Desirable Qualifications and Experience**

- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Professional Training Qualification from recognised institute.

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| <b>Position Name:</b><br>Adviser/Trainer on Public Order                      | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. number:</b><br>KHO 05   | <b>Location:</b><br>Kharkiv   | <b>Availability:</b><br>As soon as possible          |
| <b>Component/Department/Unit:</b><br>Operations/<br>Regional Presence Kharkiv | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Regional Presence Coordinator.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training.
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- 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 (crowd management) 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 (crowd management) 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 Ukraine 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.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor'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 or equivalent rank AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Proven ability as a trainer.

#### **5. Desirable Qualifications and Experience**

- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Professional Training Qualification from recognised institute.

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| <b>Position Name:</b><br>Adviser/Trainer on Domestic Security                 | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. number:</b><br>KHO 08   | <b>Location:</b><br>Kharkiv   | <b>Availability:</b><br>As soon as possible          |
| <b>Component/Department/Unit:</b><br>Operations/<br>Regional Presence Kharkiv | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

The Adviser/Trainer on Domestic Security reports to the Regional Presence Coordinator.

### 2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Regional Presence Coordinator.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training.
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To ensure regular communication and cooperation with Security Service of Ukraine officials in the region.
- To deliver strategic advice on domestic security and intelligence in region.
- To deliver subject-matter trainings for Security Service of Ukraine officials in the region.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor'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 or equivalent rank AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Proven ability as a trainer.

#### **5. Desirable Qualifications and Experience**

- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Professional Training Qualification from recognised institute.

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| <b>Position Name:</b><br>Adviser/Trainer on Domestic Security              | <b>Employment Regime:</b><br>Seconded                                 |  |
| <b>Ref. number:</b><br>LVO 08  | <b>Location:</b><br>Lviv  | <b>Availability:</b><br>As soon as possible          |
| <b>Component/Department/Unit:</b><br>Operations/<br>Regional Presence Lviv | <b>Level of Security Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### 1. Reporting Line

The Adviser/Trainer on Domestic Security reports to the Regional Presence Coordinator.

### 2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Regional Presence Coordinator.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training.
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To ensure regular communication and cooperation with Security Service of Ukraine officials in the region.
- To deliver strategic advice on domestic security and intelligence in the region.
- To deliver subject-matter trainings for Security Service of Ukraine officials in the region.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Bachelor'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 or equivalent rank AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.

- Proven ability as a trainer.

#### **5. Desirable Qualifications and Experience**

- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Professional Training Qualification from recognised institute.