

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

| EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2016 Extraordinary Call for Contributions | | | | |
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| Organisation: | EUAM Ukraine | | | |
| Job Location: | As indicated below | | | |
| Employment Regime: | As indicated below | | | |
| Job Titles/ Vacancy Notice: | Ref.: | Name of the Post: | Location: | Availability: |
| | <u>Seconded (3)</u> | | | |
| | UAO 12 | Lead Adviser on Human Resources Management | Kyiv | ASAP |
| | UAO 28 | Human Resources Adviser/Trainer | Kyiv | ASAP |
| | UAO 83 | Senior Adviser on Cybercrime | Kyiv | ASAP |
| Deadline for Applications: | 16 December 2016 at 17:00 hours (Brussels time) | | | |
| E-mail address to send the Job Application Form to: | CPCC-Ukraine@eeas.europa.eu | | | |
| Information: | <p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr Josef Voelker cpcc-ukraine@eeas.europa.eu +32 (0)2 584 36 30</p> | | | |

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 Skills¹ – 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-Hest² or equivalent.

Education – European Qualifications Framework (EQF)³.

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

B. Recommendable Requirements

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

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

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

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

C. Essential Documents for Selected Candidates

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

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

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job 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.

¹ [Common European Framework of References for Languages](#)

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

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

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driving Licence – The selected candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel drive vehicle. Category C driving licence is desirable or as specified in the respective job description.

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. 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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| Position Name: Lead Adviser on Human Resources Management | Employment Regime: Seconded | |
| Ref. Number: UAO 12 | Location: Kyiv | Availability: As soon as possible |
| Division/Department/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component | Level of Security Clearance: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Lead Adviser on Human Resources Management 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 Ukrainian counterparts and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related task as requested by the Line Managers

3. Mission Specific Tasks and Responsibilities

- To 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 act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on Human Resources matters;
- To advise and support the management in the activities related to Human Resources;
- To provide strategic reform related advice to the leadership of the relevant Ukrainian entities at the national and regional level in identifying needs in the field of Human Resources development;
- To conceptualize, design and facilitate training programs, including the proposal of new training activities, regular revision of training-related processes, policies and procedures, training methodologies and techniques, as well as evaluation and impact assessment methods;
- To promote, encourage and advise Ukrainian authorities on a comprehensive capacity building strategy: identifying and solving training problems and needs, collecting and preparing training programs, developing and maintain sources of information, developing and presenting suggestions;

- To prepare, chair and take part in briefings about trainings with other units/departments/organizations/institutions;
- To contribute to the drafting, updating and implementation of the Mission Implementation Plan by identifying operational requirements and designing Mission operational activities in support of tasks and objectives;
- To constantly assess progress, identify actual and potential risks to attainment of Strategic CSSR Component tasks or activities or delays against the Mission Implementation Plan and 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 ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with other Advisers
- To contribute to induction of Mission personnel;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

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

5. Desirable Qualifications and Experience

- Experience in 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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| Position Name: Human Resources Adviser/Trainer | Employment Regime: Seconded | |
| Ref. number: UAO 28 | Location: Kyiv | Availability: As soon as possible |
| Component/Department/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component | Level of Security Clearance: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Human Resources Adviser/Trainer reports to the Head of Strategic Civilian Security Sector Reform (CSSR) 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 Strategic CSSR 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 strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the Human Resources field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula for Human Resources and deliver training;
- To support developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;

- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Lead Adviser.

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