

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2017 Call for Contributions					
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 (16)</u>				
	UAC 04	Executive Assistant to the Deputy Head of Mission	Kyiv	ASAP	
	UAC 16	Political Adviser	Kyiv	1 May 2017	
	UAO 27	Strategic Customs Adviser	Kyiv	ASAP	
	UAO 44	Lead Adviser on Community Policing	Kyiv	ASAP	
	UAO 46 UAO 48 UAO 49 UAO 50	Community Policing Adviser/Trainer	Kyiv	ASAP 19 May 2017 1 August 2017 ASAP	
	UAO 53	Public Order (Crowd management) Adviser/Trainer.	Kyiv	19 May 2017	
	UAO 56	Senior Adviser on Domestic Security	Kyiv	3 May 2017	
	UAO 86	Senior Adviser on Forensic Identification	Kyiv	15 May 2017	
	KHO 01	Regional Presence Coordinator	Kharkiv	18 May 2017	
	KHO 06	Adviser/Trainer on Rule of Law	Kharkiv	1 August 2017	
	KHO 08	Adviser/Trainer on Domestic Security	Kharkiv	ASAP	
	LVO 03	Adviser/Trainer on Community Policing	Lviv	2 June 2017	
	LVO 04	Adviser/Trainer on Criminal Investigations	Lviv	1 August 2017	
	<u>Seconded/Contracted (2)</u>				

	UAO 83*	Senior Adviser on Cybercrime	Kyiv	ASAP
	UAS 45	IT Administrator	Kyiv	15 April 2017
Deadline for Applications:	23 March 2017 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 2584 3630</p>			

* The availability of this position is pending approval of the revised budget.

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.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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.

Driving Licence – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent).

Training – e-Hest² or equivalent.

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

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

Education – A recognised academic qualification under the European Qualifications Framework (EQF)³, or equivalent, at a level specified in the individual job descriptions.

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

B. Desirable 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.

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.

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

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.

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

- Manage the calendar of the Deputy Head of Mission.
- Maintain regular, official contact with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information needed for the Chief of Staff office and DHoM's function.
- 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 correct handling of confidential documentation (EUCI) 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 or CoS and Head of Operations (HOps)

3. Mission Specific Tasks and Responsibilities

- Assists the DHoM, CoS and Head of Operations (HOps) in their daily work and as DHoM determines the need for interdepartmental support and 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 Missions, 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 taken 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.
- Organizes and monitors the system of week-end duties.
- Requests, coordinates and prepares briefing materials for DHoM oS and HOps prior to meetings 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 and 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

- A minimum of 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Desirable Qualifications and Experience

- Ability to work with tight deadlines and with a minimum of supervision.
- Knowledge of Diplomatic protocol and conduct.
- The working experience should preferably be as Personal Assistant, Private secretary or Executive assistant to a high level executive.

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: UAC 16	Location: Kyiv	Availability: 1 May 2017
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Reporting Department/Political Section	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Political Advisor 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 contribute to the regular updates to the HoM and senior Mission management on relevant political developments.
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation.
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations.
- To contribute to the preparation of briefings and notes as requested.
- To prepare records of meetings attended.
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested.
- To conduct briefings for Mission staff and other individuals or groups as appropriate.
- To contribute to lessons learned identification.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To advise the Head of Political, Analysis and Reporting Department on issues in order to ensure coherence between mission activities and the wider political context.
- To prepare briefings and notes to ensure timely information to the chain of command or any other internal and external individuals or groups as requested or planned.
- 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.
- Drafting skills.

5. Desirable Qualifications and Experience

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity.

Position Name: Strategic Customs Adviser	Employment Regime: Seconded	
Ref. Number: UAO 27	Location: Kyiv	Availability: As soon as possible
Department/Component/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 Strategic Customs Adviser reports to the Head of the Strategic Civilian Security Sector (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 less developed structural areas in the performance and accountability of respective counterparts/institutions and to propose development and solutions for strengthening counterparts/institutions.
- 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 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 tasks as requested by the Line Manager(s).

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 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 customs reform related advice on strategic/operational/tactical level 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 promote fast 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.

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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or custom equivalent education or training and equivalent rank AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.
- Ability to mentor and motivate local counterparts.
- Experience and 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.

Position Name: Lead Adviser on Community Policing	Employment Regime: Seconded	
Ref. Number: UAO 44	Location: Kyiv	Availability: 19 May 2017
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions.
- 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 Manager(s).

3. Mission Specific Tasks and Responsibilities

- To guide the community policing team in identifying and addressing structural needs in the performance and accountability of the UA counterparts through strategies, organisational change processes, legislation, institutional development.
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the community policing team.
- To direct and supervise the work of the Mission staff associated with the community policing development.
- To advise and support the management of the activities related to community policing.
- To proactively support the UA partners in the implementation of the activities related to community policing.
- To act as Mission focal point and direct counterpart to the relevant UA authorities on community policing matters.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND
- A minimum of 8 years of relevant professional experience, out of which at least 3 at a management level, after having fulfilled the education requirements.
- Ability to mentor and motivate local counterparts
- Knowledge and experience in community policing.

5. Desirable Qualifications and Experience

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

Position Name: Community Policing Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 46 UAO 48 UAO 49 UAO 50	Location: Kyiv	Availability: ASAP 19 May 2017 1 August 2017 ASAP
Department/Component/Unit: Operations Department/Law Enforcement Agencies Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Community Policing 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 (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(s).

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 OPLAN and Mission Implementation Plan (MIP).
- To provide expertise to strengthen the capabilities in the community policing field, including community partnership and engagement, crime prevention, proactively addressing community safety issues etc.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the community policing field.
- To develop curricula for community policing and deliver training.
- To support in developing and implementing in-service trainings.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations.

- To identify, analyse and disseminate information on all community 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND
- A minimum of 5 years of relevant professional experience in community policing field, after having fulfilled the education requirements.
- Ability as a trainer.
- Experience in national training units/programmes for law enforcement agencies.

5. Desirable Qualifications and Experience

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

Position Name: Public Order (Crowd Management) Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 53	Location: Kyiv	Availability: 19 May 2017
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: 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 Manager(s).

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 OPLAN and Mission Implementation Plan (MIP).
- 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 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.
- 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.

Position Name: Senior Adviser on Domestic Security	Employment Regime: Seconded	
Ref. Number: UAO 56	Location: Kyiv	Availability: 3 May 2017
Department/Component/Unit: Operations Department/Law Enforcement Agencies Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Domestic Security reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and 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 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 tasks as requested by the Line Manager(s).

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 OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the National Security Service of Ukraine in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders; This will include advice on good practices in internal and inter-agency coordination and sharing of intelligence products, examples of National Intelligence Models, management of security related investigations, professional ethos, resource management and training;
- To provide awareness and advice to the national level Security Service leadership relating to the establishment of robust and effective internal investigations and discipline;
- To support Mission staff in advising relevant Ukrainian Civilian Security Sector agencies in promoting, developing and incorporating analytical criminal intelligence structures and processes within the design of strategic SSR;
- To inform and otherwise contribute towards the Mission's policy and advisory input into harmonised Ukrainian SSR at the cross governmental level;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general policing;

- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- 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 (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND
- A minimum of 8 years of relevant professional experience, out of which at least 3 at a management level, after having fulfilled the educational requirements.
- Ability to mentor and motivate local counterparts;
- Knowledge of intelligence-related matters.

5. Desirable Qualifications and Experience

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

Position Name: Senior Adviser on Forensic Identification	Employment Regime: Seconded	
Ref. Number: UAO 86	Location: Kyiv	Availability: 15 May 2017
Department/Component/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 Forensic Identification 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 less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening counterparts/institutions.
- 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 tasks as requested by the Line Manager(s).

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 OPLAN and Mission Implementation Plan (MIP).
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders.
- To provide expertise to strengthen capabilities on forensic identification.
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU member States' Law Enforcement Agencies.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on forensic identification.
- To manage and lead projects on forensic identification.
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise.
- To assist in the implementation of training activities on forensic 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 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 (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND

- A minimum of 8 years of relevant professional experience, out of which at least 3 at a management level, after having fulfilled the educational requirements.
- Ability to mentor and motivate local counterparts;
- Knowledge of forensics matters.

5. Desirable Qualifications and Experience

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

Position Name: Regional Presence Coordinator	Employment Regime: Seconded	
Ref. Number: KHO 01	Location: Kharkiv	Availability: 18 May 2017
Department/Component/Unit: Operations Department/Regional Presence	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Regional Presence Coordinator reports to the Head of Operations.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- To operationalize, according to EUAM HQ direction, the Mission mandate and tasks as set out in the planning documents, OPLAN and the Mission Implementation Plan (MIP).
- To act as Mission focal point and direct counterpart to the relevant UA authorities in the assigned region according to EUAM HQ direction.
- 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 (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND
- A minimum of 10 years of relevant professional experience, of which at least 5 should be at management level, after having fulfilled the educational requirements.

- Experience in implementation of reform programmes including an ability to establish/review priorities.
- Ability to engage with senior officials/ governmental level decision makers.
- Experience in Security Sector/Rule of Law Reform in a national or host state context.

5. Desirable Qualifications and Experience:

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

Position Name: Adviser/Trainer on Rule of Law	Employment Regime: Seconded	
Ref. Number: KHO 06	Location: Kharkiv	Availability: 1 August 2017
Department/Component/Unit:: Operations Department /Regional Presence	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Rule of Law 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 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(s).

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 OPLAN and Mission Implementation Plan (MIP).
- To provide expertise to strengthen the capabilities in the criminal justice field, focusing on pre-trial investigations and case management.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities, including police-prosecution cooperation when conducting investigations.
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction.
- To identify, analyse and disseminate information on all regional/local criminal justice 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.
- 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.

Position Name: Adviser/Trainer on Domestic Security	Employment Regime: Seconded	
Ref. number: KHO 08	Location: Kharkiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Regional Presence	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: 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(s).

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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.
- 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.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: LVO 03	Location: Lviv	Availability: 2 June 2017
Department/Component/Unit: Operations Department/Regional Presence	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Adviser/Trainer on Community Policing 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(s).

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 OPLAN and Mission Implementation Plan (MIP).
- To provide expertise to strengthen the capabilities in the community policing field.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field.
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction.
- To identify, analyse and disseminate information on all regional/local community 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND

- A minimum of 5 years of relevant professional experience in community policing field, after having fulfilled the educational requirements.
- Ability as a trainer.
- Experience in national training units/programmes for law enforcement agencies.

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.

Position Name: Adviser/Trainer on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: LVO 04	Location: Lviv	Availability: 1 August 2017
Department/Component/Unit: Operations Department/Regional Presence	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Adviser/Trainer on Criminal Investigations 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(s).

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 OPLAN and Mission Implementation Plan (MIP).
- To provide expertise to strengthen the capabilities in the criminal investigations field.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal investigations field, including police-prosecution cooperation.
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ guidance.
- To identify, analyse and disseminate information on all regional/local 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.
- Experience in national training units/programmes for law enforcement agencies.

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.

SECONDED/CONTRACTED POSITION

Position Name: Senior Adviser on Cybercrime	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: UAO 83*	Location: Kyiv	Availability: As soon as possible
Department/Component/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 less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening counterparts/institutions.
- 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 tasks as requested by the Line Manager(s).

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 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 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 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 (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND
- A minimum of 8 years of relevant professional experience, out of which at least 3 at a management level, after having fulfilled the educational requirements.

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.
- Ability to mentor and motivate local counterparts.

Position Name: IT Administrator	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Assistant Level (MSAL)
Ref. Number: UAS 45	Location: Kyiv	Availability: 15 April 2017
Department/Component/Unit: Mission Support Department/CIS Unit	Level of Security Clearance: EU SECRET	Open to contributing Third States: No

1. Reporting Line:

The IT Administrator reports to CIS Officer- IT.

2. Main Tasks and Responsibilities

- To assist and advise on matters related to server and data systems administration and data centre operations.
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission, including Windows Server, Exchange Server, SQL Server, SharePoint, and Lync.
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of Mission-critical data centre services throughout the Mission.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To write technical service- or maintenance reports; and operating instructions, guidelines, and procedures for the proper operation of EUAM's data centres, servers, and data storage equipment;
- To assist in the identification of budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to data centre equipment, software, works, and services;
- To ensure a spare stock of server equipment and parts to maintain a redundant capacity and organise repair and replacement of equipment as necessary to maintain operational readiness.
- To perform an accurate administration of EUAM's Active Directory and identity management services, Exchange and SharePoint services, and Lync services.
- To organise the prompt delivery of data centre services and system administration services by assigning the available technical resources, including maintenance and support for standard Mission applications.

4. Essential Qualifications and Experience

- Successful completion of secondary education studies attested by a diploma and training certified by certificate or diploma in Computer Science, Information Technology, Information Systems or any other closely related field;
- And after having fulfilled the above requirements, a minimum of 5 year of relevant experience in server administration and management of data centre operations;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues in a Microsoft Windows environment (Windows 8, Windows Server 2008/2012 R2, Active Directory, Exchange Server 2013, Lync/Skype-for-Business Server and SharePoint 2013 Server);
- Experience with Hyper-V virtualisation solutions.

5. Desirable Qualifications and Experience

- A qualification in combination of relevant Microsoft certifications (e.g. MCSA Windows Server 2008/2012, SQL Server 2012; MCSE Server Infrastructure, Exchange Server, SharePoint Server, SQL Server, Lync Server) would be a distinctive asset.
 - Experience in administering Active Directory, Microsoft Exchange, and Microsoft SharePoint. Experience with Microsoft Lync/Skype-for-Business.
 - Experience with high-availability configurations and solutions.
 - A combination of other relevant industry certification including: IT service management (e.g. ITIL V3/Foundation/Practitioner); project management (PMP, PRINCE2); and Cisco certifications.
 - Project management skills and practical experience with project management tools.
 - Expert level of problem solving and analytical ability to analyse complex IT systems configurations.
- International experience, particular in crisis areas with multi-national and international organisations