

EUROPEAN EXTERNAL ACTION SERVICE



Amendment to Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) Amendment of the 2-2017 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 (17)</u>			
	UAC 04	Executive Assistant to the Deputy Head of Mission	Kyiv	ASAP
	UAC 11	Head of Political, Analysis and Reporting Department	Kyiv	ASAP
	UAC 13	MAC Analyst	Kyiv	ASAP
	UAC 31	Head of Planning, Coordination and Cooperation Department	Kyiv	23 October 2017
	UAC 41	Senior Project Management Officer	Kyiv	1 August 2017
	UAC 54	Senior Adviser on Strategic Communications	Kyiv	5 November 2017
	UAO 03	Human Resources Development Adviser/Trainer	Kyiv	ASAP
	UAO 24	Senior Adviser on Communications and Information Systems	Kyiv	31 August 2017
	UAO 43*	General Policing Adviser/Trainer	Kyiv	13 November 2017
	UAO 52	Public Order (crowd management) Adviser/Trainer	Kyiv	6 October 2017
	UAO 57	Domestic Security Adviser/Trainer	Kyiv	ASAP
	UAO 72	Lead Adviser on Prosecution	Kyiv	19 September 2017
	UAO 86	Senior Adviser on Forensic Identification	Kyiv	ASAP
	UAO 87*	Senior Adviser on Financial Crimes	Kyiv	9 November 2017
	KHO 02	Adviser/Trainer on Community Policing	Kharkiv	ASAP
	KHO 06	Adviser/Trainer on Good Governance / Human Resources Management	Kharkiv	1 August 2017
	LVO 07	Adviser/Trainer on Good Governance / Human Resources Management	Lviv	ASAP
	<u>Seconded/Contracted (2)</u>			

	UAD 04	Mission Security Officer	Kyiv	ASAP
	UAO 27	Strategic Customs Adviser	Kyiv	ASAP
Deadline for Applications:	28 June 2017 at 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form to:	CPCC-Ukraine@eeas.europa.eu or https://goalkeeper.eeas.europa.eu/registrar/ (for seconded candidates by EU Member States only)			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Josef VOELKER cpcc-ukraine@eeas.europa.eu +32 2584 3630			

* The availability of this position is subject to the non-confirmation of a request for extension.

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

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

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

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

Co-location of Strategic Advisors – Posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location with those authorities with the normal daily place of work of the post holder being within the premises of those they are advising. Personnel nominated should be made aware of this and that whilst generally working conditions within the premises of Ukrainian authorities are good, the Mission has little influence over them.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

A. Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions.

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.

Language Skills¹ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority 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.

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

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

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

Driving Licence – The 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.

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 Pre-Deployment Training or Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language – Some proficiency in local language(s).

Driving Licence - Category C driving licence.

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.

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.

D. Additional Information on the Selection Process

Gender Balance – 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.

E. Data protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [privacy statement on Meetings and Events](#) is available on the EEAS website > [Privacy Statements](#).

Position Name: Executive Assistant to the Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: UAC 04	Location: Kyiv	Availability: ASAP
Department/Component /Unit: Chief of Staff Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: No

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

- To manage the calendar of the DHoM.
- 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.
- To 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 HoM and other Mission offices.
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems.
- To receive and distribute all correspondence as directed by the DHoM to the appropriate official, staff members.
- To ensure the correct handling of confidential documentation (EUCI) and related information passing through the Office of Head of Mission.
- To coordinate and support the implementation plans and objectives of the Office of the Head of Mission.
- To follow up on all travel schedules for the DHoM, including liaising with Administration for authorisation, entitlements and flight reservations, etc.
- To ensure sufficient stock of stationary materials is kept in the office for usage by all staff.
- To undertake any other related task as required by the DHoM or CoS.

• 3. Mission Specific Tasks and Responsibilities

- To assist the DHoM, CoS in their daily work and as DHoM determines the need for interdepartmental support and work.
- To take minutes at meetings and conferences, as well as prepares draft reports, documents, speeches, etc. for the DHoM.
- To serve 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.
- To identify, assign and/or take 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 DHoM.
- To review documents, reports and letters prepared for signature by DHoM in order to ensure quality and accuracy in substance.
- To organise and monitor the system of weekend duties.

- To request, coordinate and prepare briefing materials for DHoM 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 activities.
- To co-ordinates visits to the Mission and acts as a focal protocol officer of EUAM.
- To assists the Chief of Staff in the daily management of the HoM's Office.

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; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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: Head of Political, Analysis and Reporting Department	Employment Regime: Seconded	
Ref. Number: UAC 11	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/Political, Analysis and Reporting Department	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Department, to comply with the Mission's operational reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports.
- To act as focal point for all political matters relating to or influencing on the Mission and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation.
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including the benchmarking of achievements, analysis and evaluation of outcome.
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Learned.
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders.
- 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 contribute at the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the OPLAN and the Mission Implementation Plan (MIP).
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate.
- To liaise with other relevant international actors at the appropriate level, in particular with the EU Delegation in Kiev.

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; AND

- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at management level.
- Experience in strategic analysis and reporting as well as a sound understanding of strategic and operational considerations.

5. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity;
- Knowledge of project cycle management.

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: UAC 13	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Reporting Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Political, Analysis and Reporting Department.

2. Main Tasks and Responsibilities

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by the Head of Political, Analysis and Reporting Department.
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the senior leadership and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To support the efficiency of information within the Mission;
- To act upon the Mission's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related task as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute identifying and mapping relevant entities related to the Mission mandate.
- To support the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all the Mission various components as well as external sources.

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

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which a minimum of 3 years of experience of analytical experience in handling, processing and analysis of information from various sources.

5. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity.
- Knowledge of project cycle management.

Position Name: Head of Planning, Coordination and Cooperation Department	Employment Regime: Seconded	
Ref. Number: UAC 31	Location: Kyiv	Availability: 23 October 2017
Department/Component/Unit: Chief of Staff Office/Planning, Coordination and Cooperation Department	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Head of Planning, Coordination and Cooperation Department reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Department so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate.
- To ensure, in coordination with the Mission's Operations Department, the support of external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies.
- To oversee the mapping, assessment and review of bilateral and multilateral assistance in the areas covered by the Mission's mandate.
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts.
- To ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication in the areas covered by the Mission's mandate and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives.
- To supervise the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable.
- To supervise the Coordination and Cooperation Unit input to the development and regular updating of the Mission Implementation Plan.
- To supervise the Coordination and Cooperation Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance.
- To ensure the mainstreaming of Human Rights and Gender aspects into the Department'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 ensure the efficient and effective coordination and delivery of all Programmes and Projects within the Mission's portfolio, in a manner consistent with the Mission's mandate and strategic objectives, and in full support of the operational sections;
- To design and implement effective systems of programme/project management and supervise the effective management and delivery of Missions commitments on Programmes and Projects;

- To liaise closely with international stakeholders ensuring coherence and coordination of approach in the identification and implementation of agreed priorities and actions and in this regard, to work closely with the EU Delegation and the Support Group Ukraine to ensure that activities are consistent with an overall EU Comprehensive approach;
- To provide support on behalf of the Mission to the coordination and cooperation efforts of Ukrainian counterpart institutions with a view to streamline reform efforts and enhance overall donor coordination;
- To deputise for the CoS when so appointed by the CoS or DHoM.
- To contribute to lessons identification.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which a minimum of 5 years of experience at management level.
- Experience in implementation of reform programmes including a proven ability to establish/review priorities.
- Ability to engage with senior officials/governmental level decision makers.
- Ability to mentor and motivate staff.
- Ability to manage and coordinate a diversified team.

5. Desirable Qualifications and Experience

- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Knowledge of project cycle management.

Position Name: Senior Project Management Officer	Employment Regime: Seconded	
Ref. Number: UAC 41	Location: Kyiv	Availability: 1 August 2017
Department/Component/Unit: Chief of Staff Office/ Planning, Coordination and Cooperation Department/Project Management Cell	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To act as Senior Project Management Officer coordinating the work of the Project Management Officers in project Cell.
- To co-ordinate in project planning, development and the implementation of the Mission's projects.
- To assess project proposals and make recommendations on the feasibility and sustainability of projects.
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders.
- To act as the interface between project leaders and various elements of Mission Support.
- To maintain a record of the Mission's project history and ongoing activities.
- To conduct, upon project completion, post-project reporting and evaluation.
- To develop best practices on project management, make training recommendations and record lessons learnt.
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To maintain and enhance the Mission's project management procedures, mechanisms and tools and keep them up to date and to ensure actual implementation.
- To define and implement capacity building and continuous learning plans.
- To report on the project activities' portfolio and to record lessons learnt process and best practices.
- To develop project control tools and guidelines; to provide training, mentoring and coaching on project implementation to Mission's staff as appropriate.
- To be responsible for the development and maintenance of the Mission's project's database and archiving system.

4. Essential Qualification 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 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

- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience, out of which a minimum of 3 years of experience at management level.
- Experience in planning, implementation and management of projects.
- Analytical skills.
- Knowledge of EU Financial Regulations.
- Teamwork skills.

5. Desirable Qualifications and Experience

- Certificate/diploma in project management training, such as APM, PPM, PRINCE2, or equivalent.
- Experience in Security Sector/RoL reform in a national or host state context.
- Understanding of the actors and dynamics of international development assistance, particularly in crisis or post-conflict and transitional areas;
- Knowledge of the procurement and contract procedures for EU External Action Service.

Position Name: Senior Adviser on Strategic Communications	Employment Regime: Seconded	
Ref. Number: UAC 54	Location: Kyiv	Availability: 5 November 2017
Department/Component/Unit: Chief of Staff Office/ Press and Public Information Department	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

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 less developed 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 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 work in collaboration with the Strategic Communications Advisers for providing advice to the appropriate Ukrainian authorities in support of the development of Ukrainian government and ministerial Civilian Security Sector Reform policy and in accordance with the Mission policy and guidelines;
- To contribute to the enhancement of Ukrainian Civilian Security Sector Reform leadership and awareness of the critical importance of up to date communication environments, target groups and stakeholder engagement, public relations and effective communications strategies at all levels and of related EU models;
- To assist the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level in shaping, developing and implementing reform choices, making informed (strategic) communications decisions, analysing implications and conducting planning accordingly in the context of shaping Ukrainian Civilian Security Sector Reform;
- To promote, encourage and advise the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level to make rapid change management decisions in the

existing approaches to stakeholder engagement, public relations and strategic communications – including the creation of specialist organisations and capabilities in this regard;

- To support the relevant Ukrainian authorities plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry strategic communications policy development and planning events;
- To constantly assess progress and to identify actual and potential risks to attainment of the EUAM objectives, tasks or activities or delays against the Mission Implementation Plan;
- To contribute to Mission external reporting and 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 the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;

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; AND
- After having fulfilled the education requirements a minimum of 8 years of relevant professional experience, out of which a minimum of 3 years of experience at management level.
- Ability to mentor and motivate local counterparts.
- Experience in developing strategic communications plans and delivering advice on strategic communications at governmental level.
- Knowledge of public relations.

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 organizations, ideally in a senior management capacity.

Position Name: Human Resources Development Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 03	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources Development 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 provide strategic advice and assistance to the relevant Ukrainian partners, including within the area of policing, 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 Management in the absence of the Lead Adviser on Human Resources Management.
- 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.
- 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 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 develop curricula within Human Resources Development and deliver training if and when required.
- 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.

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

5. Desirable Qualifications and Experience

- Experience in designing and delivering training.
- Experience in project management.
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

Position Name: Senior Adviser on Communications and Information Systems	Employment Regime: Seconded	
Ref. Number: UAO 24	Location: Kyiv	Availability: 31 August 2017
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Communications and Information Systems 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) 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 advise the relevant Ukrainian partners on Information and Communication Technology (ICT) development, improving, management and the related Standard Operating Procedures.
- To make recommendations, based on expert knowledge, for improvements to and interoperability between Law Enforcement Agencies and prosecutorial services information systems, including making recommendations for establishment of relevant data bases and data management.
- To liaise with MoIA, Regional and Local Government authorities, Law Enforcement Agencies, prosecutorial services and the Ministry of Finance on enhancements to planning, budgeting, accounting and implementation monitoring systems in order to increase accessibility and use of data.
- To identify and advise on the capacity and training opportunities of the administrative and internal support policing units.
- To support, as appropriate, the relevant Ukrainian partners to identify the appropriate equipment and infrastructure needed.
- To advise and support the relevant Ukrainian partners in implementing externally funded

projects/initiatives in his/her field of expertise.

- To travel within the Mission's area of operations as required.

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 Information Technology, Computer Science, Communications, IT Engineering or other relevant subject; OR police or military equivalent education or training and rank; AND
- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience, out of which a minimum of 5 years of experience in Information Technology and Information Systems architecture and 3 years of experience at management level.
- Ability to mentor and motivate local counterparts.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

5. Desirable Qualifications and Experience

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

Position Name: General Policing Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 43*	Location: Kyiv	Availability: 13 November 2017
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The General 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 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(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 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 develop curricula for general policing and deliver training.
- To support in developing and implementing in-service trainings.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To identify, analyse and disseminate information on all general policing 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 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
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience in general policing field.
- 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 52	Location: Kyiv	Availability: 6 October 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
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- 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: Domestic Security Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 57	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Domestic Security 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 ensure regular communication and cooperation with Security Service of Ukraine officials.
- To deliver strategic advice on domestic security and intelligence.
- To deliver subject-matter trainings for Security Service of Ukraine officials.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on intelligence-related matters.
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise.
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of 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

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

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: Lead Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: UAO 72	Location: Kyiv	Availability: 19 September 2017
Department/Component/Unit: Operations Department/ Rule of Law Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Lead Adviser on Community Policing reports to the Head of 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 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 contribute at 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 act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on prosecution matters.
- To direct and supervise the work of the Mission staff associated to the prosecution development including in the Regional Presences.
- To guide the prosecution team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development.
- To closely collaborate with the Office of the Chief of Staff on donor coordination, evaluation and the implementation of projects.
- To travel within the Mission's area of operations as required.

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 Law; AND

- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience, out of which a minimum of 5 years of experience in the field of prosecution, criminal defence or as a criminal judge and 3 years of experience at management level.
- Ability to mentor and motivate local counterparts.

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: ASAP
Department/Component/Unit: Operations Department/Rule of Law Component	Security Clearance Level: 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 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 and 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

- After having fulfilled the educational requirements a minimum of 8 years of relevant professional experience, out of which a minimum of 3 years of experience at management level.
- 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: Senior Adviser on Financial Crimes	Employment Regime: Seconded	
Ref. Number: UAO 87*	Location: Kyiv	Availability: 9 November 2017
Department/Component/Unit: Operations Department/ Rule of Law Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Financial Crimes reports to the Head of 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 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 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 facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on financial crimes investigation.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on financial crimes investigation.
- To manage and lead projects on financial crimes and to advise and support the relevant Ukrainian partners in implementing externally funded projects/ initiatives in his/her field of expertise.
- To travel within the Mission's area of operations as required.

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

- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience, out of which a minimum of 5 years of experience in financial crimes investigations and 3 years of experience at management level.
- Ability to mentor and motivate local counterparts.

5. Desirable Qualifications and Experience

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

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: KHO 02	Location: Kharkiv	Availability: ASAP
Department/Component/Unit: Operations Department/Regional Presence	Security Clearance Level: 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 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: Adviser/Trainer on Good Governance / Human Resources Management	Employment Regime: Seconded	
Ref. Number: KHO 06	Location: Kharkiv	Availability: 1 August 2017
Department/Component/Unit: Operations Department /Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Good Governance / Human Resources Management 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 field of good governance, focusing on human resources 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.
- 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 good governance 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
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability as a trainer.

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: Adviser/Trainer on Good Governance / Human Resources Management	Employment Regime: Seconded	
Ref. Number: LVO 07	Location: Lviv	Availability: ASAP
Department/Component/Unit: Operations Department /Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Good Governance / Human Resources Management 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 field of good governance, focusing on human resources 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.
- 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 good governance 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
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability as a trainer.

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.

SECONDED/CONTRACTED POSITION

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: UAD 04	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Mission Security and Safety Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate.
- To ensure that all security and communications equipment is kept in a state of operational readiness.
- To conduct regular security drills, communication tests and evacuation exercises.
- To provide briefings and presentations on matters affecting the security and safety of Mission members' and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases.
- To travel to high risk areas and to conduct security duties.
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- Assesses the security situation and maintains updated all relevant security related documents
- Provides comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- Reports and assists the SMSO on the security level and state of alert for the mission staff;
- Works in close cooperation with the Department of Mission Support in matters related to the procurement of necessary security related equipment and services.
- Elaborates in-depth planning and execution of security operations.
- Support the mission SSD security training capabilities in the identification, development, delivery and audit of training requirements.

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework 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 with focus on security, risk or crisis management; OR equivalent police/military education or training attested by a diploma and a rank of 2nd Lieutenant/1st Lieutenant or equivalent rank; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Civilian driving licence class C.

5. Desirable Qualifications and Experience

- Organisational, planning, and time-management skills.
- Knowledge of the Mission area and potential security threats.
- Previous work experience in the region.
- Successful completion of EU Mission Security Officer Certification Course or equivalent.
- Firearms trained.

Position Name: Strategic Customs Adviser	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: UAO 27	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component	Security Clearance Level: 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 Reform (CSSR) Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing 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 customs 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
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Experience and knowledge of Customs Management.
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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.