

EUROPEAN EXTERNAL ACTION SERVICE



Amendment to Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) Amendment of the 1-2017 Extraordinary 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 (21)</u>			
	BSE 01	Brussels Support Element (Operations)	Brussels	ASAP
	UAC 21	Senior Reporting Officer	Kyiv	20 September 2017
	UAC 24	Reporting Officer	Kyiv	29 November 2017
	UAC 43	Project Management Officer	Kyiv	ASAP
	UAC 54	Senior Adviser on Strategic Communications	Kyiv	5 November 2017
	UAO 24	Senior Adviser on Communications and Information Systems	Kyiv	ASAP
	UAO 72	Lead Adviser on Prosecution	Kyiv	19 September 2017
	UAO 87**	Senior Adviser on Financial Crimes	Kyiv	9 November 2017
	UAM 01*	Senior Adviser on General Policing	Kyiv / Countrywide	ASAP
	UAM 02*	Planning and Reporting Officer	Kyiv / Countrywide	ASAP
	UAM 03*	Senior Adviser on Good Governance / Human Resource Management	Kyiv / Countrywide	ASAP
	UAM 04*	Senior Adviser on Prosecution	Kyiv / Countrywide	ASAP
	UAM 05*	Criminal Investigations Adviser on Organized Crime	Kyiv / Countrywide	ASAP
	KHO 01	Regional Presence Coordinator	Kharkiv	ASAP
	KHO 09*	Senior Adviser on General Policing	Kharkiv	ASAP
	KHO 10*	Senior Adviser on Prosecution	Kharkiv	ASAP
	KHC 01*	Planning and Reporting Officer	Kharkiv	ASAP
	LVO 02	Adviser/Trainer on Community Policing	Lviv	ASAP
	LVO 09*	Senior Adviser on General Policing	Lviv	ASAP
LVO 10*	Senior Adviser on Prosecution	Lviv	ASAP	

	LVC 01*	Planning and Reporting Officer	Lviv	ASAP
	<u>Seconded/Contracted (2)</u>			
	UAD 09*	Mission Security Officer	Kyiv	ASAP
	LVS 01	Regional Administration Coordinator	Lviv	ASAP
Deadline for Applications:	15 September at 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form to:	<p style="text-align: center;">CPCC-Ukraine@eeas.europa.eu or https://goalkeeper.eeas.europa.eu/registrar/ (for seconded candidates by EU Member States only)</p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Josef VOELKER cpcc-ukraine@eeas.europa.eu +32 2584 3630</p>			

* The posts are pending PSC approval and subject to budget rider approval.

** The availability date 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.

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.

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

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

experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

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

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](#).

SECONDED POSITIONS:

Position Name: Brussels Support Element (Operations)	Employment Regime: Seconded	
Ref. Number: BSE 01	Location: Brussels	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: EU SECRET	Open to contributing third States: No

1. Reporting Line:

The Brussels Support Element (Operations) reports to the Chief of Staff, while embedded within the relevant CPCC Desk from whom he/she may also take instruction.

2. Main Tasks and Responsibilities:

- To maintain close coordination between the Mission and the CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the relevant CPCC Desk;
- To closely coordinate with the Mission regarding the Mission's mandate implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area;
- To provide analysis on the Mission's mandate implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the COS and CPCC;
- To undertake any other related tasks as requested by the CoS and/or HoM.

3. Mission Specific Tasks and Responsibilities:

- To provide advice and assistance to the Mission in relation to the context and developments in Brussels;
- To identify political priorities from the Brussels/Member States' perspective and organise Mission visits to Brussels and capitals;
- To assist in ensuring liaison with representatives of Member States, contributing third States, NATO/SHAPE, the OSCE and international organisations as relevant;
- To conduct background research on items relevant to the Mission;
- To provide input, as requested, to the Mission on the basis of developments relevant to the mandate;
- To liaise, as appropriate, with external partners related to EUAM's activities and mandate;
- To assist in the drafting of reports issued by the Mission;
- To assist, as requested, the Support Group Ukraine team.

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; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Desirable Qualifications and Experience:

- International experience preferable, particularly in crisis area with multi-national and international organisations;
- Knowledge of and experience in relevant processes and procedures of the European Union institutions;
- Familiarity with mission support for civilian CSDP Missions;
- French language skill is considered to be an asset.

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAC 21	Location: Kyiv	Availability: 20 September 2017
Department/Component/Unit: Chief of Staff Office/ Political, Analysis and Reporting Department	Level of Security Clearance: EU RESTRICTED	Open to contributing third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To coordinate the Reporting Section and to give the necessary directions;
- To lead and direct the work of the Section, so as to produce the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports;
- To support 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 through benchmarking, 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 contribute on collecting, collating and analysing 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 undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To act as Senior Reporting Officer coordinating the work of the Reporting Officers;
- In close coordination with senior management prioritise Section's tasks;
- Implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- Supervise information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- Coordinate regular meetings and exchange with Political Advisors, Security Office, Press and Public Information Department, other key analytical functions, as well as with Operations Department for optimised coordination and synergy;
- Contribute to drafting the Mission's reports for EU institutions in Brussels and Member State capitals, working to tight deadlines and guidelines;
- Deliver regular presentations and briefings to Mission staff, the diplomatic community in Kyiv and external visitors up to Ministerial level;
- Liaise with external partners in order to enhance information collection and analysis.

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' degree AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.
- Analytical capability and profound knowledge of information collection and analytical methods;

- Report compilation, drafting and editing skills;
- Drafting skills, self-driven and ability to work in a methodical manner;
- Time management and ability to prioritise multiple tasks;
- Language skills (if applicable).

5. Desirable Qualifications and Experience:

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Previous experience in crisis management Missions, including in the area of SSR (including policing, rule of law), or in the political/diplomacy field;
- Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner;
- Proven analytical capacity, political awareness and judgement;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP would be an asset;
- A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge and experience of working in the AoR would be an asset.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. number: UAC 24	Location: Kyiv	Availability: 29 September 2017
Component/Department/Unit: Chief of Staff Office/ Political, Analysis and Reporting Department/ Reporting Section	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.
- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- High level of computer literacy.
- Excellent in summarizing complex information and developments.

5. Desirable Qualifications and Experience

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

Position Name: Project Management Officer	Employment Regime: Seconded	
Ref. Number: UAC 43	Location: Kyiv	Availability: ASAP
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 Project Management Officer reports to the Head of the Planning, Coordination and Cooperation Department.

2. Main Tasks and Responsibilities

- To assist in project planning and development and co-ordinate 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 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.
- 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: 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: 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 Prosecution 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 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: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAM 01	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Mobile Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on General Policing reports to the Head of Operations.

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 provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented policing, patrolling, minor investigation, crime scene management, traffic enforcement, first response, etc.
- To support and advise the Regional Main Departments of the Ukrainian National Police (NPU) in implementing reforms in accordance with the centrally agreed policies and guidelines.
- To advise the Regional NPU on developing safety strategies for the region.
- To support and advise the Regional NPU on cooperation with other regional authorities, especially police – prosecution cooperation.
- To assist in the implementation of training activities on general policing.
- 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 in general policing, out of which a minimum of 3 years of experience at management level.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Experience and knowledge of general policing issues.

5. Desirable Qualifications and Experience

- Experience of 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: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAM 02	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Mobile Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Planning and Reporting Officer reports to the Chief of Staff

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- Under the supervision of Chief of Staff and following the operational directions of the Head of Planning Coordination and Cooperation Department, to advise and support the Mobile Unit in reporting on the activities in the region according to the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of Planning, Coordination and Cooperation Department and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the coordination of the Head of Planning, Coordination and Cooperation Department, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's instructions.
- Under the coordination of the Head of Head of Planning, Coordination and Cooperation Department, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the regions.
- Under the coordination of the Head of Political, Analytical and Reporting Department, to identify informational needs and contribute to the Mission reporting and information gathering.

- 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; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Analytical and drafting capability and profound knowledge of information collection and analytical methods.
- Report compilation, drafting and editing skills.

5. Desirable Qualifications and Experience

- Experience in planning and progress assessment.
- 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 Good Governance / Human Resources Management	Employment Regime: Seconded	
Ref. Number: UAM 03	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department /Mobile Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Good Governance/Human Resources Management reports to the Head of Operations.

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 tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide expertise to strengthen the capabilities in the field of good governance, focusing on human resources management.
- To provide strategic advice and assistance in implementing reforms in accordance with the agreed policies and guidelines and in coordination with EUAM HQ and to ensure a comprehensive understanding of the current state of play in public administration and decentralisation in the regions.
- To assess and provide strategic advice to the authorities of the relevant regional entities in identifying needs in the fields of good governance, including the crosscutting principles, and Human Resources development.
- 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; 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
- Knowledge of human resources management and good governance.

5. Desirable Qualifications and Experience

- Experience of 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 Prosecution	Employment Regime: Seconded	
Ref. Number: UAM 04	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Mobile Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution reports to the Head of Operations.

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 provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform.
- To support and advise the Regional Prosecutor on prosecution reforms.
- To support the Regional prosecutor's Office in developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation.
- To support and advice relevant regional counterparts on criminal justice related matters and legal reform.
- 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.
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

Position Name: Criminal Investigations Adviser on Organised Crime	Employment Regime: Seconded	
Ref. Number: UAM 05	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Mobile Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Criminal Investigations Adviser on Organised Crime reports to the Head of Operations.

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 provide advice and training to the relevant regional/local Ukrainian partners on criminal investigations of organised crime with focus on the areas of criminality especially high in the regions.
- To help ensuring an effective implementation of reorganising the pre-trial investigation unit (investigators) and criminal police unit (operatives) at police station level (inter-district/hub and district), including reorganising police structure, SOPs, job descriptions etc.
- 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 military equivalent education or training and rank; AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience in the field of organised crime investigations.
- Ability to mentor and motivate local counterparts and to engage with senior officials/ governmental level decision makers.

5. Desirable Qualifications and Experience

- Experience of 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: Regional Presence Coordinator	Employment Regime: Seconded	
Ref. Number: KHO 01	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 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: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: KHO 09	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 Senior Adviser on General Policing reports to the Regional Presence Coordinator.

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 provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented policing, patrolling, minor investigation, crime scene management, traffic enforcement, first response, etc.
- To support and advise the Regional Main Departments of the Ukrainian National Police (NPU) in implementing reforms in accordance with the centrally agreed policies and guidelines.
- To support allocation / re-allocation of resources, performance evaluation, finance, human resources policies in the region.
- To advise the Regional NPU on developing safety strategies for the region.
- To support and advise the Regional NPU on cooperation with other regional authorities, especially police – prosecution cooperation.
- To assist in the implementation of training activities on general policing.
- 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 in general policing, out of which a minimum of 3 years of experience at management level.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Experience and knowledge of general policing issues.

5. Desirable Qualifications and Experience

- Experience of 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 Prosecution	Employment Regime: Seconded	
Ref. Number: KHO 10	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 Senior Adviser on Prosecution reports to the Regional Presence Coordinator.

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 deputise for the Regional Presence Coordinator when so appointed.
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform.
- To support and advise the Regional Prosecutor on prosecution reforms.
- To support and advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation.
- To support and advise relevant regional counterparts on criminal justice related matters and legal reform.
- 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.
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: KHC 01	Location: Kharkiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Planning and Reporting Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- Under the supervision of Chief of Staff and following the operational directions of the Head of Planning Coordination and Cooperation Department, to advise and support the Regional Presence Coordinator in planning and reporting on the regional activities and projects in accordance with the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of Planning, Coordination and Cooperation Department and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the coordination of the Head of Planning, Coordination and Cooperation Department, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's planning documents
- Under the coordination of the Head of Head of Planning, Coordination and Cooperation Department, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the region.

- Under the coordination of the Head of Political, Analytical and Reporting Department, to identify informational needs and contribute to the Mission reporting and information gathering.
- 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; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Analytical and drafting capability and profound knowledge of information collection and analytical methods.
- Report compilation, drafting and editing skills.

5. Desirable Qualifications and Experience

- Experience in planning and progress assessment.
- 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: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: LVO 02	Location: Lviv	Availability: 11 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 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
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience in community policing field.
- 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: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: LVO 09	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 Senior Adviser on General Policing reports to the Regional Presence Coordinator.

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 provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented policing, patrolling, minor investigation, crime scene management, traffic enforcement, first response, etc.
- To support and advise the Regional Main Departments of the Ukrainian National Police (NPU) in implementing reforms in accordance with the centrally agreed policies and guidelines.
- To support allocation / re-allocation of resources, performance evaluation, finance, human resources policies in the region.
- To advise the Regional NPU on developing safety strategies for the region.
- To support and advise the Regional NPU on cooperation with other regional authorities, especially police – prosecution cooperation.
- To assist in the implementation of training activities on general policing.
- 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 in general policing, out of which a minimum of 3 years of experience at management level.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Experience and knowledge of general policing issues.

5. Desirable Qualifications and Experience

- Experience of 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 Prosecution	Employment Regime: Seconded	
Ref. Number: LVO 10	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 Senior Adviser on Prosecution reports to the Regional Presence Coordinator.

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 deputise for the Regional Presence Coordinator when so appointed.
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform.
- To support and advise the Regional Prosecutor on prosecution reforms.
- To support and advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation.
- To support and advise relevant regional counterparts on criminal justice related matters and legal reform.
- 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.
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: LVC 01	Location: Lviv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Planning and Reporting Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- Under the supervision of Chief of Staff and following the operational directions of the Head of Planning Coordination and Cooperation Department, to advise and support the Regional Presence Coordinator in planning and reporting on the regional activities and projects in accordance with the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of Planning, Coordination and Cooperation Department and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the coordination of the Head of Planning, Coordination and Cooperation Department, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's planning documents.
- Under the coordination of the Head of Head of Planning, Coordination and Cooperation Department, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the region.

- Under the coordination of the Head of Political, Analytical and Reporting Department, to identify informational needs and contribute to the Mission reporting and information gathering.
- 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; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Analytical and drafting capability and profound knowledge of information collection and analytical methods.
- Report compilation, drafting and editing skills.

5. Desirable Qualifications and Experience

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

SECONDED/CONTRACTED POSITIONS:

Position Name: Mission Security Officer	Employment Regime: Secoded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: UAD 09	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: Regional Administration Coordinator	Employment Regime: Seconded/contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: LVS 01	Location: Lviv	Availability: ASAP
Department/Component/Unit: Mission Support Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Regional Administration Coordinator reports administratively to the Head of Mission Support Department (HMSD) and functionally to the respective HQ MSD Units line managers.

2. Main Tasks and Responsibilities

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Mission Support.
- To assist the Head of Mission Support in scheduling Mission Support related activities in the Regional Office.
- To verify reports, data and information related to Mission Support in the Regional Office reporting structure.
- To administer and distribute relevant reports and required information to internal and external functions.
- To co-ordinate internal communication within the Regional Office and organise meetings and presentations.
- To draft letters, memoranda, reports, and other documents as requested.
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions.
- To be responsible for the effective and appropriate management of the Regional Office records and archives.
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To support the Mission's operations in the Region in coordination with the Operations and Security Departments staff and run efficiently and effectively the administrative tasks.
- To be responsible for the management and co-ordination of administrative and technical support within the Region receiving technical instructions and guidance from the respective line Managers in the main Headquarters.
- To lead the administration staff in the Regional Office acting as a co-ordinator and focal point.
- To act as a focal point in the Regional Office for organising, upon the request from the Operations Department staff, training programmes, conduct needs assessments, specify resource requirements and coordinate performance management for the Regional Office.
- To be responsible for the HR and financial management of the Regional Office in consultation with the HQ and the associated records.
- To be responsible for petty local payments and disbursements with petty cash.

- To identify needs of goods and/or services specifically required for its area of responsibility and to define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.
- To establish and maintain appropriate administrative procedures related to asset management, if assets deployed within 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; AND
- A minimum of 5 years of relevant professional experience.
- At least 3 years of administrative related working experience.

5. Desirable Qualifications and Experience

- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality.
- Previous experience in CSDP missions or other international civilian deployment (EU, UN, OSCE).
- Reporting skills.
- Knowledge of EU financial regulations.