

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2017 Call for Contributions for Visiting Experts				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	Seconded			
Job Titles/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	<u>Seconded (6)</u>			
	UAVE 01 UAVE 02 UAVE 03 UAVE 04 UAVE 05 UAVE 06	Training Officer	Kyiv	15 September – 22 December 2017 (Maximum 4 months)
Deadline for Applications:	31 August 2017 at 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form to:	CPCC-Ukraine@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Josef VOELKER cpcc-ukraine@eeas.europa.eu +32 (0)2 584 3630</p>			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear personnel-related costs for seconded personnel, e.g. salaries, medical coverage, 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). The Mission will cover travel expenses to and from the Mission area and for any duty travel while on deployment.

Tour of Duty/Contract Period – The duration of the deployment should be initially of 3 months with an extension for 1 months.

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

EU Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of an EU Member State or of a contributing third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

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

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.

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

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – e-Hest² or equivalent.

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

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 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.

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

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

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

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

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 interviewed by phone, before the final selection is made.

Information on the Outcome – Contributing States will be informed about the outcome of the selection process after its completion.

E. Data protection

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

Position name: Training Officer	Employment Regime: Visiting Expert	
Ref. number: UAVE 01, 02, 03, 04, 05, 06	Location: Ukraine	Availability: 15 September - 22 December
Department/Component/Unit: Operations Department/Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Training Officer reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- To deliver training of trainers' courses on basic tactical police training to the National Police of Ukraine in the area of police defensive tactics, police and public safety, basic use of force and firearms, incident management/intervention.
- To monitor, advise and mentor local police trainers during the trainings.
- To support host state authorities in training data collection.
- To coordinate activities with local and international interlocutors.
- To travel within Mission area to deliver the trainings at the designated locations (National Police of Ukraine Training Centres).

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) 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 basic police tactics, police and public safety, basic use of force and firearms, incident management/intervention.

- Ability and proven experience as a trainer.
- Experience in national training units/programmes for law enforcement agencies on basic tactical police training
- Knowledge of basic police tactics, police and public safety, basic use of force and firearms, incident management/intervention.

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.