

EUROPEAN EXTERNAL ACTION SERVICE



Amendment to Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) Amendment of the 3-2017 Call for Contributions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below Coordination and Cooperation Officer			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	<u>Seconded (14)</u>			
	UAC 36	Senior Coordination and Cooperation Officer	Kyiv	ASAP
	UAC 37*	Coordination and Cooperation Officer	Kyiv	ASAP
	UAC 54	Senior Adviser on Strategic Communications	Kyiv	ASAP
	UAO 23	Senior Adviser on Public Oversight	Kyiv	ASAP
	UAO 24	Senior Adviser on Communications and Information Systems	Kyiv	ASAP
	UAO 51	Lead Adviser on Public Order	Kyiv	03 January 2018
	UAO 72	Lead Adviser on Prosecution	Kyiv	ASAP
	UAO 78	Senior Adviser on Criminal Justice (Judiciary)	Kyiv	01 April 2018
	UAO 89 UAO 90	Criminal Investigations Adviser/Trainer	Kyiv	17 January 2018 19 January 2018
	UAS 44	IT Security Manager	Kyiv	01 January 2018
	KHO 04*	Adviser/Trainer on Criminal Investigations	Kharkiv	ASAP
	LVO 02	Adviser/Trainer on Community Policing	Lviv	ASAP
	LVO 09	Senior Adviser on General Policing	Lviv	ASAP
	<u>Seconded/Contracted (3)</u>			
	UAS 23*	Finance Officer	Kyiv	01 December 2017
	UAS 61*	Head of Logistics	Kyiv	01 December 2017
	UAS 62	Logistics Officer	Kyiv	01 December 2017
	Deadline for Applications:	14 November 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 style="text-align: center;">Mr Josef VOELKER cpcc-ukraine@eeas.europa.eu +32 2584 3630</p>
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* The availability of the post is to be confirmed.

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:

I. GENERAL CONDITIONS

Citizenship – The candidates must have 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. The 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. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, 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 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 candidates should, in principle, be under the normal age of retirement in Contributing Third States.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

1. Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills² – 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.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² Common European Framework of References for Languages

Driving Skills – 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.

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

II.B Desirable Requirements

Knowledge of the Mission area – 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, as applicable.

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving Licence - Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

Visas³ – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

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 LIMITE/LIMITED 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. They also must be vaccinated according to the required immunisations for the Mission area. (For EUCAP Sahel Mali and Niger only - Yellow fever vaccination is compulsory to be admitted to the country).

³ See details in each Call for Contribution.

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

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – Applications will be considered only when using the standard Application Form 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 Third States will bear any related costs.

N.B 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.

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: Senior Coordination and Cooperation Officer	Employment Regime: Seconded	
Ref. number: UAC 36	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/ Planning, Coordination and Cooperation Department/ Coordination and Cooperation Section	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate.
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives.
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders.
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives.
- To contribute to the development and regular updating of the Mission Implementation Plan.
- To contribute to Mission's internal and external reporting against benchmarking.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To ensure that all Coordination and Cooperation Component activities are consistently and coherently planned and supported according to the Mission mandate and tasks as set out in the planning documents, OPLAN and the Mission Implementation Plan (MIP).
- To assist the Head of Planning, Coordination and Cooperation Department to coordinate all contributions from Operations to the mission's internal and external periodic reporting.
- To assist the Head of Planning, Coordination and Cooperation Department in ensuring that liaison and coordination is consistently maintained between EUAM Operations, the EU, non-EU and local stakeholders.
- To assist the Head of Planning, Coordination and Cooperation Department in ensuring the coherent implementation of activities within the Coordination and Cooperation Line of Operations to achieve the tasks and objectives set for it.
- To continuously map and assess the current activities of bi-lateral and multi-lateral assistance to the Ukrainian civilian security sector.
- To continuously map and assess the activities of Ukrainian NGOs and civil society related to Ukrainian SSR.

- To contribute ensuring that all the activities of the Mission are closely coordinated with all EU and international actors, in particular the EU Delegation in Kyiv and the OSCE SMM avoiding duplication in a comprehensive approach in the field of civilian security sector reform.
- To support and/or organise international coordination fora.
- To contribute in identifying lessons learned and best practises in his/her respective field of competence.
- To contribute to the induction of Mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel.
- To regularly assess the consistency and sustainability of Mission operational activities across time and to provide recommendations for the improvement of Mission performance.
- To take into account overall Civilian Security Sector Reform issues in order to ensure coherence between the Mission's activities and wider CSSR aspects.
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed.

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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; AND
- A minimum of 6 years of relevant professional experience, including experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Capacity to analyse and structure information;
- Planning and coordination skills;
- Capacity to deliver in a structured way;
- Networking and mediation skills;

6. Desirable Qualifications and Experience:

- Experience in Security Sector/RoL reform in a national or host state context;
- Experience in a coordination function.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian Language skills.
- Ability to engage with senior officials/ governmental level decision makers.

Position Name: Coordination and Cooperation Officer	Employment Regime: Seconded	
Ref. number: UAC 37	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Planning, Coordination and Cooperation	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders;
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To assist the Head of Planning, Coordination and Cooperation Department to coordinate all contributions from Operations to the mission's internal and external periodic reporting;
- To ensure that all Coordination and Cooperation Department activities are consistently and coherently planned and supported according to the Mission mandate and tasks as set out in the planning documents, OPLAN;
- To continuously map and assess the current activities of bi-lateral and multi-lateral assistance to the Ukrainian security sector;
- To continuously map and assess the activities of Ukrainian NGOs and civil society related to Ukrainian CSSR;
- To provide advice on the improvement of coordination initiatives;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;

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, including experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Capacity to analyse and structure information;
- Planning and coordination skills;
- Capacity to deliver in a structured way;
- Networking and mediation skills;
- Language skills (if applicable).

6. Desirable Qualifications and Experience

- Experience in Security Sector/RoL reform in a national or host state context;
- Experience in a coordination function.

7. Desirable Knowledge, Skills and Abilities

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

Position Name: Senior Adviser on Strategic Communications	Employment Regime: Seconded	
Ref. Number: UAC 54	Location: Kyiv	Availability: ASAP
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 AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.
- Experience in developing strategic communications plans and delivering advice on strategic communications at governmental level.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts.
- Ability to engage with senior officials/ governmental level decision makers.
- Knowledge of public relations.

6. 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.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Public Oversight	Employment Regime: Seconded	
Ref. Number: UAO 23	Location: Kyiv	Availability: ASAP
Division/Department/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 Senior Adviser on Public Oversight reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To perform any other task as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP).
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders.
- To ensure a comprehensive understanding of the current state of play in oversight by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in public oversight, including internal oversight mechanisms within the law enforcement agencies and prosecutorial/judicial bodies, citizen oversight and accountability to the public;
- To promote EU best practices and encourage and advise the appropriate Ukrainian authorities to restore public confidence in the law enforcement agencies and rule of law agencies through a series of timely changes to the existing culture of investigation;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in oversight;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective oversight;

- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public finance.
- To manage and lead projects in oversight field.
- To assist in the implementation of training activities for oversight.
- To identify, analyse and disseminate information on all oversight activities within her/his area of responsibility as required.
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of public oversight issues.
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

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

1. Reporting Line

The 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, IT Engineering or other relevant subject AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in Information Technology and Information Systems architecture.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts.
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Lead Adviser on Public Order	Employment Regime: Seconded	
Ref. Number: UAO 51	Location: Kyiv	Availability: 03 January 2018
Division/Department/Unit: Operations/ Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of UA counterparts and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related task as requested by the Line Managers

3. Mission Specific Tasks and Responsibilities

- To advise and support the management of the activities related to Public Order.
- To guide the public order 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 proactively support the Ukrainian partners in the implementation of the activities related to crowd management.
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Public Order team.
- To direct and supervise the work of the Mission staff associated to the public order development.
- To act as Mission focal point and direct counterpart to the relevant UA authorities on Public Order matters.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of public order (crowd management) issues.
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

Ukrainian or Russian Language skills.

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

1. Reporting Line

The 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 6 years of relevant professional experience, out of which a minimum of 3 years of experience at management level;
- Experience in the field of prosecution, criminal defence or as a criminal judge.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Senior Adviser on Criminal Justice (Judiciary)	Employment Regime: Seconded	
Ref. Number: UAO 78	Location: Kyiv	Availability: 01 April 2018
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 Criminal Justice (Judiciary) 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 trainings in the area of responsibility, 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 provide expertise to strengthen capabilities in the field of criminal justice in Ukraine within an efficient, equitable, secure and accessible justice system.
- To provide strategic advice and assistance to the relevant Ukrainian partners, such as the High Council of Judges, the High Qualifications and Disciplinary Commission, the State Judicial Administration and other relevant judicial offices in the field of criminal justice, in developing a legal/regulatory framework in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders; This includes advice on specific EU practices of judges of criminal courts / chambers / High Specialized Court on Civil and Criminal Cases and investigative judges, on judicial ethos, on structural and operational organization of the judiciary with them emphasise on courts responsible for criminal cases, on independency of judges of criminal courts / chambers/ / High Specialized Court on Civil and Criminal Cases and investigative judges, on court security, on the role of self-governance in particular regarding judges of criminal courts / chambers/ / High Specialized Court on Civil and Criminal Cases and investigative judges, on resource management and on the vetting process in particular of judges of criminal courts / chambers and investigative judges.
- To build local capacities of judges of criminal courts / chambers/ High Specialized Court on Civil and Criminal Cases and investigative judges through individual advisory sessions with justice institution,

such as courts and different judges on different levels, the High Council of Judges, the High Qualifications and Disciplinary Commission, the State Judicial Administration and other relevant judicial offices in the field of criminal justice to exchange views and sharing best practices with regard to all aspects of judicial functions in the area of criminal justice.

- To improve the professional interaction of judges of criminal courts / chambers and investigative judges with prosecutors and defence lawyers.
- To enhance the awareness of EU and other international standards in criminal justice, such as ECHR jurisprudence, and of models and approaches related to the judiciary in the field of criminal justice;
- To identify and advise the relevant Ukrainian partners on training opportunities in the judicial reform and in particular to judges of criminal courts / chambers and investigative judges to specialise their knowledge in solving cases of corruption crimes, organised crimes, cybercrimes and other major crimes which requires special knowledge and to coordinate training issues closely with the National School of Judges.
- To advice and support the Head of Rule of Law, the Head of Operations and the Head of Mission to build up relations to the new established Cassation Criminal Court of the Supreme Court.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective judicial reform in the field of criminal justice.
- To identify, analyse and disseminate information on all legislative drafting activities within her/his area of responsibility as required.
- To manage and lead projects in the judicial reform field.
- 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 6 years of relevant professional experience, preferably as a judge, lawyer or legal advisor in the field of criminal justice.
- Experience in dealing with legal matters, with a specific focus on judicial aspects.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Practical understanding of legal reform process including the development of legal policy and legislation.
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process;
- Experience in criminal justice reform either domestically or internationally;
- Experience in dealing with legal matters, with a specific focus on judicial aspects in particular in the field of criminal justice.

7. Desirable Knowledge, Skills and Abilities

- Understanding of Ukrainian law;
- Knowledge of EU Human Rights legislation;
- Understanding and knowledge of Ukrainian judiciary in the field of criminal justice;
- Ukrainian or Russian Language skills.

Position: Criminal Investigations Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 89 UAO 90	Location: Kyiv	Availability: 17 January 2018 19 January 2018
Component/Department/Unit: Operations Department/ Rule of Law Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

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 advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders.
- To provide expertise to strengthen the capabilities in the criminal investigations field.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the criminal investigations field.
- To develop curricula for criminal investigations and deliver training.
- To support in developing and implementing in-service trainings.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations.
- To ensure timely reporting and information flow.

- To identify, analyse and disseminate information on all criminal investigations activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: IT Security Manager	Employment Regime: Seconded	
Ref. Number: UAS 44	Location: Kyiv	Availability: 01 January 2018
Department/Component/Unit: Mission Support Department/Communications and Information Systems (CIS) Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The IT Security Manager reports to the Chief of CIS Unit.

2. Main Tasks and Responsibilities

- Design, implement and maintain the IT Security Architecture and Plan, and direct the implementation of IT security standards and best practices.
- Monitor appropriate IT Security metrics and provide periodic status reports to stakeholders for all critical systems within their specific area of responsibility.
- Develop and implement IT security controls. Formulate operational risk mitigation and execute incident response actions.
- Direct the installation, configuration, and use of security tools (e.g. firewalls, data encryption, IDS) and services, to protect the Mission's data, electronic information, systems and infrastructure.
- Research, evaluate, recommend and introduce new IT security tools, techniques, services and technologies to improve and innovate the Mission's IT security solutions portfolio.
- Identification of budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions and services.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- Participate in the Mission's cybersecurity management program, working closely with Mission Security and Safety personnel and related management structures.
- Support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions.
- Support the operational hardening of IT and communication systems, services and networks.
- Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners.
- Provide training, advice and easy to follow user guidelines on maintaining IT and cyber security.

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 Information Security, Computer Science, Information Systems, or Information Technology; AND
- A minimum of 4 years of relevant and proven experience, of which 3 or more in an IT Security Management position, after having fulfilled the education requirements.

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security.
- Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions.
- Demonstrate deep professional experience in managing IT security and possess hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.
- Experience with modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, sandbox).

5. Essential Knowledge, Skills and Abilities

- Possesses real-world knowledge of industry best practices in network, application, hardware and OS platform security and global security standards.
- Have strong fundamental knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats.

6. Desirable Qualifications and Experience

- A combination of professional and relevant certifications in Microsoft, Cisco, and StormShield products and technologies.
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial.
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ITIL, MOF).
- International experience, particular in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Project management skills and practical experience with project management tools.
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations.

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

1. Reporting Line:

The Adviser/Trainer on Criminal Investigations reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the criminal investigations field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal investigations field, including police-prosecution cooperation.
- To support in the development of curricula for criminal investigation and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- 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 ensure timely reporting and information flow within the Mission;

- To identify, analyse and disseminate information on all regional/local criminal investigations activities within her/his area of responsibility as required;

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: LVO 02	Location: Lviv	Availability: ASAP
Department/Component/Unit: Operations Department/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Adviser/Trainer on 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

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

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- 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.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of general policing issues.
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

SECONDED/CONTRACTED POSITIONS:

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. number: UAS 23	Location: Kyiv	Availability: 01 December 2017
Component/Department/Unit: Mission Support Department/ Finance Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Finance Officer reports to the Head of Finance (HoF).

2. Main Tasks and Responsibilities

- To assist the HoF in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the HoF;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the HoF in drafting the Mission budget;
- To contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the HoF;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To assist in the formulation of financial strategies for the Mission;
- To ensure the sound and effective financial management of the Mission.

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 in the field of finance/accounting, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of accounting software;
- Knowledge of the EU financial regulations.

6. Desirable Qualifications and Experience

- University and/or Master's Degree in Economics or Finance or specialised training/course in finance or other related fields;
- Previous experience in CSDP missions or other international civilian deployment.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Head of Logistics	Employment Regime: Seconded/Contracted	Post Category: Expert level
Ref. number: UAS 61	Location: Kyiv	Availability: 01 December 2017
Component/Department/Unit: Mission Support Department/ Logistics Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line

The Head of Logistics reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities

- To lead, direct and manage the Logistics Unit;
- To lead logistics, support facility management, transportation and services management in a cost efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission;
- To advise the Mission on the logistical requirements related to operational decisions within budgetary and time constraints;
- To advise the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans;
- To develop Standard Operating Procedures (SOPs) related to Logistics support facility management, transportation and services management;
- To maintain asset registers of all Mission assets ensuring contribution/compliance by all Mission sub units such as CIS, Security etc;
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission;
- To liaise with the procurement department as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal;
- 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 requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To administer lease contracts of all rented premises and any other general service related contracts.
- To ensure that the Mission is cognisant of the logistical requirements related to operational decisions and the efficiencies and time constraints necessary.

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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience in managing diverse technical teams of national/international specialists, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;

6. Desirable Qualifications and Experience

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Certified training in project management (e.g PRINCE2, PMP);
- Experience with ERP and inventories.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills;
- Strong knowledge and understanding of budget processes.

Position Name: Logistics Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. number: UAS 62	Location: Kyiv	Availability: 01 December 2017
Component/Department/Unit: Mission Support Department/ Logistics Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line

The Logistics Officer reports to the Head of Logistics (HoL).

2. Main Tasks and Responsibilities

- To provide service and technical reporting to the HoL.
- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all personnel in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Region, ensuring systems in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To build and keep updated the inventory of assets;
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically 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 assist in managing and maintaining a comprehensive database of expendable and non-expandable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to his/her area of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To assist HoL to plan, analyse, design, program and implement all aspects of logistical needs of the Mission, in cooperation and coordination with relevant members of the Team;
- To assess, approve and process logistics requests as appropriate;
- To verify the accuracy of the data recorded/updated in the Asset Control and Inventory System, ensuring tracking of all Mission assets from delivery to disposal;
- To oversee the regular stock and asset verification exercises, and produce post inspection reports for the Mission's Management and Auditors;
- To reconcile all balances regularly and submit accurate, auditable financial year-end statistics to HoL;
- To ensure accuracy of statistics on a daily basis, making sure anomalies are identified and addressed in close cooperation with the relevant units;
- To develop and implement disposal procedures and manage the effectiveness and execution of asset write off and disposal procedures and execution in the Mission;

- To prepare proactively in conjunction with other parts of the unit recommendations for write off and disposal of Mission property, in cooperation with the technical sections concerned;
- To plan and coordinate resources during relocations of buildings, office space and closing down of mission premises;
- To review specifications for completeness and strive for competitive evaluation criteria;
- To deal with custom documents for all Mission assets in and out of Ukraine as required;
- To support and monitor logistics stores within the Mission as directed;
- To liaise with outside agencies, companies and suppliers as directed.

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 Transport, Logistics, Engineering, Administration or other related fields OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years relevant professional experience, in the field of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related fields, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Awareness of different product and services markets and industrial business networks;
- Ability to perform under stress and in difficult circumstances;

6. Desirable Qualifications and Experience

- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE 2);
- Previous experience in CSDP missions.

7. Desirable Knowledge, Skills and Abilities

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Ukrainian or Russian Language skills.