



## European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

<b>Organisation:</b>	European Union Advisory Mission in Ukraine			
<b>Job Locations:</b>	Kyiv			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Locally Contracted (2)*</u></b>			
	UALC 43	Market Research/Contract Management Officer	Kyiv	ASAP
	UALO 07	Interpreter/Translator	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>Friday, 7 October 2016 at 12h00 Kyiv time</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a>			

**Eligibility criteria for all posts (Candidates must meet the following conditions by the deadline of applications):**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service.

**Essential criteria for all posts:**

- Meet other criteria as mentioned in the job description (e.g. educational requirements, previous professional experience, etc).
- Be physically fit to perform the duties relating to the post (such physical fitness should be attested by a medical certificate).

Other specific post-requirements criteria (e.g. knowledge, skills, etc) will be assessed during the selection process.

**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.**

Only one application per person will be accepted.

**Note:** *These are contracted positions, governed by the EUAM Ukraine local staff employment conditions, with an initial contract period to 30<sup>th</sup> November 2016 and renewable, subject to the Mission's mandate extension and performance evaluation.*



## Local staff application procedure

<b>Organizational Unit:</b>	<b>EUAM Ukraine</b>
<b>Appointment Date:</b>	<b>As soon as possible</b>
<b>Deadline for applications:</b>	<b><u>Friday, 7 October 2016 at 12h00 Kyiv time</u></b>
<b>Process:</b>	<p><b>Application forms are to be sent in English to EUAM Ukraine, to the attention of Human Resources Unit by e-mail to the following e-mail account:</b>  <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></p> <p>Applications will be considered <b>only, when using the standard Application Form, returned in Word format, and indicating the position the candidate is applying for.</b></p> <p><b>Only one application per person will be accepted.</b></p> <p>Eligibility criteria is of outmost importance.</p> <p>It is not necessary at this stage to send copies of qualifications, previous employment contracts, etc.</p> <p>The candidates will be shortlisted based on their professional qualifications and those top qualified will be invited for tests and/or interviews.</p> <p>Other specific post-requirements criteria (e.g. knowledge, skills, etc) will be assessed during the selection process.</p> <p>At the end of the selection process, only interviewed applicants will receive selection or non-selection notifications.</p> <p>The EU strives for an improved gender balance in compliance with UN Security Council Resolution 1325. Therefore, EUAM Ukraine encourages female candidates to apply for these posts. EUAM Ukraine shall place no restrictions on the eligibility of men and women to participate in any capacity under the conditions of equality.</p>



**European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)**

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

<b>Position Code</b>	<b>Position Title</b>	
UALC 43	Market Research/Contract Management Officer	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Chief of Staff Office/Planning, Coordination and Cooperation Department/Project Management Cell	Kyiv	II

The post holder will report to the Head of Planning, Coordination and Cooperation Department and will contribute to an efficient and effective running of the Projects Cell’s mandate.

**Duties and Responsibilities**

The local staff member will be required, in accordance with the EUAM Ukraine mandate, the Code of Conduct and the EU conditions of service for locally employed staff members, to perform the following tasks in relation to the below phases of the projects cycle:

**PROJECTS PRE-TENDERING PHASE**

- Upon receiving the projects Technical Specifications or Terms of Reference or Bill of Quantities from the Requesting Unit/s/Operations Department to check if the recommended ToR/TSs/BoQ reflect the market realities and if the pre-identified suppliers can guarantee the procurement competition and award of contracts;
- Upon receiving the projects Technical Specifications or Terms of Reference or Bill of Quantities from the Requesting Unit/s/Operations Department, provides the Project Cell /requestors with revised version of the documents received which are in compliance with the relevant internal SOPs and other procurement rules (e.g. PRAG) and instructions;
- Complete, if required, the market research or carry out a new one aiming at identifying potential bidders in compliance with the relevant internal SOPs and the EU norms on procurement and competition;
- Conduct, if required, the market research to ascertain the pre-identified prices correspond to the market realities;
- Consult with the Procurement Unit and ascertain the recommended by the project managers potential bidders have not failed to participate or show interest in previous tender processes.
- Maintain a projects list log of potential suppliers and service providers in cooperation with Procurement Unit staff, who maintain the database;
- Cooperate with the Project Cell colleagues and fine tune his/her activities with the projects priorities/cycle;
- Report to the Project Cell colleagues his/her findings during the market research, that can be useful for the projects design and costs estimates;
- Provides the Procurement Unit with any information/documents if/when requested by the Procurement Unit;
- Perform other work related duties as requested.

## PROJECTS CONTRACT MANAGEMENT PHASE

- Liaise with all respective Units project managers and outsourced companies, if required, to ensure a timely implementation of existing supply, works, service contracts related to projects in compliance with the applicable rules (i.e. internal SOPs, EU financial regulations, general and special conditions annexed to the contracts);
- Based on received invoices on projects, verify and systematically maintain database on funds spent in respect to relevant projects contracts and projects budget lines;
- Prepare and report to Head of Mission and Mission Units on the contracts utilization statistics;
- Monitor existing contracts regarding duration and inform respective project managers on expiration dates and dates for renewals (upon timely preparation and launch of a new tender procedure) and/or cancellation of projects related contracts;
- Provides the Procurement Unit with any information/documents if/when requested by the Procurement Unit;
- Perform other work related duties as requested.

### **Qualifications and experience**

#### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Business Administration/Management, Public Policy, Law, Finance, Economics, Contract Management and Procurement, Supply Chain Management, Logistics Management or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

#### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English, Ukrainian and Russian, including excellent drafting skills;
- Excellent interpersonal and negotiation skills;
- Ability to work in a team and in a multi-cultural environment;
- Good computer skills;
- Very good knowledge of public and international procurement rules and principles;
- Experience in procurement area will be an asset;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Good experience of using data for preparing reports;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure.

#### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members, with respect to diversity;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to deal helpfully and courteously with people, including outside contacts.



**European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)**

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

<b>Position Code</b>	<b>Position Title</b>	
UALO 07	Interpreter/Translator	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Operations Department	Kyiv	II

The post holder will report to the Head of Operations. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

**Duties and Responsibilities**

The Interpreter/Translator will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Draft, review and translate documents;
- Perform verbal and written interpretation/translation from Ukrainian, Russian or English and vice versa during meetings, events and also during possible duty trips;
- Provide language assistance to Operations Department staff and participate in negotiations with the Ukrainian authorities;
- Compile terminology and information to be used in translations, including technical terms such as legal material;
- Arrange meetings with Ukrainian counterparts;
- Translate notes / minutes from meetings when needed;
- Work at short notice and irregular working schedule;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

**Qualifications and experience**

**Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Interpretation / Translation, English Language and Literature or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector;

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;

- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.