



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

Organisation:	European Union Advisory Mission in Ukraine			
Job Location:	Kyiv, Odesa			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (6)</u>			
	UALC 58	Graphic/Web Designer	Kyiv	ASAP
	UALO 13	Vetting Officer	Kyiv	ASAP
	UALO 84	RoL Component Assistant	Kyiv	ASAP
	UALS 16	Human Resources Management Officer (Training)	Kyiv	ASAP
	UALS 76	CIS Officer (Telephony and Unified Communications)	Kyiv	ASAP
	ODLO 07	Public Finance Officer	Odesa	ASAP
Deadline for applications:	9th of February 2018 at 12h00 Kyiv time			
E-mail to send the App. Form:	<u>vacancies@euam-ukraine.eu</u>			

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; max three positions to apply for with priorities specified.



Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	9th of February 2018 at 12h00 Kyiv time
Process:	<p>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: vacancies@euam-ukraine.eu</p> <p>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.</p> <p>Only one application per person will be accepted; max three positions to apply for with priorities specified.</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

Position Code	Position Title	
UALC 58	Graphic/Web Designer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Press and Public Information Department	Kyiv	II

The Graphic/Web Designer will report to the Head of Press and Public Information Department/Senior Spokesperson in the development and implementation of press and public relations procedures of EUAM. As part of the Press and Public Information Department (PPID), he/she will contribute to the efficient and effective running of PPID tasks.

Duties and Responsibilities

The Graphic/Web designer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Maintain the EUAM website, apply re-designs as needed, and take the initiative to constantly monitor and update the website as appropriate, making suggestions for improvements and necessary modifications;
- Design EUAM information products such as leaflets, brochures, newsletters and infographics, under the instruction of the HoPPID/spokespersons, and often at short notice;
- Ensure other graphic design needs are met as appropriate;
- Draft Terms of Reference or Technical Specifications for the purchase of services or goods to fulfil the annual purchase plan of PPID;
- Contribute to EUAM's programme of strategic communications activities for Ukrainian civilian security sector agencies, by suggesting training ideas and delivering training on web/graphic design topics;
- Maintain, edit and update EUAM's Sharepoint intranet platform;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Deal with information with confidentiality and discretion;
- Otherwise assist with the daily running of Press and Public Information Department; and perform any other task as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- 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/diploma in web/graphic design 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 fulfilled the education requirements, 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;
- Excellent technical skills in graphic and web design, and excellent knowledge of relevant HTML/CM systems and software;
- Excellent knowledge of relevant graphic design software such as Illustrator/ CorelDraw/ Picasa/ Photoshop;
- Experience in designing and delivering trainings;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect for diversity;
- Experience in drafting Terms of Reference or Technical Specifications.

Personality assets:

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