



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

<b>Organisation:</b>	<b>European Union Advisory Mission in Ukraine</b>			
<b>Job Location:</b>	<b>Kyiv, Odesa</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<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 (6)</u></b>			
	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
<b>Deadline for applications:</b>	<b>9<sup>th</sup> of February 2018 at 12h00 Kyiv time</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu"><b><u>vacancies@euam-ukraine.eu</u></b></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; max three positions to apply for with priorities specified.**



### Local staff application procedure

<b>Organizational Unit:</b>	<b>EUAM Ukraine</b>
<b>Appointment Date:</b>	<b>As indicated above</b>
<b>Deadline for applications:</b>	<b>9<sup>th</sup> of February 2018 at 12h00 Kyiv time</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: <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></b></p> <p>Applications will be considered <b>only, when using the standard Application Form to be returned in Word format, and indicating which position(s) the candidate is applying for.</b></p> <p><b>Only one application per person will be accepted; max three positions to apply for with priorities specified.</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

Position Code	Position Title	
UALO 13	Vetting Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Strategic Civilian SSR Component	Kyiv	II

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

#### **Context**

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

The tasks of the designated Vetting Advisor are - inter alia - to provide strategic reform related advice to the leadership of the relevant Ukrainian authorities at the national level in shaping, developing and implementing identified reform choices in vetting procedures, as a key contribution to the lustration process and future recruitments within the security sector reform. In addition to promote, encourage and advise the leadership of the relevant Ukrainian authorities at the national level on transparent models and standards for vetting procedures.

#### **Duties and Responsibilities**

The Vetting Officer 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:

- Assist the Senior Adviser on Vetting in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions at MoIA level for the international members of EUAM as assigned;
- Take notes/minutes;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Assist and support the Line Manager in the coordination of projects;

- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- 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 in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy 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;
- Knowledge of Human Resource administrative processes, to include vetting processes or similar;
- Very good knowledge and experience of Office Suite Package;
- Knowledge of Ukrainian Governmental Institutions;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- 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;
- Experience from Police or other law enforcement body.

#### **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.