



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	
UALO 84	RoL Component Assistant	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Rule of Law Component	Kyiv	II

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

Context

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

Duties and Responsibilities

The RoL Component Assistant 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 to Head of RoL Component in support of his/her duties in accordance with Mission policy and guidelines;
- Contribute to internal operational meetings with regard to administrative matters of the projects;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions attended by the Head of RoL Component;
- Take notes/minutes;
- 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 reforms;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters 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;
- Prioritize tasks and deliver high quality of work in a timely manner even under pressure, perform on-call and irregular working schedule if required;
- 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 or 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 fulfilled the educational requirements, at least five (5) years of relevant and proven full-time professional experience out of which a minimum of 2 years of experience in planning, implementation or management of projects 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;
- Good level of flexibility and self-reliance; experience and proven ability to manage projects and streamline processes in a complex organisation;
- Analytical and reporting skills and previous experience in Project Management as well;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;

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.