



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:	9 th of February 2018 at 12h00 Kyiv time			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

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	
UALS 16	Human Resources Management Officer (Training)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Human Resources Management Unit	Kyiv	II

The Human Resources Management (HRM) Officer (Training) will report to the Head of Human Resources. As part of the HRM Unit, s/he will support the Unit and contribute to the efficient and effective running of the HRM tasks and the Mission Support Department.

Duties and Responsibilities

The Human Resources Management Officer (Training) 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:

- Plan, prepare, organize and deliver trainings, produce training materials, report on training activities;
- Support the Head of Human Resources in assessing training needs and training requests throughout the Mission at all levels;
- Assist in the development, coordination and implementation of effective induction, in-service training and development programs for Mission personnel;
- Maintain HRM Unit filing systems in Training area (administrate Training Database, file the documents and recorded data in appropriate database, spreadsheets and all data related files) and manage supporting documentation;
- Draft letters and other HRM Training related documents;
- Perform administrative and secretarial duties, draft HRM memos, letters and other requested documents, filling up forms and scanning documents;
- Assist the other HRM Officers with the daily running of the Unit;
- Carry out human resources related tasks and assignments, in co-ordination with the HRM Officers;
- Translate HRM related documents from local languages to English and vice versa;
- Perform spoken translation during meetings, take notes/minutes;
- Arrange meetings and draft itineraries;
- Liaise with the local counterparts and institutions as per the instructions given by the Head of Human Resources;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by Head of Human Resources.

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 Diploma, 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 HR management and/or public administration, and/or training etc. 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 experience of using data for preparing reports;
- Excellent administration and organizational skills;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- 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.

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 work methodically, accurately and with attention to details as well as to tight deadlines;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.