



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

<b>Organisation:</b>	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
<b>Job Location:</b>	Kyiv, Lviv, Odesa			
<b>Availability:</b>	see below			
<b>Staff Regime:</b>	Locally Contracted			
<b>Job Title/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Locally Contracted (22)</u></b>			
	UALC 045-046	Project Management Officer (finance and administrative), 2 positions	Kyiv	ASAP
	UALC 047	Project Procurement Officer (Project Management Officer)	Kyiv	ASAP
	UALC 048	Project Procurement Officer	Kyiv	ASAP
	UALO 021	Anti-corruption Officer	Kyiv	ASAP
	UALO 022	Social Cohesion and Outreach Officer	Kyiv	ASAP
	UALO 040	Administrative Officer (Strategic Reform Component)	Kyiv	ASAP
	UALO 050	Gender Officer	Kyiv	ASAP
	UALO 051	Strategic Reform Officer	Kyiv	ASAP
	UALO 037-038	Interpreter/Translator, 2 positions	Kyiv	ASAP
	UALO 096-098	Legal Reform Officer, 2 positions	Kyiv	ASAP
	UALO 106	International Crimes Component Administrative Officer	Kyiv	ASAP
	UALO 123-124	Legal Officer, 2 positions	Kyiv	ASAP
	UALD 014	Local Security Officer	Kyiv	ASAP
	UALD 015	Local Medical Doctor (Expert)	Kyiv	ASAP
	LVLO 011	Integrated Border Management Officer (IBM Officer)	Lviv	ASAP
	ODLO 003	Coordination and Administrative Officer	Odesa	ASAP
	ODLO 011	Interpreter/Translator	Odesa	ASAP
UADP 003	Procurement Officer ( <u>Dutch project</u> )	Kyiv	ASAP	
<b>Deadline for applications:</b>	<b>30 August 2024 at 17:00 hours (Kyiv time). Late applications will not be accepted.</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a>			

All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.

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

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- 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. Only one application per person will be accepted and maximum 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>30 August 2024 at 17:00 hours (Kyiv time). Late applications will not be accepted.</b>
<b>Process:</b>	<p><b>Application forms are to be sent in English to EUAM Ukraine, to the attention of Human Resources Division by e-mail to the following e-mail address:</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 to be returned in Word format, and indicating which position the candidate is applying for.</b>  <b><u>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</u></b></p> <p><b><u>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</u></b></p> <p>Eligibility criteria is of outmost importance.  At this stage, it is not necessary to send copies of qualifications, previous employment contracts, etc.  The candidates will be shortlisted based on their relevant qualifications and experience and only those considered eligible will be invited for tests and/or interviews.  At the end of the selection process, only those short-listed applicants will be notified on the outcome of the selection process.  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 045-046, 2 positions	Project Management Officer (finance and administrative)	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Project Cell	Kyiv	II

The Project Management Officer (finance and administrative) will report to the Head of Project Cell. As part of the Project Cell, s/he will contribute to the effective and efficient completion of relevant tasks.

#### **Duties and Responsibilities**

The Project Management Officer (finance and administrative) will be required, in accordance with the EUAM Ukraine 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:

- Under the supervision of the Head of Project Cell, provides support to the Project Cell on the development, implementation, monitoring and evaluation of projects and Project Cell's internal guidelines and procedures;
- Assists the Mission's project managers in planning and in the preparation of project's documentation; works in close coordination with the Mission Support Department to ensure the appropriate follow-up actions;
- Assists project managers throughout the implementation of project's activities, provides training on project management related issues;
- Ensures timeliness and completeness of progress and final reports on projects implemented by the Mission;
- Maintain and keep update of projects-related coordination lists;
- Contributes to the maintenance of the Mission's project's database and archiving system;
- Ensures the development of technical specifications for electronic management of projects;
- Handle information with confidentiality and discretion;
- Perform any other related task as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Business Administration/Management, Project/Contract Management, Political Science, Finance, Economics, International Relations, Social Sciences or a closely related field of study (Bachelor's degree is a requirement).
- After having fulfilled the education requirements, at least five (5) years of relevant and proven full-time professional experience, preferably with international or non-governmental organisation in project management and evaluation.

##### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Demonstrated coaching and training capacity;

- Good understanding of the actors and dynamics of international development assistance, particularly in relation to internationally recognised project management standards and practices;
- Excellent analytical and organisational capacities;
- Excellent interpersonal and negotiation skills;

**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 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;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 047	Project Procurement Officer (Project Management Officer)	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Project Cell	Kyiv	II

The Project Procurement Officer (Project Management Officer) will report to the Head of Project Cell. As part of the Project Cell, s/he will contribute to the effective and efficient completion of relevant tasks.

#### **Duties and Responsibilities**

The Project Procurement Officer (Project Management Officer) will be required, in accordance with the EUAM Ukraine 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 EUAM's Requesting Units/Departments in drafting Technical Specifications (TS)/Terms of Reference (TOR);
- Assist EUAM's Requesting Units/Departments in conducting of market research;
- Complete all TS/ToR drafting/revision and market research assignments according to relevant EU policies, standards and procurement rules (e.g. PRAG), as well as internal SOPs;
- Continuously gather from all relevant sources and analyze complex technical and commercial information pertinent to the tasks of drafting/revising Technical Specifications/Terms of Reference and market research;
- Maintain and keep up to date the templates for commonly used Technical Specifications/Terms of Reference and Market Research Results Report;
- Cooperate with the Project Cell colleagues on the daily basis and inform them of any findings that could impact project cycle/priorities;
- Provide the internal stakeholders with any relevant information/documents if/when requested (upon approval of Head of Project Cell);
- Liaise with all respective EUAM's Requesting Units/Departments and outside Contractors to ensure a timely implementation of existing supply, service and works 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 the placed Order Forms (OFs) systematically maintain and verify the tracking files of funds spent in respect to relevant contracts and projects;
- In close coordination with Mission's Support Units, in particular with Logistics and Transportation Division, maintain coordination trackers in line with the Supply Chain Cycle;
- Prepare and report the contracts utilization statistics upon the request to the relevant internal stakeholders;
- Monitor the contracts within area of the responsibility in regards for duration and contract volume balance and inform relevant internal stakeholders on expiration dates/ contract volume exhaustion in timely manner to ensure EUAM's business continuity;
- Based on received supplier reports, assist internal stakeholders in preparation and reporting to EUAM's management the project/contract implementation progress/statistics within projects/contracts in the area of the responsibility;

- Provide the internal stakeholders with any relevant information/documents if/when requested (upon approval of Head of Project Cell);
- Perform any other task as requested by his/her Line Manager.

### **Qualifications and experience**

#### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's 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 (Bachelor's degree is a requirement).
- 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 and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Excellent interpersonal and negotiation skills;
- Very good knowledge of public and international procurement rules and principles;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Good experience of using data for preparing reports.

#### **Additional advantageous assets:**

- Experience in public procurement area will be an asset;
- Experience in project management and/or supply chain management will be an asset
- 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, with respect to diversity;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work in a team and in a multi-cultural environment;
- Ability to deal helpfully and courteously with people, including outside contacts.
- 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.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 048	Project Procurement Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Project Cell	Kyiv	II

The Project Procurement Officer will report to the Head of Project Cell. As part of the Project Cell, s/he will contribute to the effective and efficient completion of relevant tasks.

#### **Duties and Responsibilities**

The Project Procurement Officer will be required, in accordance with the EUAM Ukraine 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 EUAM's Requesting Units/Departments in drafting Technical Specifications (TS)/Terms of Reference (TOR);
- Assist EUAM's Requesting Units/Departments in conducting of market research;
- Complete all TS/ToR drafting/revision and market research assignments according to relevant EU policies, standards and procurement rules (e.g. PRAG), as well as internal SOPs;
- Continuously gather from all relevant sources and analyze complex technical and commercial information pertinent to the tasks of drafting/revising Technical Specifications/Terms of Reference and market research;
- Maintain and keep up to date the templates for commonly used Technical Specifications/Terms of Reference and Market Research Results Report;
- Cooperate with the Project Cell colleagues on the daily basis and inform them of any findings that could impact project cycle/priorities;
- Provide the internal stakeholders with any relevant information/documents if/when requested (upon approval of Head of Project Cell);
- Liaise with all respective EUAM's Requesting Units/Departments and outside Contractors to ensure a timely implementation of existing supply, service and works 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 the placed Order Forms (OFs) systematically maintain and verify the tracking files of funds spent in respect to relevant contracts and projects;
- Prepare and report the contracts utilization statistics upon the request to the relevant internal stakeholders;
- Monitor the contracts within area of the responsibility in regards for duration and contract volume balance and inform relevant internal stakeholders on expiration dates/ contract volume exhaustion in timely manner to ensure EUAM's business continuity;
- Based on received supplier reports, assist internal stakeholders in preparation and reporting to EUAM's management the project/contract implementation progress/statistics within projects/contracts in the area of the responsibility;
- Provide the internal stakeholders with any relevant information/documents if/when requested (upon approval of Head of Project Cell);
- Perform any other task as requested by the Line Manager.

## **Qualifications and experience**

### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's 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 (Bachelor's degree is a requirement).
- 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 and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Excellent interpersonal and negotiation skills;
- Very good knowledge of public and international procurement rules and principles;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Good experience of using data for preparing reports;

### **Additional advantageous assets:**

- Experience in Procurement field will be an asset;
- 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, 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.
- Ability to work in a team and in a multi-cultural environment;
- 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.





## 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 021	Anti-Corruption Officer	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Operations/Strategic Reform Component/OAS Reform Unit	Kyiv	II

The Anti-Corruption Officer will report to the Head of the OAS Reform Unit. As part of the Component/Unit, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

#### **Context**

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

#### **Duties and Responsibilities**

The Anti-Corruption Officer will be required, in accordance with the EUAM Ukraine 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:

- Ensure continuous systematic follow-up of ongoing legislative initiatives and reforms in the security sector and especially in the field of anti-corruption related reforms;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the area of anti-corruption reform;
- Attend meetings with different counterparts and, if necessary, provide interpretation services from English to Ukrainian language and vice-versa during such meetings;
- Take notes / minutes from meetings;
- Assist in the development of curricula for human rights and deliver training;
- Support in developing and implementing in-service trainings;
- Assist and support the Line Manager in the coordination of projects;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Division with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- File documents and recorded data in appropriate databases and files;
- Deal with all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Law or a closely related field of study (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the relevant field (justice, Law enforcement or rule of law) in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

**Additional advantageous assets:**

- Previous professional experience in international and especially European standards and practices in the civilian security sector and in particular anti-corruption will be an asset;
- Professional experience in an EU and/or International environment (Missions and/or International Organizations);
- Experience of working in an intercultural environment, with respect for diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.
- 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.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 022	Social Cohesion and Outreach Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component/Cross-Cutting Unit	Kyiv	II

The Social Cohesion and Outreach Officer will report to the Head of Cross-Cutting Unit. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

#### **Duties and Responsibilities**

The Social Cohesion and Outreach Officer will be required, in accordance with the EUAM Ukraine 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:

- Establish and maintain relationships with key stakeholders, especially with civil society, law enforcement, and local government involved in regional and local dialogue fora; advise on and organize meetings of the Component/Unit or/and other Mission members with the relevant stakeholders;
- Establish and maintain networks with Ukrainian and international experts in social cohesion, peacebuilding, conflict management and reintegration;
- Assist the Line Manager in support of his/her contribution to the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Assist in coordinating governance outreach related activities with EUAM's field offices and the Mobile Unit;
- Follow overall developments, collect and analyse information contained in communications and publications received from different sources, including the press, with regards to social cohesion and reintegration, in particular in the de-occupied and adjacent territories of Ukraine;
- Co-develop with Ukrainian partners proposals and activities in the fields of conflict management, reintegration and social cohesion in the de-occupied and adjacent territories.
- Organize workshops, conferences and other events related to the Component's/Unit's priorities within the civilian security sector and assist in the development of curricula and deliver training where required;
- Co-develop proposals to strengthen supply and demand sides of governance through effective internal coordination and in cooperation with external partners;
- Assist other EUAM colleagues/teams in preparing and implementing activities;
- Take notes/minutes;
- Draft written analysis, reports and presentations;
- Perform translations of all types of documents related to the area of expertise from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian language and vice-versa, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- Assist and support the coordination of projects;
- To work and travel within the Mission's area of operations;
- Maintain, develop, and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

## **Qualifications and experience**

### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Political Science, International Relations, Diplomacy, Law, Economics, Social Sciences, Public Administration or a closely related field of study (Bachelor's degree is a requirement);
- 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 and Ukrainian languages, both oral and written;
- Experience in reaching out/establishing networks with civil society and/or government stakeholders at the national and local levels;
- Experience in bringing together state agencies and civil society organisations to identify and address mutual issues of concern at the local and national levels;
- Thorough knowledge of the political, cultural and security situation in Ukraine, especially in the areas of civil society, security sector and its reform process;
- Thorough knowledge of approaches and methodologies in the fields of social cohesion, conflict management, reintegration or mediation;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

### **Additional advantageous assets:**

- Having relevant professional experience of working in an international organization present in Ukraine (EU, CoE, UN, OSCE, USAID, etc);
- Knowledge of Ukrainian Governmental Institutions;
- Knowledge of Ukrainian civil society organisations;
- Work experience in the de-occupied territories of Ukraine;
- 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;
- 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.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 040	Administrative Officer (Strategic Reform Component)	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component	Kyiv	II

The Administrative Officer (Strategic Reform Component) will report to the Head of Strategic Reform Component in support of the Component. As part of the Component, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

#### **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 Administrative Officer (Strategic Reform Component) will be required, in accordance with the EUAM Ukraine 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:

- Assists the Head of Strategic Reform 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 language and vice-versa, inter alia at meetings and mentoring sessions attended by the Head of Strategic Reform 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 Division 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 all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy, Linguistics or a closely related field of study (Bachelor's degree is a requirement);
- After having fulfilled the educational 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;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Good level of flexibility and self-reliance;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment (Missions and/or International Organizations);
- Experience of working in an intercultural environment, with respect for diversity;
- Experience and proven ability to manage projects and streamline processes in a complex organisation;
- Analytical and reporting skills and previous experience in Project Management will be an asset.

**Personality assets:**

- Have strong sense of initiative, responsibility, and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritise tasks and to deliver a high-quality work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 050	Gender Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Strategic Reform Component/ Cross-Cutting Unit	Kyiv	II

The Gender Officer will report to the Head of the Cross-Cutting Unit. 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.

#### **Duties and Responsibilities**

The Gender Officer will be required, in accordance with the EUAM Ukraine 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 Head of Cross-Cutting Unit in support of his/her contribution to the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Together with the OPS Gender Adviser and other colleagues, assist in promoting gender equality, mainstreaming and Women Peace and Security related dimensions into external advice and support;
- Together with the OPS Gender Adviser and other colleagues, support the development of a systematic gender analysis in identified law enforcement agencies;
- Liaise with key national and local state agencies and civil society organizations to facilitate and enhance EUAM's contribution to the implementation of the gender equality agenda;
- Collect and analyse information contained in communications and publications from different sources, including the press, in coordination of mission Press and Public Information Division with regards to gender related topics/issues;
- Take notes/minutes;
- Draft written expert analysis, reports and presentations;
- Assist and support the Line Manager in the coordination of 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 language and vice-versa, inter alia at meetings and mentoring sessions at the Ministerial level for the international members of EUAM as assigned;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and national/international organisations;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

## **Qualifications and experience**

### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Political Science, International Relations, Law, Social Sciences or Diplomacy or a closely related field of study (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- In depth knowledge of gender, gender mainstreaming and related areas;
- Analytical skills and ability to support gender analyses;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

### **Additional advantageous assets:**

- Thematic knowledge and experience in Women Peace and Security;
- Thematic knowledge and experience in domestic violence, GBV and CRSV;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Professional experience in an EU and/or International environment (Missions and/or International Organizations);
- Experience of working in an intercultural environment, with respect for diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.
- 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.





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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 051	Strategic Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component/OAS Reform Unit	Kyiv	II

The Strategic Reform Officer will report to the Head of the OAS Reform Unit. As part of the Component/Unit, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

#### **Context**

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

#### **Duties and Responsibilities**

The Strategic Reform Officer will be required, in accordance with the EUAM Ukraine 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:

- Ensure continuous systematic follow-up of ongoing reforms in the security sector, especially in the field of the Overarching Strategic Plan for the Reform of the Entire Law Enforcement Sector and its Action Plan (OAS AP);
- Research, analyse, and report on reform initiatives in the civilian security sector with a focus on the OAS AP implementation and related reforms;
- Support the OAS Reform Unit with its inter-ministerial and institutional coordination activities related to the implementation of the OAS AP;
- Attend meetings with different counterparts and, if necessary, provide interpretation services from English to Ukrainian language and vice-versa during such meetings;
- Take notes / minutes from meetings;
- Support in developing and implementing in-service trainings;
- Assist and support the Line Manager in the coordination of projects;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Division with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- File documents and recorded data in appropriate databases and files;
- Deal with all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Political Science, International Relations, Law, Social Sciences or Diplomacy or a closely related field of study (Bachelor's degree is a requirement);
- 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 and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organizational and coordination skills, with a service approach;
- Experience in compiling reports.

**Additional advantageous assets:**

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

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.
- 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.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 037-038, 2 positions	Interpreter/Translator	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/DHoOps/Interpreters Team	Kyiv	II

The Interpreter/Translator will report to the Deputy Head of Operations. As part of the Head of Operations Office, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

#### **Duties and Responsibilities**

The Interpreter/Translator will be required, in accordance with the EUAM Ukraine 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:

- Draft, review and translate documents;
- Perform verbal and written interpretation/translation from Ukrainian or English and vice versa during meetings, events and also during 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 all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Interpretation / Translation, English Language and Literature or a closely related field of study (Bachelor's degree is a requirement);
- 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 languages, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of Microsoft Office Suite;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

##### **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 a strong sense of initiative, responsibility and autonomy;
- 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 build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.
- Ability to perform on-call and irregular working schedule if required.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 096-098, 2 positions	Legal Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Organized Crime and Criminal Justice Component/Criminal Justice Unit	Kyiv	II

The Legal Reform Officer will report to the Head of Criminal Justice Unit in support of the Organized Crime and Criminal Justice Component. 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.

#### **Duties and Responsibilities**

The Legal Reform Officer in accordance with the EUAM Ukraine 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:

- Ensure continuous systematic follow-up of ongoing legislative initiatives and reforms in the security sector and especially in the field of assessing legal reforms;
- Research and analyse existing legislation and draft laws in the field of security sector and especially related to EU and international standards;
- Draft legal analysis and opinions;
- Draft official letters to Ukrainian interlocutors;
- Attend meetings with different counterparts and, if necessary, provide interpretation services during such meetings;
- Take notes / minutes from meetings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Division with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- File documents and recorded data in appropriate databases and files;
- Translate particularly legal documents from Ukrainian into English and vice-versa when operational needs arise;
- Under guidance of the line manager or the project manager perform administrative support for the unit and for project management (including organization of the meetings, events, draft ToR);
- Deal with information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Law or a post-graduate degree (Bachelor's degree is a requirement);

- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience, including at least three (3) years' experience as a Legal Expert or in a similar position in the private and/or public sector, acquired after graduation;
- Previous professional experience in the analysis and drafting of legal instruments and legislation is a requirement.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes particularly in the area of criminal justice;
- Experience in positions requiring organizational skills, with a service-oriented approach;
- Experience in compiling reports;

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Previous experience analyzing and commenting (draft) legislation;
- Previous experience working in the area of criminal justice reform;
- Previous experience with drafting legislation particularly in the area of criminal justice;
- Previous experience drafting complex legal opinions;
- Very good knowledge of Ukrainian criminal legislation and other legislation in the area of security sector reform;
- Previous experience in project management;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- 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.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 106	International Crimes Component Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/International Crimes Component	Kyiv	II

The International Crimes Component Administrative Officer will report to the Head of the International Crimes Component in support of the International Crimes Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### **Context**

The International Crimes (IC) Component assists the Ukrainian authorities in their efforts to enhance the capacity of the agencies and institutions involved in the investigation, prosecution and adjudication of international crimes as well as the upholding of fair trial rights.

#### **Duties and Responsibilities**

The IC Component Administrative Officer will be required, in accordance with the EUAM Ukraine 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 Head of the IC Component in support of his/her duties in accordance with Mission policy and guidelines;
- Perform administrative duties including drafting e-mails, memos, letters and other documents, and in planning and organising meetings and events with counterparts and other international organisations including taking notes/minutes;
- Conduct IC Component-level administrative tasks relating to staffing including maintaining the daily duty roster;
- Contribute to the planning, drafting, monitoring and reporting of IC Component projects, and assist the Head of the IC Component in the overall coordination of projects;
- Draft reporting documents on IC Component activities and events including for internal reporting within EUAM, for reporting to the European External Action Service level, and in drafting reports to external interlocutors including the Atrocity Crimes Advisory Group;
- Maintain and file documents and recorded data in the Sharepoint and other data storage systems in an organised, systemised and timely manner;
- Translate documents including legal documents, work products, notes, presentation and training materials, and letters and reports from the English to the Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian language and vice-versa, including during meetings and workshops;
- Provide language assistance as directed by the Head of the IC Component and participate in discussions with the Ukrainian and international bodies;
- Actively participate in strategy and planning brain-storming sessions and think creatively of new and relevant solutions to enhance the efficiency of the Component;
- Handle information with confidentiality and discretion;
- Perform any other tasks as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;

- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Interpretation/ Translation, English Language and Literature, Linguistics Law (Bachelor's degree is a requirement);
- After having fulfilled the educational 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;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and reporting skills, with a service- and project-oriented approach.
- Experience of project management;
- Excellent organisational skills.

**Additional advantageous assets:**

- Professional experience in an EU and/or international environment;
- Knowledge of Ukrainian government structures, governmental institutions, structures and governance processes in the context of civilian security sector reform;
- Experience of working in an intercultural environment.

**Personality assets:**

- Ability to act with initiative, responsibility and independence;
- Teamwork and the ability to build productive, collegial and cooperative working relationships with other staff members and with counterparts;
- Ability to foster and maintain effective working relationships with national and international counterparts;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritise tasks and to deliver high-quality work in a timely manner whilst under pressure and to short deadlines;
- Willingness to work additional hours when required and to participate in duty trips inside and outside of Ukraine.





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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 123-124, 2 positions	Legal Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/International Crimes Component/ International Crimes Legal Unit	Kyiv	II

The Legal Officer will report to the Head of Unit - International Crimes Legal Unit within the International Crimes Component. As part of the International Crimes Legal Unit, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Context**

The International Crimes Legal Unit provides advice and capacity building to enhance the effectiveness of the relevant Ukrainian agencies and institutions that work in the field of international crimes including in prosecutions, adjudications and in fair trial rights.

#### **Duties and Responsibilities**

The Legal Officer will be required, in accordance with the EUAM Ukraine 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:

- Within the International Crimes Legal Unit, provide legal advice and support to assist Ukrainian institutions that are working as part of the criminal justice process in the area of international crimes, in accordance with EUAM policy and guidelines;
- Research and provide expert legal advice and make recommendations on international crimes-related legal and procedural issues as required;
- Draft legal opinions on Ukrainian and international legislation and case law including on draft laws;
- Assist in the planning, drafting and implementation of project activities;
- Participate in the planning, design and delivery of trainings, and in the development of curricula and workshops in international crimes-related subjects;
- Actively participate in developing, planning and organising meetings and events with local authorities, stakeholders, and other international organisations;
- Advise on active cases by reviewing evidence and other case materials, preparing accurate summaries of the same, and contributing to advising national counterparts, when required;
- Actively partake in component and unit strategy and planning brain-storming sessions and think creatively of new and relevant solutions to enhance EUAM's mandate activities;
- Take accurate notes/minutes of meetings with interlocutors and ensure the timely filing of reports;
- When necessary, translate documents related to the area of expertise from English to Ukrainian and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian and vice-versa for the international members of EUAM as assigned, including during duty trips;
- Perform administrative duties including drafting e-mails, memos, letters, and other documents as required;
- Maintain and file documents and recorded data in the Sharepoint and other data storage systems in a timely manner;
- Handle information with confidentiality and discretion;

- Perform any other related tasks as requested by the Line Manager.

### **Qualifications and experience**

#### **Eligibility criteria:**

- Enjoy full Ukrainian civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Law (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience spent practicing in criminal law including in prosecutions, or in the judiciary or as defence counsel or other related field.

#### **Essential criteria:**

- Possess excellent skills in conducting legal research and in drafting legal memoranda, reports and opinions;
- Be physically fit to perform the duties and to be able to travel within Ukraine;
- Professional fluency in English, Ukrainian and Russian, both oral and written;
- Knowledge and experience of Office Suite package;
- A good knowledge of the Ukrainian legal system and in particular the Criminal Code of Ukraine and the Criminal Procedure Code of Ukraine;
- Excellent organisational skills.

#### **Additional advantageous assets:**

- Professional experience of working in international criminal law and international humanitarian law;
- Experience in the planning, design and delivery of legal trainings and workshops;
- Professional experience working in European Union (EU) or other international organisations;
- Experience of working in a multicultural environment;
- Driving license category B and ability to drive manual transmission vehicles.

#### **Personality assets:**

- Ability to act with initiative, responsibility, and independence;
- Maintain the highest level of confidentiality and discretion when dealing with sensitive information;
- Teamwork and the ability to build productive, collegial and cooperative working relationships within a large, international team of lawyers and other professionals;
- Ability to foster and maintain effective working relationships with national and international counterparts;
- Ability to prioritise tasks and to deliver high quality of work in a timely manner under pressure and to tight deadlines;
- Willingness to work additional hours when required and to participate in duty trips inside and outside of Ukraine.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALD 014	Local Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department/ Security Division	Kyiv	II

The Local Security Officer will be placed under the authority of the Senior Mission Security Officer and/or his/her designate via Mission Security Officer. As part of the Security and Duty of Care Department (SDCD), s/he will contribute to the efficient and effective running of the Security/safety tasks.

#### **Duties and Responsibilities**

The Local Security 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:

- Under the supervision of Mission Security Officer to undertake duties on fire safety, civil protection and CBRN;
- To help Mission Security Officer to assess the situation in reference to Fire Safety, civil protection and CBRN;
- To liaise and coordinate, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, firefighting, civil protection, and police officers, as well as non-governmental organizations and other non-State actors;
- To provide technical and other assistance at security/safety related meetings especially in the absence of the Mission Security Officer;
- To assist in updating the Mission Security Plan, especially related to fire safety/civil protection/CBRN;
- To support Mission Security Officer in ensuring mission's compliance with fire safety/civil protection regulations;
- To ensure that all security, safety, and communications equipment is kept in a state of operational readiness;
- To assist in conducting fire drills, communication tests and evacuation exercises;
- To ensure staff are prepared for emergencies, especially related to fire safety/civil protection/ CBRN;
- To assist in collecting, updating, and communicating information regarding the security/safety situation in Ukraine;
- To monitor the record of visitors and visitors' procedures inside EUAM HQ/Field Offices.
- To produce reports on incidents affecting mission staff, offices and assets and initiate necessary follow up;
- To assist in ensuring residential and office safety, and security/safety preparedness;
- To provide briefings and presentations to Mission members on matters related to safety and security;
- To conduct administrative, logistics and procurement related tasks related to security/safety;
- To assist in the development and maintenance of warden system and keeps update of information related to EUAM offices and residences;
- To support EUAM SDCCD in the tracking of mission personnel movements in Area of Operations according to prior arrangements and ensure proper communication;
- Deal with information with confidentiality and discretion;
- To perform any other related tasks as requested by the Line Manager(s).

## **Qualifications and experience**

### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of university studies attested by a Bachelor's degree, preferably in fields related Emergency Management/Fire Safety/Civil protection/CBRN or a closely related field of study (Bachelor's degree is a requirement);
- 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 experience in fire safety, firefighting, civil protection, or rescue services.

### **Essential criteria**

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Possess very good communication skills in English and Ukrainian;
- Very good knowledge and experience of Microsoft Office applications;
- Good experience of using data for preparing reports;
- Valid driving license category: B.

### **Additional assets**

- Master's Degree in fire safety, firefighting, civil protection, rescue services will be advantage;
- Professional qualification in security management;
- Familiarity with Geographical Information Systems;
- Professional experience in an EU and/or international environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Professional qualification in security management is an asset;
- Valid driving license category: C/C1;
- Knowledge of radio operation.

### **Personality assets**

- Have strong sense of initiative, responsibility, and autonomy;
- Ability to build productive and cooperative working relationships with colleagues and as part of a team, with respect to diversity;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines.
- Ability to focus on priorities, evaluate procedures and processes required to have the tasks completed;
- Ability to deliver work on time and up to the standards described by the SOPs, Guidelines, Instructions etc., even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule under field conditions if required;
- Ability to travel to high-risk areas to conduct security duties;
- Maintain the highest levels of confidentiality and discretion.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALD 15	Local Medical Doctor (Expert)	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department/ Medical Office	Kyiv	I

The Local Medical Doctor (Expert) will report to the International Medical Adviser (MA). As part of the Medical Office, s/he will contribute to the efficient and effective completion of assigned tasks.

#### **Duties and Responsibilities**

The Local Medical Doctor (Expert) will be required, in accordance with the EUAM Ukraine 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:

- Support and assist the MA in the execution of his/her tasks, maintaining a close working relationship, coordination and cooperation;
- Assist and advise the SMSO (Senior Mission Security Officer) and senior management on all medical/health matters;
- Assist the MA in co-ordinating and drafting plans (such as Standard Operating Procedure, Contingency Plans, etc.) and policies on all medical and/or health matters;
- In close co-operation with the MA, monitor the epidemiological and overall medical situation in the area of operations (AoO) in Ukraine);
- Assess medical treatment facilities (MTF) and regularly issue an updated list of available/recommended MTFs (Medical Treatment Facilities) in the AoO;
- Provide guidance to mission members on all medical matters such as those related to medical facilities, health, diseases, medical emergencies and psychological first aid, etc.;
- Promote and implement preventive medical and occupational health measures including health and vaccination recommendations;
- Co-ordinate and perform medical briefings and medical trainings (for example, First Aid Training) under the supervision of the MA;
- Assess and process sick leave certificates, fitness certificates, vaccination certificates and other relevant medical documents in liaison with the Human Resources Management Division;
- Use the cloud-based medical database software MEDISOFT in accordance with the medical information privacy statement;
- Establish and maintain effective working relationship with medical providers from national health facilities and conclude/draft medical service contract(s);
- Liaise with international civilian and non-governmental humanitarian and support agencies in the (AoO) when needed;
- Co-ordinate and monitor all elements related to MEDEVAC in process (air and /or ground, inside/outside the area of operation, AoO) as per applicable contingency plan and in close cooperation with all involved, namely health care providers and the Mission's insurance company;
- Act as focal point for medical emergency in the Mission (coordinating medical care, Medevac if needed) Be available for psychological support in the absence of the MA;
- Assist the MA in preparing budget of the medical unit, aid in conducting market research on medical services/goods, participate in the evaluation of medical related tenders and assist as a contract manager in medical related contracts;

- Manage Medical Office assets – medical equipment and consumables, training equipment, etc.;
- Support with the interpretation/translation of the medical information written in English and Ukrainian languages and vice-versa upon request;
- Managing and organizing incoming and outgoing emails of the Medical Office email account. Implementing and maintaining efficient email processes and workflows. Ensuring timely and accurate responses to emails and inquiries;
- Deal with information with confidentiality and discretion;
- Undertake work-related travels and any other related tasks as requested by the Line Manager.

### **Qualifications and experience**

#### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Must be a Doctor of Medicine (MD), successful completion of a full course of university studies attested with a primary/secondary specialization degree (internship/residency) and licensed to practice medicine in Ukraine;
- After having obtained the medical diploma, at least seven (7) years of relevant and proven full-time professional experience in the private and/or public health sector;

#### **Essential criteria**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring organisational skills, with a service approach;
- Experience in compiling reports policies, procedures and recommendations in English;
- Extensive knowledge of emergency medicine;
- Extensive knowledge of the medical infrastructure and support capabilities in Ukraine;
- Presentation skills in a wider audience;
- Experience in assessing medical facilities, including under difficult conditions.

#### **Desirable Qualifications and Experience:**

- Master's/ PhD diploma is an advantage;
- Qualification in psychiatry and/or psychology;
- Professional experience in an EU and/or an international environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Flight medicine and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS), Successful completion of Major Incident Medical Management and Support (MIMMS), Advanced Cardiac Life Support (ACLS) and Advanced Medical Life Support (AMLS). Instructor in Basic Life Support;
- Experience in public health or epidemiology;
- Experience in administration, procurement, and management of financial resources.

#### **Personality assets:**

- Have strong sense of discipline, initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information especially medical information of staff;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritise tasks and to deliver high quality of work promptly even under pressure;
- Ability to perform on-call and irregular working schedule if required.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
LVLO 011	Integrated Border Management Officer (IBM Officer)	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Field Office Lviv	Lviv	II

The IBM Officer will report to the Head of Field Office Lviv. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

#### **Duties and Responsibilities**

The IBM Officer will be required, in accordance with the EUAM Ukraine 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 Head of Field Office Lviv in support of her/his/the Field Office efforts in the support to Ukrainian government, ministerial and IBM actors' reform policies/strategies/plans and in accordance with Mission policy and guidelines;
- Support the Senior Advisers on IBM and other Advisers in the Field Office in their efforts to support Ukraine IBM reforms, with a special focus on IBM activities in Western Ukraine and the borders with neighbouring EU Member States;
- Collect and analyse information contained in communications and publications received from different sources, including the legal documents and press.
- Assist and support the Line Manager and international Advisers in the implementation of projects;
- Draft written analysis, reports and presentations;
- Arrange appointments, meetings with local authorities, stakeholders and international organisations and draft itineraries;
- Provide support in organizing, planning and developing meetings and events;
- 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 language and vice-versa, inter alia at meetings and mentoring sessions at required level for the international members of EUAM as assigned;
- Take notes/minutes from meeting;
- Perform administrative duties, draft e-mails, memos, letters, faxes and other requested documents;
- Carry out office duties and maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Handle information with confidentiality and discretion;
- Perform any other relevant tasks as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Economics, Political Science, Police Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study (Bachelor's degree is a requirement).

- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge of and experience in the Microsoft Office Suite Package;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in working within IBM organisation(s), preferable with Border Guard Service, Customs, LEAs or similar. Alternatively relevant experience from the private sector;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

**Additional advantageous assets:**

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

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- 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 and participate on extended duty trips inside and outside Ukraine, if required.





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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
ODLO 003	Coordination and Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Field Office Odesa	Odesa	II

The Coordination and Administrative Officer will report to the Head of Field Office Odesa. As part of the Operations Department, s/he will contribute to the efficient and effective completion of the relevant tasks.

#### **Duties and Responsibilities**

The Coordination and Administrative 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:

- Under the supervision of the Line Manager, provides support to the staff members of FO Odesa on the development, implementation, monitoring and evaluation of the projects;
- Assists the Mission's project managers in planning and in the preparation of project's documentation; works in close coordination with the Project Cell to ensure the appropriate follow-up actions;
- Provides substantial contributions to the preparation of the projects and manages the communication flow with the relevant actors within the Mission throughout the whole duration of the process;
- Assists project managers throughout the implementation of project's activities;
- Ensures timeliness and completeness of progress and final reports on projects implemented by the Mission;
- Contributes to the maintenance of the Mission's project's database and archiving system;
- Perform administrative duties, draft e-mails, minutes, letters and other requested documents as required, including to maintain filing systems;
- 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;
- Take notes/minutes;
- Handle information with confidentiality and discretion;
- Perform any other related task as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Business Administration/Management, Project/Contract Management, Political Science, Finance, Economics, International Relations, Social Sciences or a closely related field of study (Bachelor's degree is a requirement)'
- After having fulfilled the education requirements, at least five (5) years of relevant and proven full-time professional experience. Experience in project management and/or supply chain management would be an asset.

##### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;

- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Good understanding of the actors and dynamics of international development assistance, particularly in relation to internationally recognised project management standards and practices;
- Excellent interpersonal and negotiation skills.

**Additional advantageous assets:**

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

**Personality assets:**

- Have a strong sense of initiative, responsibility and autonomy;
- 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 build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.



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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
ODLO 011	Interpreter/Translator	
Department/Unit	Location	Post Group (Local Staff)
Operations/Field Office Odesa	Odesa	II

The Interpreter/Translator will report to the Head of Field Office Odesa. As part of the Field Office Odesa, s/he will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

#### **Duties and Responsibilities**

The Interpreter/Translator will be required, in accordance with the EUAM Ukraine 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:

- Draft, review and translate documents;
- Perform verbal and written interpretation/translation from Ukrainian or English and vice versa during meetings, events and also during possible duty trips;
- Provide language assistance to FO 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 all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other related task as requested by the Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Interpretation / Translation, English Language and Literature or a closely related field of study (Bachelor's degree is a requirement);
- 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 languages, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of Microsoft Office Suite;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

##### **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 the Ukrainian Maritime Security Sector.

##### **Personality assets:**

- Have a strong sense of initiative, responsibility and autonomy;
- 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 build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.



**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>	
UADP 003	Procurement Officer	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Mission Support Department/ Procurement Section	Kyiv	II

The Procurement Officer will report to the Head of Procurement. As part of the Procurement Section, s/he will contribute to the efficient and effective accomplishment of the assigned tasks related to the implementation of the project entitled **Support to Civilian Security Sector Agencies to Stabilise and Restore Governance Safety, Security, and Social Cohesion in Liberated and Adjacent Territories (LATs) in Ukraine (EXTBP702)**.

This position is outside of the EUAM Ukraine Deployment Plan and Budget of the Mission. The legal basis for the contracts derives from the Administrative Arrangement (AA), signed between EUAM Ukraine and Dutch MFA.

The basis for the hiring of the new staff will be on a short-term employment contract until 31 December 2024 (in line with the end date mentioned in the AA, signed between EUAM Ukraine and Dutch MFA). The possibility for the extension of the employment contract will depend on the availability of budget and prolongation of the AA.

**Duties and Responsibilities**

The Procurement Officer will be required, in accordance with the EUAM Ukraine 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 Head of the Procurement Section on contracting and procurement issues and drafting procurement documents;
- Use legally established professional, transparent and competitive procurement policies and procedures in accordance with EU legislation and regulations to ensure that the best value for money is obtained;
- As regards procedures where no publication of the calls for tenders are required, make pre-selection of local suppliers as required in purchase orders, be point of contact with them in procurement procedures;
- Maintain updated database of suppliers and ensure that all required documentation of the suppliers is kept updated accordingly;
- Provide assistance to the mission members related with all contracting and procurement matters;
- Translate procurement related documents from the local language to English and vice versa;
- Handle information with confidentiality and discretion;
- Perform any other tasks related to the position as requested by the Line Manager.

**Qualifications and experience**

**Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience related to Procurement in the public sector or within publicly funded organisations or projects.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;

- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- Knowledge of public procurement principles;
- Experience in positions requiring analytical and organisational skills;
- Experience with using data for preparing reports.

**Additional advantageous assets:**

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

**Personality assets:**

- Possess a strong sense of integrity;
- Have strong commitment to employer's policies and respect for the organisation's workflows and hierarchy;
- Have a 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 detail as well as to tight deadlines;
- Ability 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;
- 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;
- 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.