



## 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, 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 (7)</u></b>			
	UALC 007	Secretary to HoM	Kyiv	ASAP
	UALO 022	Social Cohesion and Outreach Officer	Kyiv	ASAP
	UALO 052	Coordination and Administrative Officer	Kyiv	1.01.2025
	UALO 082	Migration Officer	Kyiv	ASAP
	ODLO 010	Strategic Communication Officer/PPID	Odesa	ASAP
	UALS 074-075	Technical Logistics Assistant, 2 positions	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>25 October 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>25 October 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></p> <p><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 interviews/written tests.          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 007	Secretary to HoM	
Department/Unit	Location	Post Group (Local Staff)
Head of Mission Office (HoM Office)	Kyiv	II

The Secretary to HoM will report to the Head of Mission (HoM) and will be administratively coordinated through the Chief of Staff. To be able to carry the required tasks effectively, the Secretary to HoM will closely cooperate with the Executive Assistants to HoM and the Deputy Head of Mission (DHOM).

#### **Duties and Responsibilities**

The Secretary to HoM 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 with the daily management of HoM's Office;
- Perform administrative and secretarial duties;
- Support CoS in the development and implementation of administrative policies for HoM's Office, and contribute to Mission administrative policies;
- Initiate, develop and maintain appropriate administrative systems both paper and electronic for HoM;
- Develop and maintain filing systems to ensure efficiency and business continuity;
- Manage HoM's meetings calendar and travel schedules;
- Manage HoM's expenses;
- Receive and distribute all correspondence as routed by HoM to the appropriate internal/external recipients;
- Maintain quality control of all correspondence processed through HoM's Office;
- Support CoS Office with administrative functions as tasked by CoS;
- Translate/interpret when 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 Philology, Humanities 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 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;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;

- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

**Additional advantageous assets:**

- Professional experience in an EU 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 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 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 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, the Social Cohesion and Outreach Officer 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 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 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 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 052	Coordination and Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component	Kyiv	II

The Coordination and Administrative Officer (Strategic Reform Component) will report to the Head of Strategic Reform Component in support of the Component. As part of the Component, the Coordination and Administrative Officer 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 Coordination and 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:

- Assists the Head of Strategic Reform Component in support of his/her duties in accordance with Mission policy and guidelines;
- Assist and support the Line Manager in the coordination of projects;
- Contribute to internal operational meetings with regard to administrative and coordination matters of projects;
- Draft written analysis, reports and presentations, especially with regard to project design, progress, and implementation;
- Take notes/minutes;
- 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;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- 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 Project Management, Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy, Economy, 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 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;
- Proven experience in coordinating and managing projects;
- Experience in compiling reports;
- Experience in positions requiring organizational skills, with a service approach;
- 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.

**Additional advantageous assets:**

- Professional experience in an EU or international environment (Missions or International Organizations);
- Analytical and reporting skills;
- 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.

**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 082	Migration Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/IBM and Law Enforcement Component/IBM Unit	Kyiv	II

The Migration Officer will report to the Head of IBM Unit in support of Migration topics. As part of the Operations Department, Migration Officer will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Context**

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

#### **Duties and Responsibilities**

The Migration 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 Head IBM Unit in support of his/her duties in accordance with Mission policy and guidelines;
- Contribute to meetings with regard to Migration topics;
- 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 IBM Unit;
- Take notes/minutes of meetings related to migration;
- 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 Migration related reforms;
- Draft written analysis, reports and presentations related to Migration;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations related to Migration;
- Perform administrative duties related to migration topic, 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;
- 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 Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy 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 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; experience and proven ability to manage projects and streamline processes in a complex organisation;
- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organisational skills, with a service approach.

**Additional advantageous assets:**

- Analytical and reporting skills and previous experience in Project Management;
- Professional experience in an EU or International environment;
- 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 prioritise 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 010	Strategic Communication Officer/Press and Public Information Division	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Field Office Odesa	Odesa	II

The Strategic Communication Officer/PPID will report to the Head of Field Office Odesa and work in close coordination with the Press and Public Information Division (PPID). As part of the Field Office, the Strategic Communication Officer/Press and Public Information Division will under the guidance of the Head of PPID and Head of Field Office Odesa contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Duties and Responsibilities**

The Strategic Communication Officer/PPID 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, in full coordination with the Mission's Press and Public Information Division:

- Contribute to assisting, coaching, and mentoring local Law Enforcement Agencies in the field of strategic communications and media interaction;
- Contribute to the planning, preparation, and delivery of regional communication training-related initiatives, activities, projects, and programmes, including delivering presentations and lessons online as well as offline;
- Assist the Head of Field Office (FO) in the effort to raise the visibility and outreach of EUAM Ukraine and FO activities through press and public information initiatives, activities, projects, and programmes;
- Build and maintain relations to regional media representatives, in full coordination with the Mission's Local Spokesperson;
- Provide support in developing, planning, and organizing meetings and events with regional authorities, stakeholders, international organisations, and the general public;
- Contribute to the Mission's visibility and outreach in the region by drafting news articles, promotion and publicising of Mission events, organisation of public/press events, and by acting as the Mission's focal point for local media, in full coordination with the Mission's Local Spokesperson;
- Provide regular compilations of relevant local media reports , as well as collect, analyse and report information gathered from open sources, including from the media and through the Mission's counterparts in support of the PPID's mission-wide media monitoring;
- Draft written analyses, reports, and presentations;
- Perform translations of all types of documents, e.g. articles, presentations, letters, project descriptions, reports, etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in consecutive mode from English to Ukrainian or Russian language and vice versa, inter alia at meetings, training and mentoring sessions with Ukrainian stakeholders for international members of EUAM as assigned;
- Perform administrative duties, including taking notes/minutes, drafting e-mails, memos, letters, and other requested documents as required; maintain and file these and other recorded data in appropriate databases, spreadsheets, or similar data-accessible filing systems;
- Handle information with confidentiality and discretion;
- Perform any other related tasks 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 Communication, Media Science, Mass Communication, Journalism, Political Science, International Relations, Social Sciences, Diplomacy 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 in the private or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Fluency in English, Ukrainian and Russian, both oral and written;
- Possess excellent communication skills in English, Ukrainian and Russian;
- Have substantial experience from positions requiring performance of a wide range of media and communication-related skills and competencies;
- Experience in advising on strategic communication and delivering media interaction training;
- Experience in positions requiring excellent drafting, analytical and project management skills, with a service-oriented approach;
- Very good understanding of the Ukrainian media/social media landscape, social and cultural environment;
- Experience in compiling presentations, reports, and project descriptions;
- Knowledge of Ukrainian Governmental Institutions, structures, and governance processes;
- Excellent understanding of the political and social national and international environment;
- Very good knowledge and experience of Microsoft Office Suite in particular in Word and PowerPoint.

### **Additional advantageous assets:**

- Journalistic or similar experience;
- Professional experience in an EU or international environment;
- Experience in working in an intercultural environment, with respect to diversity.

### **Personality assets:**

- Have a strong sense of initiative, responsibility, and empathy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal professionally and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work on time 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	
UALS 074- 075 (2 positions)	Technical Logistics Assistant	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Logistics and Transport Division	Kyiv	IV

The Technical Logistics Assistant will report to the Logistics Officer (International). As part of the Logistics and Transport Division, the Technical Logistics Assistant will contribute to the efficient and effective accomplishment of the assigned tasks.

#### **Duties and Responsibilities**

The Technical Logistics Assistant 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 Logistics Officer in the preparation of goods, presentations, accounting and other tasks to inventory, stock control, warehouse activities and supply if needed;
- Review requisitions, pick lists and issuing/receiving documents;
- Obtain productivity in the receiving, inspection, storing and issuing of stock items;
- Liaise with the Logistics Officer responsible for the Supply Chain and Contract Management and other related mission members on stock issues/receipts and the establishment of quotas and issuing schedule for commonly used items;
- Review work for accuracy, completeness and compliance with established procedures;
- Ensure that stock is stored, rotated and disposed effectively;
- Liaise with all general Logistics Colleagues at the Mission regarding receiving, accounting and inspection activities concerning equipment received;
- Ensure entry of received materials in "receipt register";
- Unloading and placing of surplus items into the Warehouse by himself/herself or in cooperation with loan movers;
- Implement bar codes on equipment where appropriate;
- Act as a helpful Asset for International and National Logistics Officers;
- If advised act as replacement for the National Logistics Officer;
- Handle information with confidentiality and discretion;
- Perform any other related tasks 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 the Secondary Education attested by a Certificate;
- After having fulfilled the education requirements, at least three (3) years of relevant and proven full-time professional experience, in roles with practical responsibilities similar to the functions of this post, in the private and/or public sector.

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

- Be physically fit to perform the duties relating to the post;
- Valid driving license B category;

- Fluency in Ukrainian, both oral and written;
- Working knowledge of English;
- Good communication skills (Ukrainian/English);
- Experience in General Logistics Tasks like Storage Guidelines, Working Safety etc.;
- Good experience of using data for Stock Reports, Stock and Inventory Overviews;
- Computer skills, knowledge, and experience of Microsoft Office Suite.

**Additional advantageous assets:**

- Professional experience in an EU and/or international environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Valid driving license C1 category or higher.

**Personality assets:**

- Willingness and ability to work physically;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines under supervision;
- Good interpersonal and communication skills, ability to communicate effectively orally and in written;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.