



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

Organisation:	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
Job Location:	Kyiv			
Availability:	see below			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	Locally Contracted (6)			
	UALC 004	Ex-ante Verification Officer	Kyiv	ASAP
	UALO 037	Interpreter/Translator	Kyiv	ASAP
	UALO 081	Border/IBM Officer	Kyiv	ASAP
	UALR 012-013	Human Resources Management Officer (Travel), 2 positions	Kyiv	ASAP
	UALS 042	CIS Officer (Cyber Security)	Kyiv	ASAP
Deadline for applications:	Wednesday, 12 February 2025 at 17:00 hours (Kyiv time). Late applications will not be accepted.			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

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.

Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Wednesday, 12 February 2025 at 17:00 hours (Kyiv time). Late applications will not be accepted.
Process:	<p>Application forms are to be sent in English to EUAM Ukraine in the Word-format, to the attention of Human Resources Division by e-mail to the following e-mail address: vacancies@euam-ukraine.eu</p> <p>Applications will be considered only, when using the standard Application Form to be returned in Word format and indicating which position the candidate is applying for.</p> <p><u>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</u></p> <p><u>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</u></p> <p>Eligibility criteria is of utmost 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 004	Ex-ante Verification Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Financial Controls Office	Kyiv	I

The Ex-ante Verification Officer will report functionally to the Head of Mission in the development and implementation of administrative and financial policies and will report administratively to the Chief of Staff. As part of the Financial Controls Office, the Ex-ante Verification Officer contribute to the efficient and effective running of the ex-ante audit tasks.

Duties and Responsibilities

The Ex-ante Verification 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:

- Perform, in coordination with the Mission Support Department, ex-ante checks;
- Verify operational and financial aspects of each transaction;
- Control that each expense is in line with criteria of eligibility as well as the applicable EU rules and regulations;
- Provide financial data to the Head of Mission Support Department in relation to budget utilization;
- Control that each requisite is in line with the Mission Financing Agreement and the regulatory framework (Financial Regulation, Mission Guide, Vademecum, and other applicable regulations);
- Check and confirm, prior to the initial launch of tender procedure and before the signature of contracts, that the relevant EU procurement rules are duly respected;
- Verify the reconciliation of Mission's financial records, and assets records on monthly basis, following the relevant reports submission by Finance, Logistics and Transport Division, and Project Cell;
- Translate verification related documents from local languages to English and vice versa;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager or Authorizing or Sub-Authorizing Officer for control related aspects.

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 degree in Audit, Economics, Finance, Accounting or banking and Insurance or a closely related field of study (Master's or Specialist degree is a requirement);
- After having obtained the university degree, at least seven (7) years of relevant and proven full-time professional experience in the private and/or public sector in Audit, or Project Management or accountancy and/or book-keeping.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English and Ukrainian;

- Very good knowledge and experience of Office applications and budget, accounting or Human Resources software's;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Excellent experience of using data for preparing reports.

Additional advantageous assets:

- Experience of working in an intercultural environment, with respect of diversity;
- Professional experience in an EU and/or International environment;
- Knowledge of EU Financial Regulation and Implementing Rules.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- To build productive and cooperative working relationships with other staff members.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 037	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 081	Border/IBM Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/IBM and Law Enforcement Component/ IBM Unit	Kyiv	II

The Border/IBM Officer will report to the Head of IBM Unit. As part of the Operations Department, the Border/IBM Officer will contribute to the efficient and effective running 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 Border/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:

- Collect and analyse information contained in communications and publications received from different sources, including draft laws and SOP's related to IBM;
- Draft written analysis, reports and presentations;
- Translate written documents from Ukrainian and English languages and vice versa;
- Arrange appointments, meetings with local authorities, stakeholders and international organisations and draft itineraries;
- Provide support in organizing, planning and developing meetings and events;
- Perform concurrent interpretation between Ukrainian and English languages during meetings;
- Take notes/minutes from meetings; draft OIF;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents;
- Assist and support the Line Manager in the coordination of projects;
- 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;
- Develop and follow up on the implementation of SBGS related mission project activities including communication with Project Cell and Procurement.
- 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 in Police/Border Guard/Law Enforcement, Public Administration, Political Science, International Relations, Law, Social Sciences 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/public sector related to Integrated Border Management (IBM).

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in working within state authority law enforcement organisation(s), preferable with State Border Guard Service;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Experience in project management.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience of change management / organizational reform process would be a significant advantage

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	
UALR 012-013, 2 positions	Human Resources Management Officer (Travel)	
Department/Unit	Location	Post Group (Local Staff)
HoM, DHoM & CoS Office/ Human Resources Division	Kyiv	II

The Human Resources Management Officer (Travel) will report to the Head of Human Resources Division. As part of the Human Resources Division (HRD), the Human Resources Management Officer (Travel) will support the Division and will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Human Resources Management Officer (Travel) 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:

- Conduct travel arrangements for duty travels (travels and accommodation) in accordance with the Mission's Standard Operating Procedures (SOP) and the Guide to missions for officials and other servants of the European Commission;
- Provide information to mission members on the most direct and economical routes and plans routings and itineraries accordingly and inform mission members on available possibilities and offers;
- Contribute to the development, implementation and follow-up on the HR Travel related strategies, policies and procedures;
- Provide guidance, advice and support in regard to travel rules, regulations and related issues to mission members on a regular basis;
- Provide advice, guidance and support to mission members on personnel administration and development related matters;
- Keep updated activities records with regards to the procured air tickets and hotel bookings;
- Maintain records of all official travel of mission members and officials;
- Calculate and verify airfares, accommodation entitlements, terminal/visas expenses, daily subsistence allowance for mission members travelling on missions, etc.;
- Liaise with travel agencies, airline companies and hotels for all booking and billing-related issues;
- Liaise with the local authorities and institutions as per the instructions given by the Line Manager;
- Draft budget, written analysis, reports, presentations, memos and letters on issues related to the travel tasks;
- Cross-check of reports for invoicing and timely invoice processing;
- Carry out all related tasks and assignments, in co-ordination with the Travel Officers and the Line Manager;
- Ensure the timely and correct administration of financial entitlements of mission members, such as reimbursement of duty trips, temporary reallocations, home travel reimbursement, etc.;
- Maintain, develop and file documents and recorded data in appropriate databases, spread sheets and all data-related files;
- Perform on-call and irregular working schedule if required;
- Translate related documents from Ukrainian language to English and vice versa;
- To follow and ensure implementation on all matters related to the data protection regulations;
- Deal with information with a very high confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- 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 Travel, Human Resources, Management, Hotel and Tourism Management, Public Administration, Business Administration, Social Sciences, Finance, Economics or a closely related field of study (Bachelor Diploma 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 the English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Good experience of using data for preparing reports;
- Experience in travel management, including a comprehensive understanding of airlines' and travel agencies' practices, public administration payment methods, and invoicing/payment administration;
- Excellent administration and organizational skills;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Experience in a travel agency/hotel/private or public institution as travel services provider;
- Professional experience in an EU and/or International environment;
- Galileo/Amadeus or equivalent trained;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to work long hours under harsh field conditions with no limitations in light of irregular working hours;
- 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 work methodically, accurately and with attention to details as well as to tight deadlines;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 042	CIS Officer (Cyber Security)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Division	Kyiv	II

The CIS Officer (Cyber Security) reports to the Cyber Security Officer (CIS). As part of the CIS Division team, the CIS Officer (Cyber Security) will contribute to the efficient and effective running of the Division tasks with a focus on developing, maintaining, and enhancing the cyber security posture.

Duties and Responsibilities

The CIS Officer (Cyber Security) 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:

- To regularly perform vulnerability and risk assessments on the internal network and to distribute remediation reports to the respective teams and following up on remediation tasks;
- To perform 1st level routine security log monitoring of all security events on the internal network and Cloud infrastructure;
- To actively participate in CIS projects, providing cyber expertise and recommendations, ensuring confidentiality, integrity and assurance;
- To create cyber awareness material and to maintain the Cyber Security knowledge hub;
- To create regularly reports and statistics on cyber incidents for various audiences;
- To disseminate threat intelligence from different providers to various audiences and to create mitigation plans based on the threat intelligence;
- To recommend and support implementation of security controls to mitigate any IT security risks;
- To provide recommendations towards the CIS work plan and the Cyber Security work plan;
- Handle information with confidentiality and discretion;
- 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 in Information Technology and/or equivalent technical specialization studies in the field of Communication Technology, 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 Information and Communication Technology out of which three (3) years in implementing and supporting Cyber Security operations and/or System Administration, in particular, system design and implementation.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Experience with System Administration or Network Administration;
- To have knowledge of the phases of incident response;
- Experience working with a Security Incident and Event Management (SIEM) and knowledge of detection rules;

- Fluency in English and Ukrainian, both oral and written;
- Excellent computer skills in Microsoft Office applications.

Additional advantageous assets:

- Knowledge and/or experience with Office365, Azure or other Cloud platforms;
- Knowledge of ISO2700x and NIST, implementing/recommending IT security controls and knowledge of the NIST phases;
- Knowledge and/or experience with programming or scripting languages;
- Certification in information security, ethical hacking, digital forensics, or related;
- Knowledge and/or experience working with Mobile Device Management (MDM);
- Knowledge and/or experience working with Data Loss Prevention (DLP) solutions;
- 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;
- Good interpersonal and communication skills, ability to communicate effectively verbally and in writing;
- Ability to prioritize and manage a high workload exceptionally;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.