



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, Odesa			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (13)</u>			
	UALO 022	Social Cohesion and Outreach Officer	Kyiv	ASAP
	UALO 040	Administrative Officer (Strategic Reform Component)	Kyiv	ASAP
	UALO 041	Human Resources Development Officer	Kyiv	ASAP
	UALO 044	Training/Education Officer	Kyiv	ASAP
	UALO 050	Gender Officer	Kyiv	ASAP
	UALO 076	Community Policing Officer	Kyiv	ASAP
	UALO 096	Legal Reform Officer	Kyiv	ASAP
	UALO 097	Prosecutorial Reform Officer	Kyiv	ASAP
	UALO 114	Coordination and Administrative Officer	Kyiv	ASAP
	UALS 012, UALS 014	Finance Officer, 2 positions	Kyiv	ASAP
	UALS 069	General Operative/Technician	Kyiv	ASAP
ODLD 003	Local Security Officer	Odesa	ASAP	
Deadline for applications:	Monday, 7 April 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:	Monday, 7 April 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 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	
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 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, the Administrative Officer (Strategic Reform Component) 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;
- 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 attended by the Head of Strategic Reform Component;
- Take notes/minutes;
- 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;
- 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;
- 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 041	Human Resources Development Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component/Leadership and Education Unit	Kyiv	II

The Human Resources Development Officer will report Head of Leadership and Education Unit in support of the Strategic Reform Component. As part of the Operations Department, the Human Resources Development Officer 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 Human Resources Development 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:

- Assist the Head of Leadership and Education Unit in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Assist in the development of curricula for human resources and deliver 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 Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- 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 for the international members of EUAM as assigned;
- Take notes/minutes;
- Perform administrative and secretarial 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 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 Police Science, Human Resources, Law, Public Administration, Political Science, International Relations, 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 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 in Human Resources-related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Experience from Police or other law enforcement body;
- 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;
- 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 044	Training/Education Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component/Leadership and Education Unit	Kyiv	II

The Training/Education Officer will report to the Head of Leadership and Education Unit in support of the Strategic Reform Component. As part of the Operations Department, the Training/Education Officer will contribute to the efficient and effective completion of relevant tasks.

Context

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

Duties and Responsibilities

The Training 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:

- Assist the Head of Leadership and Education Unit in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Assist in the development of curricula and deliver trainings;
- Support in developing and implementing in-service trainings;
- Assist and support the Line Manager in the coordination of projects;
- Assist with a deep knowledge of the local law enforcement forces and their educational systems in carrying out the tasks arising from the Mission's mandate;
- 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;
- Take notes/minutes;
- Draft written analysis, reports and presentations;
- Performs 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 for the international members of EUAM as assigned;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and 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 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 Social Sciences, Police Science, Human Resources, Law, Public Administration, Political Science, International Relations, 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 preferably in the Civilian Security 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;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Experience of working in the Civilian Security Sector;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, 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	
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, the Gender Officer 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 076	Community Policing Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/IBM and Law Enforcement Component/ Police Unit	Kyiv	II

The Community Policing Officer will report to the Head of Police Unit in the support of the IBM and Law Enforcement Component. As part of the Operations Department, the Community Policing Officer will contribute to the efficient and effective accomplishment of the assigned 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 Community Policing 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 Police Unit in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- 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 MoIA level for the international members of EUAM as assigned;
- 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 reform;
- Assist and support the Line Manager in the coordination of projects;
- 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 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;
- 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 Public Administration, 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 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;
- Sound knowledge in Community Policing related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

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;
- 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 096	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 097	Prosecutorial Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Organized Crime and Criminal Justice Component/Criminal Justice Unit	Kyiv	II

The Prosecutorial 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, the Prosecutorial Reform Officer 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 Prosecutorial 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 legislative initiatives and reforms in the security sector and especially in the field of prosecutorial reform;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the area of prosecutorial reform;
- 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, and to give presentations in the area of expertise based on operational needs;
- File documents and recorded data in appropriate databases and files;
- 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 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 field of justice, including at least three (3) years of experience as a Legal Expert or in a similar position in the private and/or public sector;
- Previous professional experience in international and especially European standards and practices in the justice sector 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;
 - 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.

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 114	Coordination and Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/National Security Component	Kyiv	II

The Coordination and Administrative Officer will report to the Head of National Security Component. As part of the Operations Department, the Coordination and Administrative Officer will contribute to the efficient and effective completion of relevant tasks.

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:

- Provide day-to-day administrative and logistical support to National Security Component staff and consultants and other EUAM actors when needed;
- Contribute to internal operational meetings with regard to administrative and coordination matters;
- Perform verbal and written interpretation/translation from Ukrainian and/or English and vice versa during meetings, events, and possible Duty Trips;
- Provide language assistance to the Component staff and participate in discussions with the Ukrainian authorities;
- Participate in preparation, implementation and follow up of project activities and project documentation;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Draft, review and translate work product (e.g. documents, presentation, notes, meeting minutes, etc) when needed;
- Work at short notice and following an irregular working schedule;
- Maintain, develop, and file documents and recorded data in appropriate databases, spreadsheets and all data-related files;
- 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 Interpretation / Translation, English Language and Literature, Linguistics, Humanities and Social Sciences Public Administration, Political Science, International Relations, Law, 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 including duty travel internally in Ukraine and abroad;
- 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 organisational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Professional experience in a European Union (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 mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- 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, 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 012-014, 2 positions	Finance Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Finance Section	Kyiv	II

The Finance Officer will report to the Head of Finance. As part of the Finance Section, the Finance Officer will support the Section and will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Finance 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:

- Examine submitted invoices, transactions and supporting documents related to the Mission and Projects as part of the Financial Circuit in Intranet, and conduct checks before processing payments;
- Processes payments in accordance with the EU Financial Regulations and Mission Standard Operating Procedures;
- Perform the accounting entries of the transactions on a daily basis;
- Responsible for preparation of cash, bank, AR/AP, balance sheet accounts reconciliation on a daily and monthly basis for closing the period;
- Safe keep financial supporting documents;
- Assist in preparation of monthly payroll for international and local staff members;
- Prepare recovery authorisations and issue debit notes to Mission Members or suppliers;
- As directed, establish and maintain working contact with local banks;
- Act as the point of contact between the petty cash custodians in Field Offices and the Finance Section at the HQ and as custodian for HQ petty cash;
- Perform the VAT recovery related tasks and correspondence;
- Prepare finance-related documents for departing mission members;
- Store all finance related documents in designated archive area;
- Translate financially related documents from local language to English and vice versa;
- 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 Finance, Accounting, Economy, Public Administration or Business 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 accounting or finance related area in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Very good knowledge of and experience with Microsoft Office Suite products;

- Good experience of using data for preparing reports;
- Excellent administration and organizational skills;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Experience with double entry bookkeeping;
- Knowledge and experience in the implementation of financial regulations and rules as well as accounting policies and practices.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Knowledge and experience with Ukrainian tax and labor laws (including VAT);
- Professional qualification in Accounting;
- Professional experience in specialized financial software applications with special focus on MS Navision Dynamics 365 (Finance/Accounting module), or Oracle or SAP.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- 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;
- 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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 069	General Operative/Technician	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Logistics and Transport Division	Kyiv	IV

The General Operative/Technician reports to the Building Management Officer. As part of the Logistics and Transport Division, the General Operative/Technician will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The General Operative/Technician 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 Building Management Officer with the daily Facility Management tasks;
- Identify cost saving maintenance initiatives for all mission facilities in EUAM premises;
- Perform different installation, repair, and maintenance works if needed;
- Perform scheduled maintenance works as directed by the Line manager;
- Identify required spare parts, tools and special equipment, related to his/her daily task;
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grated;
- Supervise local utility service providers and other third parties during their work on EUAM premises;
- Assist in coordinating, maintenance activities with the landlord representatives;
- Assist in identifying maintenance tasks related to Facilities Management and carry them out;
- Assist the Logistics Officer with the daily Warehousing tasks related to mission and project goods and equipment;
- Assist in picking, packing and where required distribution of mission goods and equipment when ordered in support of mission operations;
- Ensure goods are released from stock/storage only in accordance with due process and procedure;
- Assist in receiving and inspection of deliveries of mission goods and equipment;
- Assist in maintaining accurate and up to date stock control and inventory/monitor & report stock levels;
- Expedite task related processes (receipts/acceptance forms/systems processing for example);
- Provide advices on any improvements required, physical, equipment, tools, processes or resource issues arising;
- Assist in the above management of equipment in the regions (RPs);
- Perform shifting/lifting tasks related to Logistics and Transport Division operations.
- 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 the Secondary Education attested by a Certificate;
- After having fulfilled the education requirements, at least three (3) years of professional experience in logistics, facility management, warehousing, storekeeping, or similar fields;

- Be in possession of a driving license (Category B) including clean driving history.

Essential criteria:

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

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Flexibility in the execution of tasks and ability to work independently;
- Strong personal initiative and willingness to accept responsibilities; comprehensive grasp of warehousing, storekeeping, logistics operations and practices;
- Good negotiating skills and ability to influence others to reach agreement.

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.



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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
ODLD 003	Local Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department/ Security Division	Odesa	II

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

- Assists in the implementation of security operations and all matters relating to the safety and security for EUAM Ukraine personnel in the country or in the region of assignment;
- Assist Regional based Mission Security Officers in collecting, updating and communicating information regarding the security situation in the country;
- Liaise and coordinate, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Help to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the Mission Security Officers/Mission Security Analyst;
- Provide upon request technical and other assistance at security related meetings in the absence of the Regional based Mission Security Officers;
- Assist in maintaining the Mission Security Plan, including updating staff lists;
- Maintain security contingency plans updated;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Management and control of Guard Force from Contracted Private Security Company;
- Assist in the conduct of regular fire drills, communication tests and evacuation exercises;
- Maintain public security and order inside EUAM HQ/Field Offices;
- Monitor the record of visitors and visitors' procedures inside EUAM HQ/Field Offices;
- Co-operate closely on security issues with other international organizations and national law enforcement agencies;
- Produce reports to the SMSO via Regional Mission Security Officer on any and all incidents affecting mission staff, offices and assets and initiate necessary follow up;
- Assist in ensuring residential and office safety, and security preparedness;
- Conduct administrative, logistics and procurement related tasks under SDCCD;
- Coordinate with Regional Mission Security Officer in arrangements of appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings;
- Assist in the development and maintenance of warden system and keeps update of information related to EUAM offices and residences;

- Support EUAM SDCD in the tracking of mission personnel movements in Area of Operations according to prior arrangements and ensure proper communication;
- 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, preferably in fields related to Security/Police/Emergency Management/Military 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, preferably including experience as a Security Officer or a similar capacity.

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

- 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.
- Familiarity with Geographical Information Systems is an asset;

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 harsh field conditions if required;
- Ability to travel to high-risk areas and to conduct security duties;
- Maintain the highest levels of confidentiality and discretion when dealing with information.