

<b>Position Code</b>	<b>Position Title</b>	
UALO 039	Strategic Reform Officer	
<b>Department/Unit</b>	<b>Location</b>	<b>Post Group (Local Staff)</b>
Operations/Strategic Reform Component	Kyiv	II

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

### **Context**

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

### **Duties and Responsibilities**

The Strategic Reform Officer will be required, in accordance with the EUAM Ukraine Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

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

### **Qualifications and experience**

#### **Eligibility criteria:**

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

#### **Essential criteria:**

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

- Sound knowledge of Ukrainian government structures, governmental Institutions, structures and governance processes in the context of Civilian Security Sector Reform;
- Experience in positions requiring organizational and coordination skills, with a service approach;
- Experience in compiling reports.

**Additional advantageous assets:**

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

**Personality assets:**

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