

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 3-2018 Call for Contributions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref:	Name of the Post:	Location:	Availability:
	<u>Seconded (31)</u>			
	UAC 04	Executive Assistant to DHoM	Kyiv	ASAP
	UAC 23	Reporting Officer	Kyiv	20 Jan 2019
	UAC 33	Planning and Evaluation Officer	Kyiv	20 Feb 2019
	UAC 37	Coordination and Cooperation Officer	Kyiv	02 Mar 2019
	UAC 55	Strategic Communications Adviser	Kyiv	31 Mar 2019
	UAO 12	Lead Adviser on Human Resources Management	Kyiv	12 Feb 2019
	UAO 14	Senior Adviser on Vetting	Kyiv	13 Feb 2019
	UAO 22	Senior Adviser on Public Finance	Kyiv	20 Apr 2019
	UAO 28	Human Resources Adviser/Trainer	Kyiv	13 Mar 2019
	UAO 41	Head of Law Enforcement Agencies Component	Kyiv	27 Dec 2018
	UAO 44**	Lead Adviser on Community Policing	Kyiv	01 Apr 2019
	UAO 47	Community Policing Adviser/Trainer	Kyiv	09 Nov 2018
	UAO 49	General Policing Adviser/Trainer	Kyiv	01 Nov 2018
	UAO 51	Lead Adviser on Public Order/CRC Member	Kyiv	17 Feb 2019
	UAO 56	Senior Adviser on Domestic Security	Kyiv	11 Jan 2019
	UAO 84	Senior Adviser on Counter Terrorism	Kyiv	ASAP
	UAO 74	Senior Adviser on Prosecution (Management)	Kyiv	ASAP
	UAO 75*	Senior Adviser on Prosecution (Organised crime)	Kyiv	30 Apr 2019
UAO 78	Senior Adviser on Criminal Justice (Judiciary)	Kyiv	02 Jan 2019	
UAO 85	Senior Adviser on Witness Protection	Kyiv	ASAP	

	UAO 88	Criminal Investigations Adviser/Trainer	Kyiv	02 Feb 2019
	UAO 89*	Criminal Investigations Adviser/Trainer	Kyiv	12 Mar 2019
	KHO 03	Adviser/Trainer on Community Policing	Kharkiv	01 Apr 2019
	LVO 02	Adviser/Trainer on Community Policing	Lviv	30 Jan 2019
	LVO 05**	Adviser/Trainer on Public Order	Lviv	01 Apr 2019
	LVO 10	Senior Adviser on Prosecution	Lviv	ASAP
	ODO 01**	Regional Presence Coordinator	Odesa	25 Mar 2019
	ODO 03**	Senior Adviser on Prosecution	Odesa	01 Apr 2019
	ODO 04	Senior Adviser on Good Governance/Human Resources Management	Odesa	02 Mar 2019
	ODO 07	Adviser/Trainer on Criminal Investigations	Odesa	18 Feb 2019
	ODO 09	Adviser/Trainer on Rule of Law	Odesa	05 Mar 2019
	<u>Seconded/Contracted (6)</u>			
	UAC 52**	Public Relations Officer / Spokesperson	Kyiv	30 Mar 2019
	UAD 01**	Senior Mission Security Officer	Kyiv	23 Mar 2019
	UAD 09	Mission Security Officer	Kyiv	ASAP
	UAS 21	Head of Finance	Kyiv	15 Nov 2018
	UAS 31	Head of Procurement	Kyiv	16 Nov 2018
	UAS 44***	Cyber Security Officer (CIS)	Kyiv	ASAP
Deadline for Applications:	28 November 2018 at 17:00 hours Brussels time			
Applications must be submitted via:	<p>1. For <i>seconded candidates from EU Member States</i>: https://goalkeeper.eeas.europa.eu/registrar/</p> <p>2. For <i>contracted candidates from EU Member States</i>: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p>3. For <i>seconded candidates from Invited/Contributing Third States</i> (Annex 2 Application Form attached and available also on the EEAS website): cpcc-ukraine@eeas.europa.eu</p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mrs Jessica Gussarvius or Mr Benjamin Engels cpcc-ukraine@eeas.europa.eu</p>			

(*)The availability of this position is subject to the confirmation of a request for extension.

(**)The incumbent of the post is a UK national. The selection process and final decision are subject to the outcome of the BREXIT negotiations and/or guidance given by CPCC.

(***)The availability of this position depends on the result of ongoing selection.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

Co-location of Strategic Advisors – Posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location with those authorities with the normal daily place of work of the post holder being within the premises of those they are advising. Personnel nominated should be made aware of this and that whilst generally working conditions within the premises of Ukrainian authorities are good, the Mission has little influence over them.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – The candidates must have Citizenship of an EU Member State or of a Contributing Third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

1. Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² Common European Framework of References for Languages

II.B Desirable Requirements

Knowledge of the Mission area – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving Licence - Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas³ – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to LIMITE/LIMITED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area. (For EUCAP Sahel Mali and Niger only - Yellow fever vaccination is compulsory to be admitted to the country).

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

³ See details in each Call for Contribution.

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing Third States will bear any related costs.

N.B The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

The EEAS, and its directorate CPCC processes personal data pursuant to regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the decision of the high representative of the union for foreign affairs and security policy of 8 December 2011. The privacy statement on meetings and events is available on the EEAS website> [PRIVACY STATEMENTS](#).

SECONDED POSITIONS

Position Name: Executive Assistant to the Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: UAC 04	Location: Kyiv	Availability: As soon as possible
Department/Component /Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Executive Assistant to the Deputy Head of Mission (DHoM) reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To support and advise DHoM in the execution of all his functions, both within and outside the Mission;
- To task and ensure follow-up within the mission on behalf of DHoM as well as facilitate a continuous flow of information within the mission through maintaining contact with all Components/Department and Offices;
- To maintain regular contact with local authorities, non-governmental organisations, and other external counterparts on behalf of DHoM;
- To draft speeches, key messages, talking points, background briefings, and minutes from meetings;
- To prepare and manage letters, memos, and other correspondence; to receive and distribute correspondence;
- To prepare and accompany DHoM on meetings, visits, and other engagements, as well as represent DHoM in meetings;
- To coordinate and prepare briefing materials for DHoM prior to meetings;
- To manage the calendar of DHoM, including making travel arrangements for DHoM;
- To ensure the correct handling of confidential documentation (EUCI) and related information passing through HoM's Office;
- To step in for the other Executive Assistants in HoM's Office when they are out of the Mission;
- To undertake any other related task as required by the DHoM or CoS.

3. Mission Specific Tasks and Responsibilities

- To serve as the principal point of contact for DHoM, co-ordinating and following up with EUAM senior staff, EEAS, other CSDP Missions, other international organizations and diplomatic missions on matters concerning DHoM's activities;
- To identify, assign and take appropriate action on incoming requests and presents them to DHoM for consideration and to ensure that timely and appropriate action is taken in close coordination with CoS and HoPs;
- To review documents, reports and letters prepared for signature by DHoM in order to ensure quality and accuracy in substance;
- To co-ordinate visits to the mission and acts as a protocol officer of EUAM;
- To assist the CoS in the daily management of the HoM's Office.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to build effective working relationships;
- Personal mastery skills (discretion, confidentiality, problem solving, flexibility, time management);
- Attention to detail;
- Ability to work to tight deadlines with minimal supervision;
- Organisational skills (office management, event planning, project management).

6. Desirable Qualifications and Experience

- Working experience as an Assistant to senior management highly desirable;
- Experience of diplomacy and crisis management, in particular CSDP, highly desirable.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. number: UAC 23	Location: Kyiv	Availability: 20 Jan 2019
Component/Department/Unit: Chief of Staff Office/ Political, Analysis and Reporting Department/ Reporting Section	Level of Security Clearance: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line

The Reporting Officer reports to the Head of Political, Analysis and Reporting Department.

2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To gather and analyse information from across the Mission AoR, from Mission members reports, other relevant stakeholders and open sources, in order to maintain up-to-date knowledge of the situation;
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Kyiv and external visitors up to Ministerial level;
- To identify informational needs and contribute to the planning of information gathering;
- To manage large amounts of information: checking, compiling and analysing reports received;
- To maintain working relationships with Mission members and across the EU Delegation's departments to ensure effective information flow.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;

6. Desirable Qualifications and Experience

- Previous experience in crisis management Missions, including in the area of Security Sector Reform (including policing, rule of law), or in the political/diplomacy field;
- International experience, particularly in crisis areas with multinational and/or international organisations;
- Knowledge and experience of working in the AoR would be an asset.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Planning and Evaluation Officer	Employment Regime*: Seconded	
Ref. number: UAC 33	Location: Kyiv	Availability: 20 Feb 2019
Department/Component/Unit: CoS Office/Planning, Coordination and Cooperation Department	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Planning & Evaluation Officer reports to the Head of Planning, Coordination and Cooperation Department.

2. Main Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To prepare and give presentations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute towards ensuring that mission personnel are periodically updated on the progress of mission implementation;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- To contribute to the induction training of new mission personnel as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical and research skills;
- Time management and ability to prioritise multiple tasks;
- Self-motivated person able to work without close supervision.

6. Desirable Qualifications and Experience

- University and/or Master's Degree in business administration/project management or other related topics;
- Experience in leading and communicating change management initiatives to diverse audiences;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Ukrainian or Russian language skills.

Position Name: Coordination and Cooperation Officer	Employment Regime: Seconded	
Ref. number: UAC 37	Location: Kyiv	Availability: 02 Mar 2019
Department/Component/Unit: Chief of Staff Office/Planning, Coordination and Cooperation Department	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Coordination and Cooperation Officer reports to the Head of Planning, Coordination and Cooperation Department.

2. Main Tasks and Responsibilities

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders;
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To assist the Head of Planning, Coordination and Cooperation Department to coordinate all contributions from Operations to the mission's internal and external periodic reporting;
- To ensure that all Coordination and Cooperation Department activities are consistently and coherently planned and supported according to the Mission mandate and tasks as set out in the planning documents, OPLAN;
- To continuously map and assess the current activities of bi-lateral and multi-lateral assistance to the Ukrainian security sector;
- To continuously map and assess the activities of Ukrainian NGOs and civil society related to Ukrainian CSSR;
- To provide advice on the improvement of coordination initiatives;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND

- A minimum of 4 years of relevant professional experience, including experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Capacity to analyse and structure information;
- Planning and coordination skills;
- Capacity to deliver in a structured way;
- Networking and mediation skills;
- Language skills (if applicable).

6. Desirable Qualifications and Experience

- Experience in Security Sector/RoL reform in a national or host state context;
- Experience in a coordination function.

7. Desirable Knowledge, Skills and Abilities

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

Position Name: Strategic Communications Adviser	Employment Regime: Seconded	
Ref. Number: UAC 55	Location: Kyiv	Availability: 31 Mar 2019
Department/Component/Unit: Chief of Staff Office/ Press and Public Information Department	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Strategic Communications Adviser reports to the Head of Press and Public Information Department.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To work in collaboration with the Senior Strategic Communications Adviser for providing advice to the appropriate Ukrainian authorities in support of the development of Ukrainian government and ministerial Civilian Security Sector Reform policy and in accordance with the Mission policy and guidelines;
- To contribute to the enhancement of Ukrainian Civilian Security Sector Reform leadership and awareness of the critical importance of up to date communication environments, target groups and stakeholder engagement, public relations and effective communications strategies at all levels and of related EU models;
- To assist the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level in shaping, developing and implementing reform choices, making informed (strategic) communications decisions, analysing implications and conducting planning accordingly in the context of shaping Ukrainian Civilian Security Sector Reform;
- To provide training and other capacity building programs for UA stakeholders;
- To contribute to the development of training curricula for UA stakeholders on communications and strategic communications;
- To support the relevant Ukrainian authorities plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry strategic communications policy development and planning events;
- To manage and lead projects assigned to PPID and by the HPPID;

- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance and methodology;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in developing strategic communications plans and delivering advice on strategic communications at governmental level.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of public relations.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a senior management capacity.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Lead Adviser on Human Resources Management	Employment Regime: Seconded	
Ref. Number: UAO 12	Location: Kyiv	Availability: 12 Feb 2019
Department/Component/Unit: Operations/Strategic Civilian Security Sector Reform Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Lead Adviser on Human Resources Management reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of Ukrainian counterparts and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on Human Resources matters;
- To advise and support the management in the activities related to Human Resources;
- To provide strategic reform related advice to the leadership of the relevant Ukrainian entities at the national and regional level in identifying needs in the field of Human Resources development;
- To conceptualize, design and facilitate training programs, including the proposal of new training activities, regular revision of training-related processes, policies and procedures, training methodologies and techniques, as well as evaluation and impact assessment methods;
- To promote, encourage and advise Ukrainian authorities on a comprehensive capacity building strategy: identifying and solving training problems and needs, collecting and preparing training programs, developing and maintain sources of information, developing and presenting suggestions;
- To prepare, chair and take part in briefings about trainings with other units/departments/organizations/institutions;

- To contribute to the drafting, updating and implementation of the Mission Implementation Plan by identifying operational requirements and designing Mission operational activities in support of tasks and objectives;
- To constantly assess progress, identify actual and potential risks to attainment of Strategic CSSR Component tasks or activities or delays against the Mission Implementation Plan and raise issues to the Head of Component;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of Mission operational activities across time and to provide recommendations for the improvement of Mission performance;
- To contribute to Mission external reporting;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with other Advisers;
- To contribute to induction of Mission personnel;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 3 years at management level.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of the human resources, career management and development, as well as training.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Vetting	Employment Regime: Seconded	
Ref. Number: UAO 14	Location: Kyiv	Availability: 13 Feb 2019
Department/Component/Unit: Operations/Strategic Civilian Security Sector Reform Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Vetting reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To perform any other task as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide strategic reform related advice to the leadership of the relevant Ukrainian entities at the national level in shaping, developing and implementing identified reform choices in vetting procedures, as a key contribution to the lustration process and future recruitments within the security sector reform;
- To promote, encourage and advise the leadership of the relevant Ukrainian authorities at the national level on transparent models and standards for vetting procedure;
- To support the Ukrainian authorities in developing transparency in the vetting process and procedures for appealing decisions;
- To advise together with relevant Mission advisers the Ukrainian vetting authorities in ensuring compliance with legislation, Human Rights, Gender and European standards;
- To conduct analysis of applied vetting procedures and report to the Head of Strategic SSR Component;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to the relevant Ukrainian authorities;

- To contribute to the drafting and progressive upgrading of the MIP by supporting the identification of Mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the Strategic SSR Advice Component tasks or activities, or delays against the MIP, and to raise issues to the Head of Component;
- To travel within the Mission's area of operations as required;
- To identify, analyse and disseminate information on all vetting activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of the human resources, vetting procedures, as well as training.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Public Finance	Employment Regime: Seconded	
Ref. Number: UAO 22	Location: Kyiv	Availability: 20 Apr 2019
Department/Component/Unit: Operations/Strategic Civilian Security Sector Reform Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Public Finance reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To perform any other task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To ensure a comprehensive understanding of the current state of play in the public finance field by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in the public finance field, including logistics, procurement, and applying the principles of public finance management;
- To enhance the awareness of the relevant Ukraine authorities in their attitudes and approaches towards public finance, logistic and procurement related issues, applying EU standards, models and approaches;
- To assist the Ukraine authorities in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping the Ukrainian civilian security sector reforms and their implementation;
- To assist the relevant Ukraine authorities in designing and managing an effective financial system to support civilian security sector reform, in respect of the principles of public finance management and with a particular attention to fighting corruption;
- To promote, encourage and advise the relevant Ukraine authorities to make changes in the existing culture of public finance, logistics and procurement, with a special view to related transparency, responsibility and accountability, in order to support Ukrainian civilian security sector reforms;
- To design and pilot a role mode of Public Finance Management in cooperation with the Ukrainian interlocutors;

- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public finance field;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public finance;
- To manage and lead projects in public finance field;
- To assist in the implementation of training activities for public finance;
- To identify, analyse and disseminate information on all public finance activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of the public finance management.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Human Resources Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 28	Location: Kyiv	Availability: 13 Mar 2019
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources Adviser/Trainer reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Strategic CSSR Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the Human Resources field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula within Human Resources Development and deliver training;
- To support developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;

- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Lead Adviser.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- a minimum of 4 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in project management;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position: Head of Law Enforcement Agencies Component	Employment Regime: Seconded	
Ref. number: UAO 41	Location: Kyiv	Availability: 27 Dec 2018
Component/Department/Unit: Operations/ Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Law Enforcement Agencies Component reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Component so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Component;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To ensure that Mission staff members working in the Component identify and report lessons and best practices within their respective fields of responsibility;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Component's activities;
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities:

- To ensure, at an operational level, coordination, in particular with the Lead Advisers and the other Heads of Components;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-component cooperation;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, including experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes, after having fulfilled the education requirements out of which a minimum of 5 years at management level.

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Lead Adviser on Community Policing	Employment Regime: Seconded	
Ref. Number: UAO 44	Location: Kyiv	Availability: 1 Apr 2019
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Lead Adviser on Community Policing reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To guide the community policing team in identifying and addressing structural needs in the performance and accountability of the UA counterparts through strategies, organisational change processes, legislation, institutional development;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the community policing team;
- To direct and supervise the work of the Mission staff associated with the community policing development;
- To advise and support the management of the activities related to community policing;
- To proactively support the UA partners in the implementation of the activities related to community policing;
- To act as Mission focal point and direct counterpart to the relevant UA authorities on community policing matters.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/ and military education or training or an award of an equivalent rank AND

- A minimum of 6 years of relevant professional experience, out of which at least 3 at a management/coordination level, after having fulfilled the education requirements;
- Experience in community policing.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of community policing issues;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Community Policing Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 47	Location: Kyiv	Availability: 9 Nov 2018
Department/Component/Unit: Operations Department/Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Community Policing Adviser/Trainer reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Law Enforcement Agencies Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field, including community partnership and engagement, crime prevention, proactively addressing community safety issues etc;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the community policing field;
- To develop curricula for community policing and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To identify, analyse and disseminate information on all community policing activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements a minimum of 4 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position name: General Policing Advisor/Trainer	Employment Regime: Seconded	
Ref. number: UAO 49	Location: Kyiv	Availability: 1 Nov 2018
Department/Component//Unit: Operations Department/Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The General Policing Advisor/Trainer reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Law Enforcement Agencies Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide expertise to strengthen the capabilities in the field of policing, specifically in traffic policing (core theme), but also community partnership and engagement, crime prevention, proactively addressing community safety issues, Police first response, shift management etc.;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To develop curricula for general policing and deliver training;
- To support in developing, implementing and evaluation of in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To supervise and assess training activities of Mission trained NPU trainers on relevant and agreed training curricula;
- To coordinate activities with national and international interlocutors;
- To identify, analyse and disseminate information on all general policing activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the educational requirements a minimum of 4 years of relevant professional experience, out of which a minimum of 3 years at middle management level in Traffic Police;
- Experience in national/international training units/programmes for law enforcement agencies.

5. Essential Knowledge, Skills and Abilities

- Knowledge of modern Road Traffic Safety (RTS) concepts, specifically of respective Police participation (respective traffic assessments, measures planning, performance and post-evaluation, liaison with other RTS involved authorities and CSOs, public campaigning in RTS etc.);
- First-hand knowledge of Police first response, police and public safety, Police incident scene management, situation documentation, victim handling and care etc. specifically in regard to Police response on Road Traffic Accidents;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Lead Adviser on Public Order/CRC Member	Employment Regime: Seconded	
Ref. Number: UAO 51	Location: Kyiv	Availability: 17-Feb-2019
Division/Department/Unit: Operations/ Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Lead Adviser on Public Order reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of UA counterparts and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Managers.

3.1. Mission Specific Tasks and Responsibilities

- To advise and support the management of the activities related to Public Order;
- To guide the public order team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To proactively support the Ukrainian partners in the implementation of the activities related to crowd management;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Public Order team;
- To direct and supervise the work of the Mission staff associated to the public order development;
- To act as Mission focal point and direct counterpart to the relevant UA authorities on Public Order matters.

3.2. Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity (CRC), when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;

- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, out of which at least 3 at a management/coordination level, after having fulfilled the education requirements;
- Experience in public order.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of public order (crowd management) issues;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Domestic Security	Employment Regime: Seconded	
Ref. Number: UAO 56	Location: Kyiv	Availability: 11 Jan 2019
Department/Component/Unit: Operations Department/Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Domestic Security reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the National Security Service of Ukraine in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders; This will include advice on good practices in internal and inter-agency coordination and sharing of intelligence products, examples of National Intelligence Models, management of security related investigations, professional ethos, resource management and training;
- To provide awareness and advice to the national level Security Service leadership relating to the establishment of robust and effective internal investigations and discipline;
- To support Mission staff in advising relevant Ukrainian Civilian Security Sector agencies in promoting, developing and incorporating analytical criminal intelligence structures and processes within the design of strategic SSR;
- To inform and otherwise contribute towards the Mission's policy and advisory input into harmonised Ukrainian SSR at the cross governmental level;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general policing;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;

- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of intelligence-related matters;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Counter Terrorism	Employment Regime: Seconded	
Ref. Number: UAO 84	Location: Kyiv	Availability: as soon as possible
Department/Component/Unit: Operations Department/Law Enforcement Agencies Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Counter Terrorism reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities on counter terrorism;
- To facilitate the support of European Security services and European multilateral bodies for cooperation on the fight against international terrorism;
- To provide expertise in the delineation of competencies among the different LEAs on counter terrorism;
- To provide expertise in the development of a national strategy and its implementation;
- To advise and provide expertise in the development of risk assessments;
- To provide advice on counter terrorism operations within its specific legal framework and in line with human rights standards;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on counter terrorism;
- To assist in the implementation of training activities on counter terrorism;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on counter terrorism;
- To manage and lead projects on counter terrorism;

- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of counter terrorism matters from a security service perspective;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Prosecution (Management)	Employment Regime: Seconded	
Ref. Number: UAO 74	Location: Kyiv	Availability: as soon as possible
Component/Department/Unit: Operations Department/ Rule of Law Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution (Management) reports to the Head of the Rule of Law Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To perform any other task as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in the prosecution; this will include advice on policy relating to such matters as prosecutorial ethos, structural and operational organisation of the Public Prosecutor's Office, independence and self-governance, resource management and the vetting process of prosecutors;
- To provide awareness and advice to the national level Ukrainian prosecutorial leadership relating to the establishment of robust and effective internal communication, human resources and discipline procedures;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To support Mission Regional Presences where relevant;
- To manage and lead projects in the prosecution field;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience in prosecution management, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of prosecution service.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Senior Adviser on Prosecution (Organised Crime)	Employment Regime: Seconded	
Ref. Number: UAO 75	Location: Kyiv	Availability: 30 Apr 2019
Department/Component/Unit: Operations Department/ Rule of Law Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of the Rule of Law Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To perform any other task as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in the prosecution;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To manage and lead projects in the prosecution field;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND

- After having fulfilled the educational requirements, at least 6 years of relevant professional experience, out of which at least 3 years of experience of fighting organised crime.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of prosecution service.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Senior Adviser on Criminal Justice (Judiciary)	Employment Regime: Seconded	
Ref. Number: UAO 78	Location: Kyiv	Availability: 02 Jan 2019
Department/Component/Unit: Operations Department/ Rule of Law Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Criminal Justice (Judiciary) reports to the Head of Rule of Law Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver trainings in the area of responsibility, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute at an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen capabilities in the field of criminal justice in Ukraine within an efficient, equitable, secure and accessible justice system;
- To provide strategic advice and assistance to the relevant Ukrainian partners, such as the High Council of Judges, the High Qualifications and Disciplinary Commission, the State Judicial Administration and other relevant judicial offices in the field of criminal justice, in developing a legal/regulatory framework in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders; This includes advice on specific EU practices of judges of criminal courts / chambers / High Specialized Court on Civil and Criminal Cases and investigative judges, on judicial ethos, on structural and operational organization of the judiciary with them emphasise on courts responsible for criminal cases, on independency of judges of criminal courts / chambers/ / High Specialized Court on Civil and Criminal Cases and investigative judges, on court security, on the role of self-governance in particular regarding judges of criminal courts / chambers/ / High Specialized Court on Civil and Criminal Cases and investigative judges, on resource management and on the vetting process in particular of judges of criminal courts / chambers and investigative judges;
- To build local capacities of judges of criminal courts / chambers/ High Specialized Court on Civil and Criminal Cases and investigative judges through individual advisory sessions with justice

institution, such as courts and different judges on different levels, the High Council of Judges, the High Qualifications and Disciplinary Commission, the State Judicial Administration and other relevant judicial offices in the field of criminal justice to exchange views and sharing best practices with regard to all aspects of judicial functions in the area of criminal justice;

- To improve the professional interaction of judges of criminal courts / chambers and investigative judges with prosecutors and defence lawyers;
- To enhance the awareness of EU and other international standards in criminal justice, such as ECHR jurisprudence, and of models and approaches related to the judiciary in the field of criminal justice;
- To identify and advise the relevant Ukrainian partners on training opportunities in the judicial reform and in particular to judges of criminal courts / chambers and investigative judges to specialise their knowledge in solving cases of corruption crimes, organised crimes, cybercrimes and other major crimes which requires special knowledge and to coordinate training issues closely with the National School of Judges;
- To advice and support the Head of Rule of Law, the Head of Operations and the Head of Mission to build up relations to the new established Cassation Criminal Court of the Supreme Court;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective judicial reform in the field of criminal justice;
- To identify, analyse and disseminate information on all legislative drafting activities within her/his area of responsibility as required;
- To manage and lead projects in the judicial reform field;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, preferably as a judge, lawyer or legal advisor in the field of criminal justice;
- Experience in dealing with legal matters, with a specific focus on judicial aspects.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process;
- Experience in criminal justice reform either domestically or internationally;
- Experience in dealing with legal matters, with a specific focus on judicial aspects in particular in the field of criminal justice.

7. Desirable Knowledge, Skills and Abilities

- Understanding of Ukrainian law;
- Knowledge of EU Human Rights legislation;
- Understanding and knowledge of Ukrainian judiciary in the field of criminal justice;
- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Witness Protection	Employment Regime: Seconded	
Ref. Number: UAO 85	Location: Kyiv	Availability: as soon as possible
Department/Component/Unit: Operations Department / Rule of Law Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Witness Protection reports to the Head of the Rule of Law Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver trainings in the area of responsibility, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on a strategic and operational level and in his/her field of expertise to the Mission's mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise and strategic advice to strengthen capabilities on witness protection and organised crime;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on witness protection and organised crime;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on witness protection and organised crime;
- To manage and lead projects on witness protection and organised crime;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience including in fighting organised crime, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Professional knowledge of managing witness protection programmes;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position: Criminal Investigations Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 88 UAO 89	Location: Kyiv	Availability: UAO 88, 02-Feb-2019 UAO 89, 12-Mar-2019
Component/Department/Unit: Operations Department/ Rule of Law Component	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Criminal Investigations Adviser/Trainer reports to the Head of Rule of Law Component.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head Rule of Law Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the criminal investigations field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the criminal investigations field;
- To develop curricula for criminal investigations and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;

- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all criminal investigations activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: KHO 03	Location: Kharkiv	Availability: 01 Apr 2019
Department/Component/Unit: Operations Department/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Regional Presence Coordinator;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements a minimum of 4 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: LVO 02	Location: Lviv	Availability: 30 Jan 2019
Department/Component/Unit: Operations Department/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Regional Presence Coordinator;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements a minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Public Order	Employment Regime: Seconded	
Ref. number: LVO 05	Location: Lviv	Availability: 01 Apr 2019
Department/Component/Unit: Operations Department/ Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Public Order reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Regional Presence Coordinator;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the policing field, including community partnership and engagement, crime prevention, traffic, proactively addressing public order issues etc;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners in the region on the capacity and training opportunities in the public order field;
- To develop curricula for public order and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in the region in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements a minimum of 4 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies.

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Knowledge of the Crowd and Riot Control.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: LVO 10	Location: Lviv	Availability: as soon as possible
Department/Component/Unit: Operations Department/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To deputise for the Regional Presence Coordinator when so appointed;
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise the Regional Prosecutor on prosecution reforms;
- To support and advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and advise relevant regional counterparts on criminal justice related matters and legal reform;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND

- A minimum of 6 years of relevant professional experience in the field of prosecution, criminal defence or as a criminal judge, out of which a minimum of 3 years of management/coordination experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of change management, related outreach and consultation;
- Experience in managing training projects, duration and preparing of trainings/exercises in civilian security sector institutions;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Regional Presence Coordinator	Employment Regime: Seconded	
Ref. Number: ODO 01	Location: Odesa	Availability: 25 Mar 2019
Department/Component/Unit: Operations Department/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Regional Presence Coordinator reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Regional Presence (RP) team to ensure the implementation of the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the RP team's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the RP team;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the RP team's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components if directed;
- To ensure that Mission staff members working in the RP team identify and report lessons and best practices within their respective fields of responsibility;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To ensure the mainstreaming of Human Rights and Gender aspects into the RP team's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To operationalize, according to EUAM HQ direction, the Mission mandate and tasks as set out in the planning documents, OPLAN and the Mission Implementation Plan (MIP);
- To act as Mission focal point and direct counterpart to the relevant UA authorities and civil society organisations in the assigned region according to EUAM HQ direction;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience out of which a minimum of 5 should be at management level;
- Experience in implementation of reform programmes and in Security Sector/Rule of Law Reform in a national or host state context.

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: ODO 03	Location: Odesa	Availability: 01 Apr 2019
Department/Component/Unit: Operations Department/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To deputise for the Regional Presence Coordinator when so appointed;
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise the Regional Prosecutor on prosecution reforms;
- To support and advice the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and advice relevant regional counterparts on criminal justice related matters and legal reform;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 5 years of experience in the field of prosecution, criminal defence or as a criminal judge and 3 years of experience at management/coordination level.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Good Governance/ Human Resource Management	Employment Regime: Seconded	
Ref. Number: ODO 04	Location: Odesa	Availability: 02 Mar 2019
Department/Component/Unit: Operations Department /Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Good Governance/Human Resource Management reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide expertise to strengthen the capabilities in the field of good governance, focusing on Human Resources Management;
- To provide strategic advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with EUAM HQ and to ensure a comprehensive understanding of the current state of play in public administration and decentralisation in the regions;
- To assess and provide strategic advice to the authorities of the relevant regional entities in identifying needs in the fields of good governance, including the crosscutting principles, and Human Resources development;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

- Knowledge of human resources management and good governance;
- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- University Degree in human resources management or/and an international certification in human resources management;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: ODO 07	Location: Odesa	Availability: 18 Feb 2019
Department/Component/Unit: Operations Department /Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Criminal Investigations reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Regional Presence Coordinator;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal investigations field;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local criminal investigations activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Rule of Law	Employment Regime: Seconded	
Ref. Number: ODO 09	Location: Odesa	Availability: 05 Mar 2019
Department/Component/Unit: Operations Department /Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Rule of Law reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Regional Presence Coordinator;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the criminal justice field, focusing on pre-trial investigations and case management;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal justice field, including police-prosecution cooperation when conducting investigations;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local criminal justice activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement/RoL agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- University Degree in Law;
- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

SECONDED/CONTRACTED

Position Name: Press and Public Relations Officer / Spokesperson	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. number: UAC 52	Location: Kyiv	Availability: 30 Mar 2019
Department/Component/Unit: Chief of Staff Office/Press and Public Information Department	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Public Relations Officer/Spokesperson reports to the Head of Public Information Department / Senior Spokesperson.

2. Main Tasks and Responsibilities

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, if relevant, social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To substitute the Head of Public Information Department / Senior Spokesperson in his/her absence;
- To manage, engage, interact, monitor and feed print and audio-visual contents to the mission's web and social media tools;
- To organize and implement public information campaigns, EUAM, EU and topic related events, mission promotional materials, town hall meetings and conferences;
- To engage with the local PR community;
- To embrace public information / media training at the attention of the mission staff;
- To assist in conducting and coordinating official visits according to protocol rules;
- To advise, mentor and support designated Ukrainian counterparts on strategic public relations and communication;
- To contribute to regular mission reporting and to other reports, papers and briefings in relation to the implementation of the mission mandate;

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Communication Sciences, Public Relations, Business Administration; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting and presentation skills;
- Proficiency with social media platforms, website management and design software;
- Ukrainian or Russian Language skills.

6. Desirable Qualifications and Experience

- Experience in the field of institutional communication;
- Experience as a spokesperson and institutional communication;

7. Desirable Knowledge, Skills and Abilities

- Knowledge about the local press and media environment;

Position Name: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert level
Ref. number: UAD 01	Location: Kyiv	Availability: 23 Mar 2019
Department/Component/Unit: Mission Security and Safety Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Senior Mission Security Officer (SMSO) reports to the Head of Mission (HoM) and liaises closely with the CPCC Security and Duty of Care Office.

2. Main Tasks and Responsibilities

- To lead, direct and manage the Mission's Security and Safety Office/Department, as per the relevant Annex of the OPLAN;
- To monitor and assess the security situation and to provide security analyses, recommendations and advice to the HoM, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To provide advice and implement measures in order to ensure the security and safety of Mission's members;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and Six Monthly Reports as appropriate and to ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction and other necessary training to Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that any private security provider complies with ToRs and fulfils the contract requirements to the assigned performance standards, including the Code of Conduct;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To direct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and to be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;

- To ensure that all security and secured communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure that the policy on security clearances for Mission staff is correctly applied;
- To travel to all Mission areas, including High Risk areas, if required;
- To collaborate with and report to CPCC Security and Duty of Care Office on all relevant security related matters and ensure the implementation of their security recommendations;
- To regularly convene the Security Management Team of the Mission;
- To undertake any other tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information;
- To supervise the recruitment of new staff to the Mission Security Office(s);
- To identify staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents.

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 8 years of relevant professional experience acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management/coordination level.

5. Essential Knowledge, Skills and Abilities

- Ability to contribute to the development of security policies and procedures;
- Planning, and time-management skills;
- Highly resilient under mental pressure.

6. Desirable Qualifications and Experience

- University or/and Master's Degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Validated license for armoured vehicle or a driving licence class C or equivalent;
- Firearms trained.

7. Desirable Knowledge, Skills and Abilities

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of the Mission area and potential security threats;
- Ukrainian or Russian Language skills.

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: UAD 09	Location: Kyiv	Availability: as soon as possible
Department/Component/Unit: Mission Security and Safety Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness.
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members' and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- Assesses the security situation and maintains updated all relevant security related documents;
- Provides comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- Reports and assists the SMSO on the security level and state of alert for the mission staff;
- Works in close cooperation with the Department of Mission Support in matters related to the procurement of necessary security related equipment and services;
- Elaborates in-depth planning and execution of security operations;
- Support the mission SSD security training capabilities in the identification, development, delivery and audit of training requirements.

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Planning, and time-management skills;
- Analytical skills;

6. Desirable Qualifications and Experience

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- Civilian driving licence class C.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the Mission area and potential security threats;
- Ukrainian or Russian Language skills.

Position Name: Head of Finance	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level
Ref. number: UAS 21	Location: Kyiv	Availability: 15 Nov 2018
Department/Component/Unit: Mission Support Department/ Finance Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Head of Finance reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities

- To lead, direct and manage the Finance Unit;
- To ensure the sound and effective financial management of the CSDP Mission and the development of the essential internal policies and procedures for finance;
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting;
- To limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors;
- To ensure the presence of external audits and implement audit recommendations;
- To liaise with CPCC and FPI for coming mandates budget preparation and facilitate the internal budget process in the mission;
- To identify needs of goods and/or services required for improving the efficiency of the unit and define them technically for procurement;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To develop policies (prepare Standard Operating Procedures) for the control of the EU finances, in close cooperation with the Finance Officers;
- To define procedures for payroll, in close cooperation with the Head of Human Resources;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting (in particular of monthly, interim and final financial report to the European Commission), verifying the integrity of accounts, their accuracy and their on-time delivery;
- To monitor expenditures on budget execution, and to make recommendations for corrective actions to the budget if needed;
- To maintain any financial control as appropriate and tasked by the Head of Mission Support;
- To contribute to lessons identification;

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience (finance, budget or related working experience), after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledge of accounting software;
- Knowledge of the EU Financial Rules;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialised training/course in finance/accounting or other related field;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Experience in financial management and audits, preferably including EU procedures.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Head of Procurement	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert level
Ref. number: UAS 31	Location: Kyiv	Availability: 16 Nov 2018
Component/Department/Unit: Mission Support Department/ Procurement Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Procurement reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Procurement Unit;
- To lead, develop, manage and co-ordinate the CSDP Mission contracting and procurement processes in accordance with the established procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the mission members related with all contracting and procurement matters;
- To develop professional relationships and work partnership with the EU Commission in the field of contracting and procurement for the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To develop policies (prepare Standard Operating Procedures) for procurement procedures in the Mission, in close cooperation with the Procurement Officers;
- To contribute to lessons identification;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework, which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level.

5. Essential Knowledge, Skills and Abilities

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Knowledge of the EU Procurement Rules.

6. Desirable Qualifications and Experience

- Specialised training/course in the field of procurement;
- University and/or Master's Degree in procurement, law, management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in planning and implementing projects and programmes;
- Experience in tendering processes and audits, preferably including EU procedures.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: CIS – Cyber Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level
Ref. Number: UAS 44	Location: Kyiv	Availability: as soon as possible
Department/Component/Unit: Mission Support Department/Communications and Information Systems (CIS) Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The CIS-Cyber Security Officer reports to the Head of Communication and Information Systems.

2. Main Tasks and Responsibilities

- Design, implement and maintain the IT Security Architecture and Plan, and direct the implementation of IT security standards and best practices;
- Monitor appropriate IT Security metrics and provide periodic status reports to stakeholders for all critical systems within their specific area of responsibility;
- Develop and implement IT security controls;
- Formulate operational risk mitigation and execute incident response actions;
- Direct the installation, configuration, and use of security tools (e.g. firewalls, data encryption, IDS) and services, to protect the Mission's data, electronic information, systems and infrastructure;
- Research, evaluate, recommend and introduce new IT security tools, techniques, services and technologies to improve and innovate the Mission's IT security solutions portfolio;
- Identification of budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions and services;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- Participate in the Mission's cybersecurity management program, working closely with Mission Security and Safety personnel and related management structures;
- Support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions;
- Support the operational hardening of IT and communication systems, services and networks.
- Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners;
- Provide training, advice and easy to follow user guidelines on maintaining IT and cyber security.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related field; AND

- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in an IT Security/Cyber Security, after having fulfilled the education requirements; Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services;
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, or similar).

5. Essential Knowledge, Skills and Abilities

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards.

6. Desirable Qualifications and Experience

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- A combination of professional and relevant certifications in Microsoft, Cisco, and StormShield products and technologies;
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ ITIL, MOF);
- International experience, particular in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations.