

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2019 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:	
	<u>Seconded (35)</u>			
	UAC 05	Executive Assistant to Chief of Staff	Kyiv	ASAP
	UAC 23*	Reporting Officer	Kyiv	ASAP
	UAC 32	Senior Planning and Evaluation Officer	Kyiv	ASAP
	UAM 01	Senior Adviser on General Policing	Kyiv	ASAP
	UAM 05	Criminal Investigations Adviser on Organised Crime	Kyiv	23 Jun 2019
	UAO 22	Senior Adviser on Public Finance	Kyiv	20 Apr 2019
	UAO 03 UAO 13 UAO 28	Human Resources Development Adviser/Trainer	Kyiv	01 Sep 2019 24 May 2019 13 Mar 2019
	UAO 16*	Senior Adviser on Anti-Corruption	Kyiv	01 Sep. 2019
	UAO 19	Human Rights and Gender Adviser/Trainer	Kyiv	15 May 2019
	UAO 42	Senior Adviser on General Policing	Kyiv	07 Jun 2019
	UAO 46 UAO 50*	Community Policing Adviser/Trainer	Kyiv	19 Aug 2019 31 Jul 2019
	UAO 53 UAO 55	Public Order (crowd management) Adviser/Trainer	Kyiv	20 Jun 2019 02 May 2019
	UAO 73*	Senior Adviser on Prosecution (Financial)	Kyiv	04 Jun 2019
	UAO 74	Senior Adviser on Prosecution (Management)	Kyiv	ASAP
	UAO 78	Senior Adviser on Criminal Justice (Judiciary)	Kyiv	ASAP
	UAO 84	Senior Adviser on Counter Terrorism	Kyiv	ASAP
	UAO 86	Senior Adviser on Forensic Identification	Kyiv	16 Mar 2019
	UAO 91	Criminal Investigations Adviser/Trainer	Kyiv	15 Aug 2019

	KHO 01	Regional Presence Coordinator	Kharkiv	08 May 2019
	LVO 01	Regional Presence Coordinator	Lviv	26 Jul 2019
	LVC 01	Planning and Reporting Officer	Lviv	ASAP
	LVO 03	Adviser/Trainer on Community Policing	Lviv	04 June 2019
	LVO 04	Adviser/Trainer on Criminal Investigations	Lviv	08 Aug 2019
	LVO 05**	Adviser/Trainer on Public Order	Lviv	30 Mar 2019
	LVO 09	Senior Adviser on General Policing	Lviv	ASAP
	LVO 10	Senior Adviser on Prosecution	Lviv	ASAP
	ODO 01**	Regional Presence Coordinator	Odesa	23 Mar 2019
	ODC 01	Planning and Reporting Officer	Odesa	ASAP
	ODO 03**	Senior Adviser on Prosecution	Odesa	30 Mar 2019
	ODO 04	Senior Adviser on Good Governance/Human Resources Management	Odesa	ASAP
	ODO 09	Adviser/Trainer on Rule of Law	Odesa	05 Mar 2019
	Seconded/Contracted (6)			
	UAD 07	Information Security Officer	Kyiv	29 May 2019
	UAO 17	Human Rights and Minorities Adviser	Kyiv	30 May 2019
	LVS 01	Regional Administration Coordinator	Lviv	ASAP
	UAS 13	Human Resources Management Officer	Kyiv	ASAP
	UAS 33	Procurement Officer	Kyiv	ASAP
	UAS 44	Cyber Security Officer (CIS)	Kyiv	ASAP
Deadline for Applications:	20 March 2019 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): 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.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/invited/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 on 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

Position Name: Executive Assistant to the Chief of Staff	Employment Regime: Secoded	
Ref. Number: UAC 05	Location: Kyiv	Availability: ASAP
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 Chief of Staff (CoS) reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To support and advise CoS 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 CoS 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 CoS;
- 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 CoS on meetings, visits, and other engagements, as well as represent CoS in meetings; to coordinate and prepare briefing materials for CoS prior to meetings;
- To manage the calendar of CoS, including making travel arrangements for CoS;
- To ensure the correct handling of confidential documentation (EUCI) and related information passing through CoS's Office;
- To temporary replace the other Executive Assistants in CoS's Office;
- To undertake any other related task as required by the CoS.

3. Mission Specific Tasks and Responsibilities

- To serve as the principal point of contact for CoS, co-ordinating and following up with EUAM senior staff, EEAS, other CSDP Missions, other international organizations and diplomatic Missions on matters concerning CoS's activities;
- To identify, assign and take appropriate action on incoming requests and presents them to CoS 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 CoS 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 CoS'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
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Ability to build effective working relationships;
- Personal skills (discretion, confidentiality, problem solving, flexibility, time management);
- Attention to detail;
- Ability to work to tight deadlines with minimal supervision;
- Effective communication skills both in written and oral English;
- Organisational skills (office management, event planning, project management).

6. Desirable Qualifications and Experience

- Working experience as a Political Adviser or Special/Executive 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: ASAP
Component/Department/Unit: Chief of Staff Office/ Political, Analysis and Reporting Department/ Reporting Section	Level of Security Clearance: EU RESTRICTED or equivalent	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 Mission's 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: Senior Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 32	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Planning, Coordination and Cooperation Department	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To act as Senior Planning and Evaluation Officer coordinating the work of the Planning and Evaluation Officers;
- To help ensuring that Mission operational activities are executed according to the Head of Mission's directions. To this effect, he/she is responsible to develop and review on regular basis the Mission Implementation Plan (MIP) under supervision of the Head of Planning, Coordination and Cooperation Department and in coordination with other relevant organizational units of the Mission;
- To help ensuring that Mission operational activities are executed according to the MIP. To this effect, he/she is responsible to monitor, evaluate and report on the state of play of mandate implementation, including through benchmarking, analysis and evaluation;
- To ensure that Mission personnel is regularly updated on the progress of MIP implementation;
- To contribute to ensure that planning Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To perform any other tasks assigned by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To identifying, collecting and disseminating of lessons and best practices;
- To design, develop and contribute to the induction training of mission personnel and mission internal trainings as required in co-operation with Mission Support Department.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study OR;
- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/ referenced 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 in the above-mentioned field of experience, e.g. a Master's degree, AND
- after having fulfilled the above requirements, a minimum of 6 years of relevant and proven professional experience, out of which 5 in strategic analyses, planning, evaluating and reporting.

5. Essential Knowledge, Skills and Abilities

- Excellent interpersonal and communication skills;
- Sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- 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.

6. Desirable Qualifications and Experience

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- 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 is desirable.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAM 01	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Mobile Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on General Policing reports to the Head of Operations.

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 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 tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented policing, patrolling, minor investigation, crime scene management, traffic enforcement, first response, etc.;
- To support and advise the Regional Main Departments of the Ukrainian National Police (NPU) in implementing reforms in accordance with the centrally agreed policies and guidelines;
- To support allocation / re-allocation of resources, performance evaluation, finance, human resources policies in the region;
- To advise the Regional NPU on developing safety strategies for the region;
- To support and advise the Regional NPU on cooperation with other regional authorities, especially police – prosecution cooperation;
- To assist in the implementation of training activities on general policing;
- 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 6 years of relevant professional experience in general policing, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of general 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: Criminal Investigations Adviser on Organised Crime	Employment Regime: Seconded	
Ref. Number: UAM 05	Location: Kyiv/Countrywide	Availability: 23 Jun 2019
Department/Component/Unit: Operations Department/Mobile Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Criminal Investigations Adviser on Organised Crime reports to the Head of Operations.

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 less developed structural areas in the performance and accountability of respective counterparts/institutions and to propose development and solutions for 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 collect and collate statistics about the workload/performance of local counterparts;
- 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 provide advice and training to the relevant regional/local Ukrainian partners on criminal investigations of organised crime with focus on the areas of criminality especially high in the regions;
- To help ensuring an effective implementation of reorganising the pre-trial investigation unit (investigators) and criminal police unit (operatives) at police station level (inter-district/hub and district), including reorganising police structure, SOPs, job descriptions etc.;
- 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
- 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

- Experience of designing and delivering training;
- Experience in project management;
- 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: 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 Development Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 03* UAO 13* UAO 28	Location: Kyiv	Availability: 01 Sep 2019 24 May 2019 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 Development 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 Name: Senior Adviser on Anti-Corruption	Employment Regime: Seconded	
Ref. Number: UAO 16*	Location: Kyiv	Availability: 01 Sep 2019
Component/Department/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 Anti-Corruption reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

2. Main 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 CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in developing a legal/regulatory framework in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in Anti-Corruption;
- To manage and lead projects in Anti-Corruption field;
- To assist in the implementation of training activities for Anti-Corruption;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Anti-Corruption activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To provide anticorruption related advice to those Ukrainian authorities involved in drafting security sector related legislation;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Anti-Corruption field;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective Anti-Corruption;
- To assist the National Anti-Corruption Bureau of Ukraine to make fully informed decisions relating to the investigation of corruption crimes.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise OR
- a qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/ referenced to level 7 in the European Qualifications Framework OR
- a qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a master degree OR
- Equivalent Police or/and Military education or training or an award of an equivalent rank. AND a minimum of 10 years of relevant professional experience out of which 7 related to the field of anti-corruption, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting and analytical skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Excellent interpersonal and communication skills;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Excellent interpersonal and communication skills;
- 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.

6. Desirable Qualifications and Experience

- Experience of change management, related outreach and consultation would be an significant advantage;
- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region is desirable.

Position Name: Human Rights and Gender Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 19	Location: Kyiv	Availability: 15 May 2019
Component/Department/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 Human Rights and Gender Adviser/Trainer reports to the Head of the Strategic Civilian Security Sector (CSSR) Component.

2. Main 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 CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To act as the Mission focal point for gender equality, mainstreaming and WPS related dimensions;
- To advise on the integration of a gender perspective and mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on-WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- To support the induction training of Mission's staff members as required;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To provide expertise to strengthen the capabilities in the human rights and gender fields;
- 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 human rights and gender, and deliver training;
- To support in developing and implementing in-service trainings;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To identify, analyse and disseminate information on all human rights and gender activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

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 identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the human rights and gender fields;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To monitor and analyse the gender situation and gender relations in the host state;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender-sensitive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise 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 AND
- a minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical skills and ability to conduct gender analysis;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Negotiations skills;
- Proactive in developing strategies to accomplish objectives;
- Successfully completed one of the established training courses for gender advisors.

6. Desirable Qualifications and Experience

- 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 is desirable.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian Language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAO 42	Location: Kyiv	Availability: 07 Jun 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 General 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 counterparts/institutions 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 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 enhance the awareness of the relevant Ukrainian partners of EU policing standards, models and approaches;
- To assist them in identifying choices, making informed decisions, analysing implications and planning in the context of shaping Ukrainian police reforms and their implementation;
- To provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented policing, patrolling, minor investigation, crime scene management, traffic enforcement, first response, etc.;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on general policing;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general policing;
- To manage and lead projects on general policing and advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on general policing;
- 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 police or military equivalent education or training and rank; AND
- After having fulfilled the educational requirements a minimum of 6 years of relevant professional experience in general policing.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of general 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 46 UAO 50*	Location: Kyiv	Availability: 19 Aug 2019 31 Jul 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 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: Public Order (Crowd Management) Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 53 UAO 55	Location: Kyiv	Availability: 20 Jun 2019 02 May 2019
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Public Order 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 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(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 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 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 general 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: Senior Adviser on Prosecution (Financial)	Employment Regime: Seconded	
Ref. Number: UAO 73*	Location: Kyiv	Availability: 04 Jun 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 (Financial) 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 financial 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 Prosecution (Management)	Employment Regime: Seconded	
Ref. Number: UAO 74	Location: Kyiv	Availability: ASAP
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 Criminal Justice (Judiciary)	Employment Regime: Seconded	
Ref. Number: UAO 78	Location: Kyiv	Availability: ASAP
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 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 working 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 Counter Terrorism	Employment Regime: Seconded	
Ref. Number: UAO 84	Location: Kyiv	Availability: ASAP
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 Forensic Identification	Employment Regime: Seconded	
Ref. Number: UAO 86	Location: Kyiv	Availability: 16 Mar 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 Forensic Identification 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 counterparts/institutions 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 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 capabilities on forensic identification;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU member States' Law Enforcement Agencies;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on forensic identification;
- To manage and lead projects on forensic identification and to advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on forensic identification;
- To travel within the Mission's area 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 police or military equivalent education or training and rank; AND
- After having fulfilled the educational requirements a minimum of 6 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of forensics 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: Criminal Investigations Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 91	Location: Kyiv	Availability: 15 Aug 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 investigation's 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: Regional Presence Coordinator	Employment Regime: Seconded	
Ref. Number: KHO 01	Location: Kharkiv	Availability: 08 May 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: Regional Presence Coordinator	Employment Regime: Seconded	
Ref. Number: LVO 01	Location: Lviv	Availability: 26 Jul 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: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: LVC 01	Location: Lviv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Planning and Reporting Officer reports to the Chief of Staff

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 Mission's area of responsibility;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- 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 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 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 Managers.

3. Mission Specific Tasks and Responsibilities

- Under the supervision of Chief of Staff and following the operational directions of the Head of Planning Coordination and Cooperation Department, to advise and support the Regional Presence Coordinator in reporting on the activities in the region according to the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of Planning, Coordination and Cooperation Department and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the coordination of the Head of Planning, Coordination and Cooperation Department, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's instructions;
- Under the coordination of the Head of Planning, Coordination and Cooperation Department, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the regions;
- Under the coordination of the Head of Political, Analytical and Reporting Department, to identify informational needs and contribute to the Mission reporting and information gathering;
- 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; AND
- A minimum of 4 years of relevant professional experience in operational planning and reporting, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical and research skills;
- Report compilation, drafting and editing skills.

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- 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

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

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: LVO 03	Location: Lviv	Availability: 4 June 2019
Department/Component/Unit: Operations Department/Regional Presence	Level of Security Clearance: 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 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 travel 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 Criminal Investigations	Employment Regime: Seconded	
Ref. Number: LVO 04	Location: Lviv	Availability: 8 August 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 5 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 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 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 General Policing	Employment Regime: Seconded	
Ref. Number: LVO 09	Location: Lviv	Availability: ASAP
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 General Policing 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 counterparts/institutions 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 tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented policing, patrolling, minor investigation, crime scene management, traffic enforcement, first response, etc.;
- To support and advise the Regional Main Departments of the Ukrainian National Police (NPU) in implementing reforms in accordance with the centrally agreed policies and guidelines;
- To support allocation / re-allocation of resources, performance evaluation, finance, human resources policies in the region;
- To advise the Regional NPU on developing safety strategies for the region;
- To support and advise the Regional NPU on cooperation with other regional authorities, especially police – prosecution cooperation;
- To assist in the implementation of training activities on general policing;
- 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 6 years of relevant professional experience in general policing, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of general 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: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: LVO 10	Location: Lviv	Availability: ASAP
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
- 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: 23 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: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: ODC 01	Location: Odesa	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Regional Presence	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Planning and Reporting Officer reports to the Chief of Staff.

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 Mission's area of responsibility;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- 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 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 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 Managers.

3. Mission Specific Tasks and Responsibilities

- Under the supervision of Chief of Staff and following the operational directions of the Head of Planning Coordination and Cooperation Department, to advise and support the Regional Presence Coordinator in reporting on the activities in the region according to the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of Planning, Coordination and Cooperation Department and monitors and reports on the progress of mandate implementation;
- Include the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the coordination of the Head of Planning, Coordination and Cooperation Department, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's instructions;

- Under the coordination of the Head of Head of Planning, Coordination and Cooperation Department, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the regions;
- Under the coordination of the Head of Political, Analytical and Reporting Department, to identify informational needs and contribute to the Mission reporting and information gathering;
- 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; AND
- A minimum of 4 years of relevant professional experience in operational planning and reporting, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical and research skills;
- Report compilation, drafting and editing skills.

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- 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

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

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: ODO 03	Location: Odesa	Availability: 30 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 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 the 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: ASAP
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 the 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 Rule of Law	Employment Regime: Seconded	
Ref. Number: ODO 09	Location: Odesa	Availability: 5 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 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: Information Security Officer	Employment Regime: Secoded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: UAD 07	Location: Kyiv	Availability: 29 May 2019
Component/Department/Unit: Security	Level of Security Clearance: EU SECRET	Open to contributing Third States: No

1. Reporting Line

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the Information Security Officer will:

2. Main Tasks and Responsibilities

- To develop and ensure application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations;
- To be the Mission's focal point for information security compromise or suspicion of compromise;
- To liaise in conjunction with the SMSO, the Chief of CIS and with EEAS Security Directorate for information security issues and especially in case of incident;
- To collaborate with the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems;
- To be the Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include;
- Ensuring registration of accountable security items (crypto devices, smartcard, keys, etc.);
- Ensuring protection of accountable security items;
- Ensuring secure transfer of accountable security items;
- Informing immediately the EEAS Crypto Custodian in case of compromise or suspicion of compromise;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- To report to the SMSO for IT security incidents;
- To develop awareness with regard to IT security for the Mission staff;
- To perform any other tasks assigned by the line manager.

3. Mission Specific Tasks and Responsibilities

- To collaborate with the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems;
- Ensuring Security clearances are stored and supporting staff members in the process of acquiring security clearances from their sending state in accordance to EUCI regulations;
- Overall responsible for the EUCI restricted area(s) as well as the setup and creating new profiles as well as allocating new access cards for staff members in the electronical secure area control system;

- Responsible for maintaining Microsoft SharePoint space provided for Security and migrating security specific data to mission Microsoft SharePoint according to GDPR 2018;
- Maintaining the mission Security Department part of the EUAM Intranet;
- Support SMSO in implementing GDPR 2018 in Mission Security Department;
- Responsible for the issuing and renewing e-mail certificates for staff members from GlobalSign;
- Conduct INFOSEC training and facilitate Mission Security briefing for newcomers;
- To assess any change to the IT systems (especially the Mission RESTREINT UE LAN and Pre-DEUS) from a security perspective.

4. Essential Qualification and Experience

- Successful completion of university studies in Police Sciences, Military Sciences, Social Sciences, security or closely related field, where the normal duration of university education in the country awarded is 3 years or more OR;
- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced 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 in the above-mentioned field of experience, e.g. a Bachelor's degree OR;
- Equivalent and attested police or/and military education and training or an award of an equivalent rank AND
- after having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience, including in security information analysis in a civilian security sector or in the military/police;
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.

5. Essential Knowledge, Skills and Abilities

- Ability to work collaboratively with a broad range of constituencies essential;
- 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 key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Ability to analyse, and interpret general business periodicals, professional journals, technical procedures, or Mission regulations;
- Excellent analytical skills;
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations/Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in basic life support (medical training);
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

- Highly resilient under mental pressure and willingness to work extra hours when required;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class C mandatory;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

6. Desirable Qualifications and Experience

- Experience in developing and administrating an information security program;
- Certification such as CISSP or any other international relevant certification in the field; forensic or malware analysis certification; EU Mission Security Officer Certification Course would be an asset;
- Experience using methodology such as EBIOS, PILAR, CRAMM and implementing risk assessment recommendation using any other international relevant methodology in the field.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Technical knowledge of information technology and security issues;
- Russian and/or Ukrainian Language skills.

Position Name: Human Rights and Minorities Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: UAO 17	Location: Kyiv	Availability: 30 May 2019
Component/Department/Unit: Operations/Civilian Security Sector Reform Component	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing Third States: Yes

1. Reporting Line

The Human Rights/Minorities Adviser reports to the Head of Civilian SSR Component.

2. Main 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 CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To act as the Mission focal point for Human Rights and Minorities matters;
- To monitor and analyse the Human Rights and Minorities situation in Ukraine;
- To advise the Senior Management on Human Rights/Minorities issues mainstreaming throughout the Mission;
- To provide advice on Human Rights and/or Minorities issues related to the civilian security sector reform, including on instruments for the promotion and protection of human rights and minorities within the development of strategies and plans;
- To ensure Mission's activities in the field of Human Rights and Minorities are coordinated and consistent across mandate implementation;
- To help coordinating donor efforts in the field of Human Rights and/or Minorities;
- To advise on the development and management of strategic communications with regards to Human Rights and/or Minorities;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To liaise with local and international entities involved in the promotion and monitoring of Human Rights and Minorities in Ukraine;
- To contribute to Mission reporting as required;
- To contribute to Mission induction training of mission personnel as required;
- To contribute to identify and report on lessons and best practices within his/her respective fields of responsibility.

4. Essential Qualifications Experience

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study OR;
- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above 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 in human rights and human rights mainstreaming issues and tools, particularly in a post-conflict environment/SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting skills;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- Sound knowledge of Human Rights and Minorities issues, including of refugees and internally displaced persons' rights;
- Understanding of strategic and operational considerations for the design of national civilian security sector related reforms;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of investigative and conciliation techniques in the Human Rights field;
- Understanding and sensitivity to the basic principles of Human Rights legislation and inter-group relations;
- Ability to evaluate analytically;
- Excellent interpersonal and communication skills;
- Proven ability to address subjects both at central and regional level.

6. Desirable Qualifications Experience

- Ability to develop projects and initiatives to promote Human Rights and Minorities and accountability in the security sector;
- 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 is desirable.

7. Desirable Knowledge, Skills and Abilities

- Russian and/or Ukrainian Language skills.

Position Name: Regional Administration Coordinator	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: LVS 01	Location: Lviv	Availability: ASAP
Department/Component/Unit: Mission Support Department	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Regional Administration Coordinator reports administratively to the Head of Mission Support Department (HMSD) and functionally to the respective HQ MSD Units line managers, while his work is coordinated with the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Mission Support;
- To coordinate with the Regional Presence Coordinator for the sound provision of administrative services;
- To assist the Head of Mission Support in scheduling Mission Support related activities in the Regional Presence Office;
- To verify reports, data and information related to Mission Support in the Regional Presence Office reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To co-ordinate internal communication within the Regional Presence Office and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions;
- To be responsible for the effective and appropriate management of the Regional Presence Office records and archives;
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To support the Mission's operations in the Regional Presence Office in coordination with the Operations and Security Departments staff and run efficiently and effectively the administrative tasks;
- To be responsible for the management and co-ordination of administrative and technical support within the Regional Presence Office receiving technical instructions and guidance from the respective line Managers in the Headquarter;

- To lead the administration staff in the Regional Presence Office acting as a coordinator and focal point;
- To act as a focal point in the Regional Presence Office for organising, upon the request from the Operations Department staff, training programmes, conduct needs assessments, specify resource requirements and coordinate performance management for the Regional Presence Office;
- To be responsible for the HR and financial management of the Regional Presence Office in consultation with the HQ and the associated records;
- To be responsible for petty local payments and disbursements with petty cash;
- To identify needs of goods and/or services specifically required for its area of responsibility and to define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To establish and maintain appropriate administrative procedures related to asset management, if assets deployed within the Regional Presence 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. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements a minimum of 5 years of relevant professional experience out of which a minimum of 3 years of administrative related working experience.

5. Desirable Qualifications and Experience

- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Previous experience in CSDP missions or other international civilian deployment (EU, UN, OSCE);
- Russian and/or Ukrainian Language skills.

Position Name: Human Resources Management Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: UAS 13	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Human Resources Management Unit	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to contributing Third States: Yes

1. Reporting Line

The Human Resources Officer reports to the Head of Human Resources (HoHR).

2. Main Tasks and Responsibilities

- To provide service and technical reporting to the HoHR;
- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To maintain updated the personnel databases as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.;
- To undertake any other related tasks as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To set up a system to record staff members' attendance, leave, etc.;
- To contribute to the development of the operational planning documents;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission external reporting as required;
- To contribute to lessons identification.

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, in the field of Human Resources management field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching and negotiating skills;
- Ability to prepare HR communications appropriate to the audience.

6. Desirable Qualifications and Experience

- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian/Russian language skills.

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: UAS 33	Location: Kiev	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Procurement Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing Third States: No

1. Reporting Line

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To carry out procurement and contracting processes by using established public procurement policies and procedures of the applicable EU legislation and regulations, as adopted by the CSDP Mission;
- To be actively involved in contract management processes;
- To assist in the development of internal Mission procurement procedures and workflows;
- To contribute to lessons identification.

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, in the field of procurement, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Good drafting and reporting skills;
- Good working knowledge of MS Office software;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Previous experience in CSDP missions or in EU Delegations would be an advantage.

6. Desirable Qualifications and Experience

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits.

7. Desirable Knowledge, Skills and Abilities

- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills.

Position Name: Cyber Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level
Ref. Number: UAS 44	Location: Kyiv	Availability: ASAP
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 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 OR a minimum of 8 years of relevant experience in an IT Security/Cyber Security/IT related position (in case aforementioned educational requirements are not met); 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.

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;
- 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);
- 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).

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 configuration.