

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2019 Call for Contributions for Visiting Experts				
Requirements and Job Descriptions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	Seconded			
Job Titles/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	<u>Seconded (2)</u>			
	UAVE 08	Strategic Adviser on Reform of Intelligence/Security Agencies	Kyiv/ Countrywide	ASAP – 3 months with the possibility of extension
	UAVE 09	Senior Strategic Expert on Attestation/Vetting	Kyiv/ Countrywide	ASAP – 3 months with the possibility of extension
Deadline for Applications:	Thursday 31 October 2019 at 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form to:	a) for seconded candidates by EU Member States: https://goalkeeper.eeas.europa.eu/registrar/ b) for seconded candidates by Contributing Third States: application form is also available on the EEAS website. Send the application to: CPCC-Ukraine@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mrs Jessica Gussarvius CPCC-Ukraine@eeas.europa.eu			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing Third States (contributing States) will be considered. Contributing States will bear personnel-related costs for seconded personnel, e.g. salaries, medical coverage, 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). The Mission will cover travel expenses to and from the Mission area and for any duty travel while on deployment.

Tour of Duty – The duration of the deployment is indicated in the respective job description. The overall deployment period cannot exceed 6 months.

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

I. GENERAL CONDITIONS

Citizenship – 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 seconded candidates shall be able to serve the full period of secondment before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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

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

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 Skills^[2] – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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 general conditions may result in repatriation/termination of the secondment/contract.

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.

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).

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.

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

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. Access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

[2] [Common European Framework of References for Languages](#)

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.

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 state. A copy of this certification must accompany deployed seconded 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.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions.

Application Form – For seconded candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form in Annex 2.

Selection Process – The candidates considered to be most suitable will be shortlisted and interviewed by phone/video skype, before the final selection is made.

Information on the Outcome – Contributing states will be informed about the outcome of the selection process after its completion.

Training – E-BASE + E-SAFE^[3] which are designed for the delegations or equivalent until a new platform E-MASE is launched.

Pre-Deployment Training (PDT) – The Candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU 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 is available on the EEAS website.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

^[3] <https://webgate.ec.europa.eu/eeas/security-e-learning>

Position name: Strategic Adviser on Reform of Intelligence/Security Agencies	Employment Regime: Seconded Visiting Expert	
Ref. Number: UAVE 08	Location: Kyiv/countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Strategic Adviser on Reform of Intelligence/Security Agencies reports to the Head of Law Enforcement Agencies Component.

2. Tasks and Responsibilities

- 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 undertake any other related task as requested by the Line Manager.

3. Specific Tasks and Responsibilities

- To support the Ukrainian authorities in reform of the Security Service of Ukraine (SSU) as directed by the Head of Law Enforcement Component;
- To assess current capacities of the Security Service of Ukraine;
- To advise and support host authorities in clarifying respective structures, functions and responsibilities at Security Service level;
- To provide strategic advice to the Security Service in implementing organisational reform in accordance with their policies and national plans;
- To advise and mentor senior leadership in change management, including the implementation of strategic and reform plans;
- To assess EU technical assistance requirements to the implementation of SSU reform and in other potentially affected institutions;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- 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 SSR with other Mission's units/ components;
- To develop terms of references for a reform support team;
- To coordinate activities with local and international interlocutors;
- To produce a final report on activities within the field of responsibility.

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 in a senior management position, after having fulfilled the education requirements;
- Professional experience of democratic security services;
- Experience in conceptualizing and implementing reorganization and change management within a security service.

5. Essential knowledge, skills and abilities

- Knowledge of Ukraine and its security challenges;
- Strategic and operational planning, including impact and risk assessments;
- Ability and proven experience in managing reforms in security sector;
- Ability to plan, multi-task and manage time effectively;
- Knowledge of systems of external and internal control bodies.

6. Desirable qualifications and experience

- Experience/knowledge of transforming or providing advice in reforming a security service;
- Presentation skills;
- Innovative thinking.

7. Desirable Knowledge, Skills and Abilities

- Familiarity with legislative reviews and drafting legislation;
- Ukrainian or Russian language skills.

Position Name: Senior Strategic Expert on Attestation/Vetting	Employment Regime: Seconded Visiting Expert	
Ref. Number: UAVE 09	Location: Kyiv/countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/ Rule of Law Component/ Prosecution/Judiciary Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Strategic Adviser on Attestation/Vetting reports to the Head of Prosecution/Judiciary Unit.

2. Tasks and Responsibilities

- 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 undertake any other relevant task as requested by the Line Managers.

3. Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing the Attestation / vetting process in the prosecution service of Ukraine;
- To provide expertise to strengthen capabilities in the field of attestation and vetting; this will include advice on legal framework, operational organisation of these processes and an evaluation;
- To manage and lead projects in this field;
- To travel within the Mission's area of operations as required;
- To produce a final report on activities within the field of responsibility.

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. 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 a senior management prosecution position 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.

6. Desirable Qualifications and Experience

- Experience in reforming / change management of a prosecutorial service or judiciary;
- 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.