

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 – Requirements and Job Descriptions

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2020 Call for Contributions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref:	Name of the Post:	Location:	Availability:
	<u>Seconded (37)</u>			
	UAC 22* UAC 23 UAC 24	Reporting Officer (3 posts)	KYIV	01-Apr-20 ASAP ASAP
	UAC 31	Head of Planning, Reporting and Evaluation Department	KYIV	01-Jun-20
	UAC 33	Planning and Evaluation Officer	KYIV	ASAP
	UAC 56	Strategic Communications Adviser	KYIV	ASAP
	UAM 01	Senior Adviser on General Policing	KYIV	01-Jul-20
	UAM 05*	Criminal Investigations Adviser on Organised Crime	KYIV	28-Aug-20
	UAO 02	Deputy Head of Operations	KYIV	27-Feb-20
	UAO 19*	Human Rights and Gender Adviser/Trainer	KYIV	10-Jul-20
	UAO 21	Senior Adviser on Public Administration	KYIV	ASAP
	UAO 29*	Head of Border and Customs Unit	KYIV	01-Sep-20
	UAO 33	Human Rights and Gender Adviser	KYIV	ASAP
	UAO 41*	Head of Law Enforcement Agencies Component	KYIV	02-May-20
	UAO 42	Senior Adviser on General Policing	KYIV	07-Jun-20
	UAO 46	Community Policing Adviser/Trainer	KYIV	21-Aug-20
	UAO 49	General Policing Adviser/Trainer	KYIV	03-May-20
UAO 50	Senior Adviser on Prosecutorial Reform	KYIV	ASAP	
UAO 58	Adviser on General Policing	KYIV	08-Jul-20	

	UAO 87	Senior Adviser on Financial Crimes	KYIV	09-Aug-20
	UAO 89	Criminal Investigations Adviser/Trainer	KYIV	15-Jul-20
	KHO 06	Adviser/Trainer on Good Governance / Human Resources Management	Kharkiv	ASAP
	LVO 02	Adviser/Trainer on Community Policing	Lviv	05-Aug-20
	LVO 07	Adviser/Trainer on Good Governance / Human Resources Management	Lviv	ASAP
	LVO 10	Senior Adviser on Prosecution	Lviv	17-Jun-20
	ODO 05	Adviser/Trainer on Community Policing	Odesa	16-May-20
	ODO 07	Adviser/Trainer on Criminal Investigations	Odesa	06-May-20
	MAO 01**	Head of Field Office Mariupol	Mariupol	ASAP
	MAO 02**	Senior Adviser on General Policing	Mariupol	ASAP
	MAO 03**	Senior Adviser on Prosecution	Mariupol	ASAP
	MAO 04**	Adviser on Good Governance / Human Resources Management	Mariupol	ASAP
	MAO 05** MAO 06**	Adviser/Trainer on Community Policing (2 posts)	Mariupol	1-Jun-2020
	MAO 07**	Adviser/Trainer on Criminal Investigations	Mariupol	1-Jun-2020
	MAO 08**	Adviser/Trainer on Public Order	Mariupol	1-Jun-2020
	MAO 09**	Adviser/Trainer on Rule of Law	Mariupol	1-Jun-2020
	MAC 01**	Planning and Reporting Officer	Mariupol	1-Jun-2020
<u>Seconded/Contracted (9)</u>				
	MAD 01** MAD 02**	Mission Security Officer (2 posts)	Mariupol	ASAP
	MAS 01**	Regional Administration Coordinator	Mariupol	ASAP
	UAO 03 UAO 13 UAO 14 UAO 28	Human Resources Reform Development Adviser/Trainer (4 posts)	KYIV	ASAP
	UAO 12	Head of Human Resources Reform Development Unit	KYIV	ASAP
	UAO 22	Senior Adviser on Public Finance	KYIV	ASAP
Deadline for Applications:	Thursday, 27 February 2020 at 17:00 Brussels time			
Applications must be submitted via:	<ol style="list-style-type: none"> For <i>seconded candidates from EU Member States</i>: https://goalkeeper.eeas.europa.eu/registrar/ For <i>contracted candidates from EU Member States</i>: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do 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 			

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Carmen Epure</p> <p>cpcc-ukraine@eeas.europa.eu</p>
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(*) The availability of this position is subject to the confirmation of a request for extension of tour of duty/selection.

(**) The availability of this position is subject to the approval of the Budgetary Impact Statement.

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.

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 – 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/contracted candidates shall be able to serve the full period of secondment/contract 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 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.

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.

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

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

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.

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, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

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

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

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.

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance UNSCR 1325. CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – For 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 4.

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.

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.

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

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (eu) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The Privacy statement is available on the EEAS website as well as in the Goalkeeper system.

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).

SECONDED POSITIONS

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. number (3 posts): UAC 22** UAC 23 UAC 24	Location: Kyiv	Availability: 1-Apr-2020 ASAP ASAP
Component/Department/Unit: Chief of Staff Office/ Planning, Reporting and Evaluation Department/Reporting Section	Level of Security Clearance: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line

The Reporting Officer reports to the Head of Planning, Reporting and Evaluation 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 Area of Operation.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Head of Planning, Reporting and Evaluation Department	Employment Regime: Seconded	
Ref. Number: UAC 31	Location: Kyiv	Availability: 1-Jun-2020
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Head of Planning, Reporting and Evaluation Department reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Department so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate and to comply with the Mission's operational reporting requirements, including, but not limited to the Intermediary Report, the Six-Monthly Report and Special Reports;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- In coordination with the Mission's Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including the benchmarking of achievements, analysis and evaluation of outcome;
- To collect, collate and analyse the Mission's Lessons Identified/Learned;
- To ensure that planning, reporting and evaluation is conducted with an integrated gender perspective;
- 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 ensure the Projects within the Mission's portfolio are consistent with the Mission's mandate and strategic objectives, and in full support of the operational sections;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Units when tasking planning and reporting staff in Field Offices and Mobile Units;
- To deputise for the CoS when so appointed by the CoS or DHoM;
- To serve as the contact point for the Whistle Blowing SOP.

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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; **AND**
- A minimum of 7 years of relevant professional experience, out of which a minimum of 3 years of experience at management level, after having fulfilled the education requirements;
- Experience in implementation of reform programmes including a proven ability to establish/review priorities.

5. Desirable Qualifications and Experience

- Experience in strategic analysis, planning, reporting and evaluation as well as a sound understanding of strategic and operational considerations, preferably in the context of CSDP;
- Understanding of key CSDP planning documents and guidelines (e.g. CFC, OPLAN, Civilian COMPACT);
- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

6. Essential Knowledge, Skills and Abilities

- Report compilation, drafting and editing skills;
- Planning and Evaluation skills.

7. Desirable Knowledge, Skills and Abilities

- Analytical capability and very good knowledge of information collection and analytical methods.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. number: UAC 33	Location: Kyiv	Availability: ASAP
Department/Component/Unit: CoS Office/Planning, Reporting and Evaluation Department/Planning Section	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- 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 area of operation.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Strategic Communications Adviser	Employment Regime: Seconded	
Ref. Number: UAC 56	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/ Press and Public Information Department	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAM 01	Location: Kyiv/Countrywide	Availability: 1-Jul-2020
Department/Component/Unit: Operations Department/Mobile Unit I	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 Mobile Unit 1.

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**

- 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, after having fulfilled the educational requirements.

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: 28-Aug-2020
Department/Component/Unit: Operations Department/Mobile Unit I	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 Mobile Unit I.

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 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;
- 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: Deputy Head of Operations	Employment Regime: Seconded	
Ref. Number: UAO 02	Location: Kyiv	Availability: 27-Feb-2020
Division/Department/Unit: Operations Department	Level of Security Clearance: EU SECRET	Open to contributing third States: No

1. Reporting Line

The Deputy Head of Operations reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To deputise for the Head of Operations in his/her absence;
- To support the Head of Operations in implementing the Mission's operational activities including in Field Office(s) (if applicable) in accordance with the Mission's OPLAN and the HoM's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's mandate;
- To support the Head of Operations in managing and coordinating the Operations Department, as well as providing strategic planning and direction;
- To promote internal communication within the Operations Department and between the Operations Department and the rest of the Mission;
- To provide input to the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To ensure timely internal reporting from the operational perspective against benchmarking;
- To contribute to the Mission's external reporting against benchmarking;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To ensure that Mission staff members working under the Head of Operations responsibility receive proper induction training;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that Mission staff members working under the Head of Operation' responsibility are periodically updated on Mission's mandate implementation progress;
- 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 advise and support the Head of Operations in the management of the Operations;
- To support the Head of Operations in operationalising – with particular responsibility for cross-cutting matters – the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To co-ordinate with international counterparts (e.g. SGUA, the EU Delegation), and other relevant external actors as appropriate.
- To support the Head of Operations in directing and supervising the work of organisational Components, in particular with regard to cross-cutting matters, and within the Operations to ensure they deliver on

the Mission mandate and tasks as set out in planning documents, the MIP and instructions issued by the Head of Mission;

- To support the Head of Operations in ensuring compliance with instructions by the Mission management within the Components and to issue clear instructions on the operational level to the Components;
- To support the Head of Operations in guiding the Components efforts in the area of horizontal cross-Components and cross-projects cooperation and coordination;
- To support the Head of Operations in managing the efficient use of the Field Offices and of short term mobile deployable teams.
- To support the Head of Operations in ensuring coordination on the operational level with the Office of the Chief of Staff;
- To support the Head of Operations in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To travel within the Mission's area of operations as required;
- To support the Head of Operations in representing the Mission, as appropriate.

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**
- A minimum of 10 years of relevant experience, of which 8 are preferably as a legal practitioner, judge, prosecutor or practising lawyer; including experience in Security Sector/RoL Reform in a national or host state context, and in implementation of reform programmes; after having fulfilled the education requirements, out of which minimum 5 years at management level;
- Experience must demonstrate increasing responsibility at senior management and strategic level;
- Managerial track record, including in change management and programme/project delivery.

5. Essential Knowledge, Skills and Abilities

- Excellent interpersonal and communication skills, both written and oral;
- 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

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Human Rights and Gender Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 19*	Location: Kyiv	Availability: 10-Jul-2020
Component/Department/Unit: Operations/DHoOps Section	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 Deputy Head of Operations.

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(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 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 **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. The qualification should be in any of the fields of Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise; **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 Public Administration	Employment Regime: Seconded	
Ref. Number: UAO 21	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/Strategic Civilian Security Sector Reform Component/Good Governance Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Public Administration reports to the Head of Good Governance Unit.

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 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 ensure a comprehensive understanding of the current state of play in public administration and decentralisation by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in public administration and decentralisation, including in analysis, planning, designing, programming, budgeting and implementing strategies and increasing citizen participation in the aforementioned processes. Also to provide decentralisation of administration related responsibility and accountability, including human resources management, budget, finance and accounting, and assisting the Ukrainian authorities in identifying good governance requirements relevant to their reform programme;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in public administration and decentralisation;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public administration and decentralisation;
- To manage and lead projects in public administration and decentralisation;
- 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**
- 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 Public Administration-related matters.

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

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Ukrainian or Russian Language skills.

Position Name: Head of Border and Customs Unit	Employment Regime: Seconded	
Ref. Number: UAO 29*	Location: Kyiv	Availability: 01-Sep-2020
Component/Department/Unit: Operations Department/Strategic Civilian Security Sector Reform Component/Border and Customs Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Head of Border and Customs Unit reports to the Head of Strategic Civilian Security Sector Reform 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);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- 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 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 support the development of the State Fiscal Service (State Customs Service of Ukraine) and Border Guard in the field of CSSR through strategic advising, development and implementation of strategies and project;
- To be the key interlocutor with the State Fiscal Service (State Customs Service of Ukraine) and Border Guard, all depending on specific background;
- Responsible for the reporting and coordination of inputs to the Operational Implementation Framework (OIF);
- To promote, encourage and advise the commanders and decision makers responsible for the State Fiscal Service (State Customs Service of Ukraine) and Border Guards to identify and take rapid

changes in order to help address the lack of public confidence in law enforcement agencies in general;

- To advise the Ukrainian authorities and other Mission staff regarding the development, implementation of Integrated Border Management (IBM);
- To facilitate effective and timely coordination and cooperation in relation to IBM between the Border Guard, State Fiscal Service (State Customs Service of Ukraine) and other branches of the emergency services and law enforcement, involved in IBM;
- To coordinate all activities closely with all other EU instruments (SGUA, EUDEL, DG NEAR, EUBAM, Europe Aid etc) and international actors working in support of the Ukrainian border agencies;
- To coordinate all IBM, Border Guard and Customs activities closely with the mission taskforce on Organized Crime;
- To advise the leadership of the Border Guard and/or State Fiscal Service (State Customs Service of Ukraine) Administration on harmonization of reforms with broader security sector reforms;
- Ensuring the internal quality management within the unit in close cooperation with the Head of Component;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Units when tasking subject matter experts in Field Offices and Mobile Units;
- 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 customs, police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Solid Knowledge of Customs and/or Border Management and Integrated border management;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate local counterparts and mission subordinated staff;
- Ability to manage and coordinate a diversified team;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively;
- Excellent interpersonal and communication skills;
- Highly resilient under physical and mental pressure;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience

- Solid knowledge of Migration Control would be an asset;
- Previous experience in similar position;
- 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: Human Rights and Gender Adviser	Employment Regime: Seconded	
Ref. Number: UAO 33	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Deputy Head of Operations Section	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing Third States: Yes

1. Reporting Line

The Human Rights and Gender Adviser reports to the Deputy Head of Operations and coordinates closely with the Gender Adviser.

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 advise on all Human Rights and Gender related issues which arise and to advise the full range of EUAM partners on these issues (e.g. NPU, GPO, SSU, etc.);
- To advise on the integration of a human rights and gender perspective and mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To contribute to the discussions on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments on human rights and gender equality; To support the development of a systematic human rights and gender analysis of the implementation of the Mission's mandate;
- To contribute to Mission's reporting and information flow on human rights and gender related aspects.
- To advise on the development and content of strategic communications with regards to human rights and gender;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating a human rights and gender perspective throughout the SOPs;
- To contribute to monitor and analyse the Human rights and Gender situation in the host state;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of human rights and gender;
- To work proactively ensuring that the mission leadership and key staff are up to date with the human rights and gender related situation in the mission area;
- 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 work as an Adviser/ 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(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 liaise with the local and international entities involved in the promotion of human rights and gender equality;
- To monitor and analyse the human rights and gender situation and gender relations in the host state;
- In coordination with the Mission's operational components, advise on the promotion of human rights and 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 **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 customs, police or/and military education or training or an award of an equivalent rank. The qualification should be in any fields of Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise; **AND**
- A minimum of 5 years of relevant professional experience in human rights and gender 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;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region is desirable.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian Language skills.

Position: Head of Law Enforcement Agencies Component	Employment Regime: Seconded	
Ref. number: UAO 41*	Location: Kyiv	Availability: 02-May-2020
Component/Department/Unit: Operations/ Law Enforcement Agencies Component	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAO 42	Location: Kyiv	Availability: 07-Jun-2020
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/General and Community Policing Unit/ General Policing Section	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 General and Community Policing Unit.

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 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 strategic 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 on strategic level;
- 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 coordinate the General and Community activities in the Unit in line with the Mission Mandate
- To provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented Community safety Strategy, specifically Police command and control, 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 identify and connect with relevant (international) donors in the same field of expertise and implementation on general policing topics.

- 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**
- A minimum of 6 years of relevant professional experience in general policing, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts on strategic/tactical level;
- 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 Programs, and project management.
- Experience on Strategic/ Tactical Managerial - or Senior Expert level
- Knowledge of recent developments in policing and management and awareness of the recent developments and good European best practices

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.
- Reform- and/or change management/ -processes knowledge and skills

Position Name: Community Policing Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 46	Location: Kyiv	Availability: 21-Aug-2020
Department/Component/Unit: Operations Department/Law Enforcement Agencies Component/ General and Community Policing Unit/ Community Policing Section	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 General and Community Policing Unit.

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 General and Community Policing Unit;
- 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**
- 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;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position name: General Policing Advisor/Trainer	Employment Regime: Seconded	
Ref. number: UAO 49	Location: Kyiv	Availability: 03-May-2020
Department/Component//Unit: Operations Department/Law Enforcement Agencies Component / General and Community Policing Unit/ General Policing Section	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The General Policing Advisor/Trainer reports to the Head of General and Community Policing Unit.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Prosecutorial Reform	Employment Regime: Seconded	
Ref. Number: UAO 50	Location: Kyiv	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 Adviser on Prosecutorial Reform reports to the Head of Prosecution/Judiciary Unit.

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 undertake any other relevant 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 field of prosecutorial and legal reform; this will include advice on legislation, 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 of the Ukrainian prosecutorial leadership relating to the establishment of robust and effective internal and external communication, human resources and disciplinary proceedings;
- 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, including related human resources systems;
- To support Mission Field Offices 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 prosecutorial service.

6. Desirable Qualifications and Experience

- Experience in reforming / change management of a prosecutorial service or judiciary;
- 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: Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAO 58	Location: Kyiv	Availability: 08-July-2020
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/ General and Community Policing Unit/ General Policing Section	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser on General Policing reports to the Head of General and Community Policing Unit.

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 Advisers and Senior 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 and advise 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, specifically service-minded and citizen-oriented policing, Police command and control, Police performance evaluation, first response, patrolling, minor investigations in first response, crime scene management, operations planning 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, in coordination with the community policing team and other components;
- 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 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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested customs, police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the educational requirements a minimum of 5 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;
- Experience in project management.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience of workflow and decision-making in central Police institutions.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian Language skills.

Position Name: Senior Adviser on Financial Crimes	Employment Regime: Seconded	
Ref. Number: UAO 87	Location: Kyiv	Availability: 09-Aug-2020
Department/Component/Unit: Operations Department/ Rule of Law Component/ Organised Crime Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Financial Crimes reports to the Head of Organised Crime Unit.

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 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 facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on financial crimes investigation;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on financial crimes investigation;
- To manage and lead projects on financial crimes and to advise and support the relevant Ukrainian partners in implementing externally funded projects/ initiatives in his/her field of expertise;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

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

- A minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience in financial crimes investigations, 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 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 89	Location: Kyiv	Availability: 15-Jul-2020
Component/Department/Unit: Operations Department/ Rule of Law Component/ Criminal Investigations Unit	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 Criminal Investigations Unit.

2. Main Tasks and Responsibilities

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

- To identify, analyse and disseminate information on all criminal investigations activities within her/his area of responsibility as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 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;
- 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 Good Governance / Human Resources Management	Employment Regime: Seconded	
Ref. Number: KHO 06	Location: Kharkiv	Availability: ASAP
Department/Component/Unit: Operations Department /Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Good Governance / Human Resources Management reports to the Head of Field Office.

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 Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including 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 field of good governance, focusing on human resources 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, including;
- 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 good governance 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. 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**
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: LVO 02	Location: Lviv	Availability: 05-Aug-2020
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the

European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- 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;
- 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 Good Governance/ Human Resource Management	Employment Regime: Seconded	
Ref. Number: LVO 07	Location: Lviv	Availability: ASAP
Department/Component/Unit: Operations Department /Field Office Lviv	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Good Governance/Human Resource Management reports to the Head of Field Office.

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 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 second 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, after having fulfilled the education requirements.

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: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: LVO 10	Location: Lviv	Availability: 17-June-2020
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution reports to the Head of Field Office.

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 Head of Field Office 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: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: ODO 05	Location: Odesa	Availability: 16-May-2020
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European

Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- 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;
- 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: ODO 07	Location: Odesa	Availability: 06-May-2020
Department/Component/Unit: Operations Department /Field Office	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 Head of Field Office.

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 Field Office;
- 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;
- 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: Head of Field Office	Employment Regime: Seconded	
Ref. Number: MAO 01**	Location: Mariupol	Availability: ASAP
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Head of Field Office reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Field Office 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 Field Office 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 Field Office team;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the Field Office 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 Field Office 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 Field Office 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 represent the Mission in the assigned region and maintain working relations with counterpart from the relevant UA authorities and civil society organisations according to EUAM HQ direction;
- To travel within the Mission's area of operations as required.
- To organize assistance to the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level in shaping, developing and implementing reform choices, making informed (strategic) communications decisions, analysing implications and conducting planning accordingly in the context of shaping Ukrainian Civilian Security Sector Reform;
- To contribute to the development of on communications and strategic communications with UA stakeholders
- To coordinate the support of the relevant Ukrainian authorities to plan and prepare internal ministry strategic communications policy development and planning events;

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European

Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 should be at management level, after having fulfilled the educational requirements;
- 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 represent the Mission and engage with senior officials/ governmental level decision makers;
- Diplomatic skills and political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level, as well as in a conflict environment;
- Ability to lead a team, as well as mentor and motivate staff.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: MAO 02**	Location: Mariupol	Availability: ASAP
Department/Component/Unit: Operations Department/ Field Office	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 Field Office.

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 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 strategic 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 on strategic level;
- 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 coordinate the General and Community activities in the Unit in line with the Mission Mandate
- To provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented Community safety Strategy, specifically Police command and control, 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 identify and connect with relevant (international) donors in the same field of expertise and implementation on general policing topics;
- 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**
- A minimum of 6 years of relevant professional experience in general policing, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts on strategical/tactical level;
- 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 Programs, and project management;
- Experience on Strategic/ Tactical Managerial - or Senior Expert level;
- Knowledge of recent developments in policing and management and awareness of the recent developments and good European best practices.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills;
- Reform- and/or change management/ -processes knowledge and skills

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: MAO 03**	Location: Mariupol	Availability: ASAP
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution reports to the Head of Field Office.

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 Head of Field Office 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: Adviser/Trainer on Good Governance / Human Resources Management	Employment Regime: Seconded	
Ref. Number: MAO 04**	Location: Mariupol	Availability: ASAP
Department/Component/Unit: Operations Department /Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Good Governance / Human Resources Management reports to the Head of Field Office.

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 Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including 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 field of good governance, focusing on human resources 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, including;
- 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 good governance 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. 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**
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number (2 posts): MAO 05** MAO 06**	Location: Mariupol	Availability: 01-Jun-2020
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications

Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- 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;
- 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: MAO 07**	Location: Mariupol	Availability: 01-Jun-2020
Department/Component/Unit: Operations Department /Field Office Mariupol	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 Head of Field Office.

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 Field Office;
- 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 (including organized crime) 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;
- 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: MAO 08**	Location: Mariupol	Availability: 01-Jun-2020
Department/Component/Unit: Operations Department /Field Office	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 Head of Field Office.

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 Field Office;
- 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, including general policing matters, 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 public order 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 public order 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;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Rule of Law	Employment Regime: Seconded	
Ref. Number: MAO 09**	Location: Mariupol	Availability: 01-Jun-2020
Department/Component/Unit: Operations Department /Field Office	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 Head of Field Office.

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 Field Office;
- 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 5 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;
- 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.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. number: MAC 01**	Location: Mariupol	Availability: 01-Jun-2020
Department/Component/Unit: CoS Office/Planning, Reporting and Evaluation Department/Planning Section	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- 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

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

SECONDED/CONTRACTED POSITIONS

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. Number (2 posts): MAD 01** MAD 02**	Location: Mariupol	Availability: ASAP
Department/Component/Unit: Security and Duty of Care Department/Security Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of

the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Validated License for armoured vehicle or C or C1 Driving license.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- International experience, particularly in crisis areas with multi-national and international Organisations;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- 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;
- Ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under mental pressure;
- Validated License for armoured vehicle or C or C1 Driving license.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the Mission area and potential security threats.

Position Name: Regional Administration Coordinator	Employment Regime: Seconded/contracted	Post Category: Mission Support – Management Level
Ref. Number: MAS 01**	Location: Mariupol	Availability: ASAP
Department/Component/Unit: Mission Support Department	Security Clearance Level: EU SECRET	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 MSD Units line managers.

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 assist the Head of Mission Support in scheduling Mission Support related activities in the Regional Office;
- To verify reports, data and information related to Mission Support in the Regional 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 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 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 Region 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 Region receiving technical instructions and guidance from the respective line Managers in the main Headquarters;
- To lead the administration staff in the Regional Office acting as a co-ordinator and focal point;
- To act as a focal point in the Regional 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 Office;
- To be responsible for the HR and financial management of the Regional 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 Region.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience out of which a minimum of 3 years of administrative related working experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Reporting skills;
- Ability to plan, multi-task and manage time effectively.

6. 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);
- Experience in the administrative aspects on the support work.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills;
- Knowledge of EU financial regulations.

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. number (4 posts): UAO 03 UAO 13 UAO 14 UAO 28	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/HR Development Unit	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 HR Development Unit.

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 HR development Unit and 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 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 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 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies and in Human Resources change management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- 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: Head of Human Resources Reform Development Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level
Ref. Number: UAO 12	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Strategic Civilian Security Sector Reform Component/HR Development Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Head of Human Resources Development Unit reports to the Head of Strategic Civilian Security Sector Reform 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);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- 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 initiate and support the development of the MoIA, National Police of Ukraine, State Fiscal Service (State Customs Service of Ukraine), State Border Guard Service, GPO or other relevant Ukrainian institutions in the field of CSSR through strategic advising, development and implementation of strategies and project;
- To act as Mission focal point and direct counterpart to the relevant UA authorities on Human Resources Development and Training matters, including streamlining Human Resources principles, Human Resources reforms, decentralisation, training planning and development;
- Responsible for the reporting and coordination of inputs to the Operational Implementation Framework (OIF);
- To advise and support in the management of the activities related to Human Resources Development and Training matters;

- To direct and supervise the work of the Component staff associated to the Human Resources Development and Training development;
- To ensure a comprehensive understanding of the current state of play relating to Human Resources Development and Training matters by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To guide the Human Resources Development team in identifying and addressing structural needs in the performance and accountability of the UA counterparts through strategies, organisational change processes, legislation, institutional development;
- To ensure compliance with instructions from his/her line manager within his/her field of responsibility and to issue clear instructions on the operational level to the Human Resources Development and Training team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- Ensuring the internal quality management within the unit in close cooperation with the Head of Component;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Units when tasking subject matter experts in Field Offices and Mobile Units;
- 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 7 years of relevant professional experience, including experience in change management, and/or implementation of reform programmes, out of which a minimum of 3 years at a middle management/coordination level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of Human Resources and Training processes in the context of SSR;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate local counterparts and manage and coordinate a diversified team;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience with vetting processes;
- 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 Public Finance	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. Number: UAO 22	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/Strategic Civilian Security Sector Reform Component/ Good Governance Unit	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 Good Governance Unit.

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 undertake any other related 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.