



Annex 1 – Requirements and Job Descriptions

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2020 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 (24)</u>			
	UAC 03	Executive Assistant to Head of Mission	Kyiv	ASAP
	UAC 17	Parliamentary Liaison Adviser	Kyiv	11 Oct 2020
	UAC 42*	Project Management Officer	Kyiv	03 Dec 2020
	UAC 56	Strategic Communications Adviser	Kyiv	ASAP
	UAM 01*	Senior Adviser on General Policing	Kyiv	03 Dec 2020
	UAM 02	Planning and Reporting Officer	Kyiv	ASAP
	UAM 04	Senior Adviser on Prosecution	Kyiv	07 Dec 2020
	UAO 19	Human Rights and Gender Adviser/Trainer	Kyiv	10 Jul 2020
	UAO 21	Senior Adviser on Public Administration	Kyiv	ASAP
	UAO 26	Senior Adviser on Border Guards and Customs	Kyiv	ASAP
	UAO 41	Head of Law Enforcement Agencies Component	Kyiv	ASAP
	UAO 71	Head of Rule of Law Component	Kyiv	ASAP
	UAO 53	Public Order (crowd management) Adviser/Trainer	Kyiv	21 Dec 2020
	UAO 80	Senior Adviser on Criminal Investigations	Kyiv	28 Sep 2020
	KHO 01	Head of Field Office Kharkiv	Kharkiv	20 Nov 2020
	KHO 06	Adviser/Trainer on Good Governance / Human Resources Management	Kharkiv	ASAP
KHO 10	Senior Adviser on Prosecution	Kharkiv	13 Dec 2020	
LVO 05	Adviser/Trainer on Public Order	Lviv	11 Dec 2020	

	LVO 07	Adviser/Trainer on Good Governance / Human Resources Management	Lviv	ASAP
	LVO 10	Senior Adviser on Prosecution	Lviv	ASAP
	MAO 03	Senior Adviser on Prosecution	Mariupol	ASAP
	MAO 04	Adviser/Trainer on Good Governance / Human Resources Management	Mariupol	ASAP
	MAO 08	Adviser/Trainer on Public Order	Mariupol	ASAP
	ODO 03 **	Senior Adviser on Prosecution	Odesa	01 Jan 2021
<u>Seconded/Contracted (4)</u>				
	UAO 13 UAO 14 UAO 28	Human Resources Reform Development Adviser/Trainer (3 posts)	Kyiv	ASAP
	UAS 14	Human Resources Training Officer	Kyiv	01 Aug 2020
Deadline for Applications:	Friday, 10 July 2020 at 17:00 Brussels time			
Applications must be submitted via:	<ol style="list-style-type: none"> 1. For <i>seconded candidates from EU Member States</i>: https://goalkeeper.eeas.europa.eu/registrar/ 2. For <i>contracted candidates from EU Member States</i>: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do 3. For <i>seconded candidates from Invited/Contributing Third States</i> (Annex 3 Application Form attached and available also on the EEAS website): cpcc-ukraine@eeas.europa.eu 			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Carmen Epure cpcc-ukraine@eeas.europa.eu			

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

(**) The availability of this position is subject to the outcome of Brexit at the end of the transition period (currently expiring on 31 December 2020).

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 / embedding with those authorities. The usual daily place of work of the respective strategic advisers will therefore be at the premises of those institutions 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 Skills*² – 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.

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.

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

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

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 for third states in Annex 3.

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 – The selected candidates should complete E-SAFE³ and "Missionwise" modules, or equivalent.

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

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (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).

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

SECONDED

Position Name: Executive Assistant to Head of Mission	Employment Regime: Seconded	
Ref. Number: UAC 03	Location: Kyiv	Availability: ASAP
Department/Component /Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- Working experience as a Political Adviser or Special/Executive Assistant to senior management;
- Experience of diplomacy and crisis management, in particular CSDP.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Parliamentary Liaison Adviser	Employment Regime: Seconded	
Ref. Number: UAC 17	Location: Kyiv	Availability: 11 Oct 2020
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Coordination Department	Level of Security Clearance: EU CONFIDENTIAL	Open to Invited Third States: Yes

1. Reporting Line:

The Parliamentary Liaison Adviser reports to the Head of Political, Analysis and Coordination Department.

2. Main Tasks and Responsibilities

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons identified/learned identification;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To monitor the developments in the National Assembly and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To monitor the parliamentary committees responsible for security sector related matters and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To coordinate SSR related expert support and advice to the parliamentary committees responsible for security sector related matters;
- To initiate and manage projects related to streamlining and optimizing the legislative processes at the Parliament with the view to advance the CSSR-based legislation;
- To liaise with the EUAM national and international partners working with the parliament in order to coordinate and synergize their efforts in advancing the CSSR-based activities and legislation;
- To prepare briefings and notes to ensure timely information for the HoM and other Mission members;
- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To contribute in identifying lessons learned and best practises in his/her field of competence;
- To assist in conducting and coordinating official visits according to protocol rules;
- To conduct briefings for Mission staff and other individuals or groups;
- To assist in vetting draft press releases, public statements and articles;
- To contribute to lessons identification;

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, Geopolitics, International Security, Law or a related field; **AND**
- A minimum of 5 years of relevant professional experience, including direct work experience with national parliaments or the European Parliament, after fulfilling the education requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Ukraine or Russian language (minimum level B1/B2).

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to represent the Mission at the highest levels of local counterparts, 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;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

Position Name: Project Management Officer	Employment Regime: Seconded	
Ref. Number: UAC 42*	Location: Kyiv	Availability: 03 Dec 2020
Department/Component/Unit: Chief of Staff Office/Project Management Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Project Management Officer reports to the Head of Project Management Unit.

2. Main Tasks and Responsibilities

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding and project agreements;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Evaluation capability;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To maintain and enhance the Mission's project management procedures, mechanisms and tools and keep them up to date and to ensure actual implementation;
- To define and implement capacity building and continuous learning plans;
- To report on the project activities' portfolio and to record lessons learnt process and best practices;
- To develop project control tools and guidelines; to provide training, mentoring and coaching on project implementation to Mission's staff as appropriate;
- To be responsible for the development and maintenance of the Mission's project's database and archiving system.

4. Essential Qualification 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 etc.) or Business Administration or in the field of planning, implementation and evaluation of projects, **AND**

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in planning, implementation and management of projects;
- Experience in Security Sector/RoL reform in a national or host state context.

5. Essential Knowledge, Skills and Abilities

- Certificate/diploma in project management training, such as APM, PPM, PRINCE2, or equivalent;
- Understanding of the actors and dynamics of international development assistance, particularly in crisis or post-conflict and transitional areas;
- Analytical skills;
- Knowledge of EU Financial Regulations.

6. Desirable Qualifications and Experience

- University and/or Master's Degree in project management or other related field;
- Knowledge of the procurement and contract procedures for EU External Action Service;
- Teamwork skills.

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 CONFIDENTIAL	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 Ukrainian 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 Press and Public Information Department and by Head of Press and Public Information Department;

- 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 represent the Mission at the highest levels of local counterparts;
- 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 organisations, 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: 03 Dec 2020
Department/Component/Unit: Operations Department/Mobile Unit I	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on General Policing 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) 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 represent the Mission at the highest levels of local counterparts.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAM 02	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Department/ Mobile Unit I	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Planning and Reporting Officer reports to the Head of Planning, Reporting and Evaluation Department (PRED).

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- Under the supervision of the Head of PRED, advise and support the Head of the Field Office in reporting on the activities in the region according to the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of PRED and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the supervision of the Head of PRED, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's instructions;
- Under the supervision of the Head of PRED, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the regions;

- Under the supervision of the Head of PRED, to identify informational needs and contribute to the Mission reporting and information gathering;
- To contribute towards ensuring that mission personnel are periodically updated on the progress of mission implementation;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Ukrainian or Russian Language skills;
- Previous experience in crisis management Missions, including in the area of Security Sector Reform (including policing, rule of law).

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: UAM 04	Location: Kyiv/Countrywide	Availability: 07 Dec 2020
Department/Component/Unit: Operations Department/Mobile Unit I	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

3. Mission Specific Tasks and Responsibilities

- To provide 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 the Regional prosecutor's Office in 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 (out of which a minimum of 3 years of experience in the field of prosecution, criminal defence or as a criminal judge), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of prosecution service.

6. Desirable Qualifications and Experience

- Experience in 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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- 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 CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Human Rights and Gender Adviser/Trainer reports to the Deputy Head of Operations.

22. 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 Operational Implementation Framework and its KPI's;
- To advise on the integration of a gender perspective to the relevant Ukrainian partners in implementing reforms;
- To suggest on the mechanisms to be established and used within the Ukrainian CSSR system for monitoring, implementing and evaluating gender equality policies and UN Security Council Resolutions on Women Peace and Security;
- To contribute to Mission's reporting and information flow on gender equality and human rights related aspects, closely coordinated with the Gender Advisor in the Chief of Staff's Office and the Senior Human Rights and Minorities Advisor;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender equality, closely coordinated with the Gender Advisor in the Chief of Staff's Office;
- To contribute to the identification and reports on lessons identified/learned and best practices from implementing international Human Rights principles and standards, including those systems that handle hate crime in the Ukrainian CSSR system, closely coordinated with the Senior Human Rights and Minorities Advisor;
- To support the induction training of Mission's staff members if required, after guidelines from the Gender Advisor in CoS office;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda; as well as establishing and maintaining contacts with the international and national points of contacts on Hate Crime;
- To develop curricula on human rights and gender equality related topics such as gender mainstreaming, unconscious bias, human rights based approach, hate crime and to deliver trainings on these topics to counterparts in the Ukrainian CSSR system;
- To work as an Adviser/Trainer within the Mission's area of operations, including the field offices;
- To identify, analyse and disseminate information on all human rights and gender equality activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with the Gender Advisor under CoS, other international actors and stakeholders;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in human rights and gender equality;

- 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, gender mainstreaming and the Women, Peace and Security 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 Operational Implementation Framework.

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** equivalent and attested police or/and military education or training or an award of an equivalent rank **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 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, including human rights 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;
- Practical experience from working in the area of equality and non-discrimination, gender equality and human rights;
- Experience in project design and implementation;
- Experience in delivering training and knowledge of pedagogical methods for adult learning;
- Ability to represent the Mission at the highest levels of local counterparts, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organisations;
- Knowledge and respect of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

7. Desirable Knowledge, Skills and Abilities

- Understanding of hate crime issues;
- Ukrainian 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 CONFIDENTIAL	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;
- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Border Guards and Customs	Employment Regime: Seconded	
Ref. Number: UAO 26	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/Border and Customs Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Border Guards and Customs reports to the Head of Border and Customs 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 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 coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies;
- In partnership and cooperation with EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of special border policing and immigration control in the EU;
- To promote, encourage and advise the commanders and decision makers responsible for the State Fiscal Service Customs Administration and Border Guard to identify and take rapid changes;
- To advise the leadership of the Border Guard and/or State Fiscal Service Customs Administration on harmonisation of reforms with broader civilian security sector reforms;
- 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 Customs Management and Integrated Border Management;
- Ability to represent the Mission at the highest levels of local counterparts.

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 and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position: Head of Law Enforcement Agencies Component	Employment Regime: Seconded	
Ref. number: UAO 41	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/ Law Enforcement Agencies Component	Security Clearance Level: EU CONFIDENTIAL	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 and when so appointed by the Head of Operations;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Component'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 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 (out of which a minimum of 5 years at management level), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to represent the Mission at the highest levels of local counterparts;
- 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: Head of Rule of Law Component	Employment Regime: Seconded	
Ref. Number: UAO 71	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/ Rule of Law Component	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing third States: Yes

1. Reporting Line:

The Head of 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 work in close cooperation with the other Mission Components if directed;
- 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 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 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 lead, manage and provide guidance and direction to the Mission's Rule of Law Component.;
- To guide the component's work, in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-component cooperation;
- To ensure, at an operational level, coordination, in particular with the Heads of Units and the other Heads of Field Offices Components;
- 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 Component;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow within the Mission;
- To perform any other task as requested by the Line Manager.

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 (out of which a minimum of 5 years at management level), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to represent the Mission at the highest levels of local counterparts;
- 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

- A demonstrable track record in implementing judicial/prosecutorial reform;
- Managerial track record, including in change management and programme/project delivery;
- Excellent interpersonal and communication skills, both written and oral;
- Ability to represent the Mission at the highest levels of local counterparts, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations;
- Knowledge of the political, cultural and security situation of the Mission's area and other areas within the same geopolitical region.

Position Name: Public Order (Crowd Management) Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 53	Location: Kyiv	Availability: 21 Dec 2020
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/Public Order Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Public Order Adviser/Trainer reports to the Head of Public Order 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 Public Order 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 expertise to strengthen the capabilities in the policing field, including community partnership and engagement, crime prevention, traffic, proactively addressing public order issues etc;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public order field;
- To develop curricula for public order and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations.

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

4. Essential Qualifications and Experience

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

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: UAO 80	Location: Kyiv	Availability: 28 Sep 2020
Component/Department/Unit: Operations/ Rule of Law Component/ Criminal Investigations Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Criminal Investigations reports to the Head of Criminal Investigations 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 contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities on criminal investigations;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on criminal investigations;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on criminal investigations;
- To support Mission Regional Presences where relevant;
- To manage and lead projects on criminal investigations;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on criminal investigations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;

- To perform any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of border management protocols/customs/prosecution service/prisons service/maritime law.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- The above-mentioned experience must demonstrate increasing responsibility at management level, in particular with regards to criminal investigations.

Position Name: Head of Field Office	Employment Regime: Seconded	
Ref. Number: KHO 01	Location: Kharkiv	Availability: 20 Nov 2020
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU SECRET	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 act as Mission focal point and direct counterpart to the relevant UA authorities and civil society organisations in the assigned region according to EUAM HQ direction;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- 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 education 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 at the highest levels of local counterparts;
- 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: 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 CONFIDENTIAL	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 etc.) or Business Administration/Management or a closely related field of expertise; **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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: KHO 10	Location: Kharkiv	Availability: 13 Dec 2020
Department/Component/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	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 Regional Presence Coordinator when so appointed;
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise the Regional Prosecutor on prosecution reforms;
- To support and advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and 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 (out of which a minimum of 3 years of experience in the field of prosecution, criminal defence or as a criminal judge), after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to represent the Mission at the highest levels of local counterparts;

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Public Order	Employment Regime: Seconded	
Ref. number: LVO 05	Location: Lviv	Availability: 11 Dec 2020
Department/Component/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	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 Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- 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 CONFIDENTIAL	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 represent the Mission at the highest levels of local counterparts;

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: LVO 10	Location: Lviv	Availability: ASAP
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU CONFIDENTIAL	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 advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and 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 represent the Mission at the highest levels of local counterparts.

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming
- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: MAO 03	Location: Mariupol	Availability: ASAP
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU CONFIDENTIAL	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 advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and 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 represent the Mission at the highest levels of local counterparts.

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- 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 CONFIDENTIAL	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 etc.) or Business Administration/Management or a closely related field of expertise; **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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Public Order	Employment Regime: Seconded	
Ref. Number: MAO 08	Location: Mariupol	Availability: ASAP
Department/Component/Unit: Operations Department /Field Office	Security Clearance Level: EU CONFIDENTIAL	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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: ODO 03*	Location: Odesa	Availability: 01 Jan 2020
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU CONFIDENTIAL	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 advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and 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 represent the Mission at the highest levels of local counterparts.

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

SECONDED/CONTRACTED

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. number (3 posts): UAO 13 UAO 14 UAO 28	Location: Kyiv	Availability: ASAP ASAP ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/HR Development Unit	Security Clearance Level: EU CONFIDENTIAL	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: Human Resources Training Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: UAS 14	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Mission Support Department/ Human Resources Management Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Human Resources Training Officer reports to the Head of Human Resources Management Unit.

2. Main Tasks and Responsibilities

- To support the Mission in developing in-house training strategies/ policies/plans/curricula as directed by the Head of Human Resources;
- To identify required training reforms, including through advice/mentoring and/or direct training;
- To coordinate with the Mission Units their training plans development and advise them, if required, on the associated finances;
- To consolidate the Mission Units training plans into a Mission training plan that would be integral part of the Master Justification for the Budgetary Mission Statement;
- To monitor the training plans implementation and in association with the Units report on required adjustments or initiatives and to provide periodic reports on the training plans implementation;
- To monitor the training budget implementation, report on training plans adjustment and new training initiatives finances and provide periodic financial overviews ;
- To conduct Mission in-house training activities, and the relevant agreed internal and external training curricula;
- To moderate training activities provided by external training providers;
- To consolidate the training feedbacks for use from the Mission management that would allow for early reflections and address of training needs/re-adjustment actions;
- To contribute to the Human Resources 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 identified/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 exchange views and collaborate with other Missions training Units for lessons learned and shared experience;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To develop a comprehensive strategy for training activities that EUAM Ukraine will provide, including cooperation with Member States, ESDC and training centres;
- To organise and conduct workshops and to develop projects together with training experts;
- To develop guidelines and manuals for training purposes;
- To coordinate with the other Heads of Unit/Department of EUAM Ukraine to ensure smooth cooperation on issues within his/her competence;

- To support EUAM Ukraine in developing new and improving existing training materials and tools, both in didactic and e-Learning capacity;
- To actively advise on and developing new didactic and e-Learning methodologies to be used with EUAM Ukraine HR Training;
- To manage and implement the e-Learning platform use for EUAM Ukraine training, including possible developments and future enhancements in this area;
- To administrate EUAM Ukraine e-Learning platform, including the help-desk function and end-user support, courses creation and courses management;
- To consolidate the current processes with regard to updates of EUAM Ukraine training modules, module translations, module developments and course administration;
- To support the office in building and implementing the training materials and their language versions on the on-line platform;
- To support EUAM Ukraine in the gathering and evaluation of data relevant to the area of responsibility.
- To administrate EUAM Ukraine training intranet and SharePoint.

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Excellent analytical capabilities and problem-solving skills;
- Ability to work under pressure and meet deadlines on multiple tasks;
- Strong service-oriented attitude and flexibility;
- Good planning and organisational skills.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Previous experience within an international and multicultural environment.

7. Desirable Knowledge, Skills and Abilities

- Project management in the field of E-learning;
- Collaboration with subject-matter experts on Instructional design.