



**Annex 1**

<p align="center"><b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2021 Call for Contributions for Visiting Experts Requirements and Job Descriptions</b></p>				
<b>Organisation:</b>	EUAM Ukraine			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	Seconded			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the Post</b>	<b>Location</b>	<b>Availability</b>
	<b><u>Seconded (3)</u></b>			
	UAVE 11	Strategic Adviser on Digital Transformation within Law Enforcement	Kyiv/ Countrywide	ASAP, for 3 months with the possibility of extension, and non-permanent deployment
	UAVE 12	Strategic Adviser on Innovation and Good Governance	Kyiv/ Countrywide	ASAP, for 3 months with the possibility of extension, and non-permanent deployment
	UAVE 13	Senior Strategic Adviser on Customs	Kyiv/ Countrywide	ASAP, for 3 months with the possibility of extension, and non-permanent deployment
<b>Deadline for Applications:</b>	<b>Thursday, 8 April 2021 at 17:00 Brussels time</b>			
<b>E-mail address to send the Job Application Form to:</b>	<p>a) for seconded candidates by EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p>b) for seconded candidates by Contributing Third States: application form is also available on the EEAS website. Send the application to: <a href="mailto:CPCC-Ukraine@eeas.europa.eu">CPCC-Ukraine@eeas.europa.eu</a></p>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <a href="mailto:CPCC-Ukraine@eeas.europa.eu">CPCC-Ukraine@eeas.europa.eu</a></p>			

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing Third States will be considered.

EU Member States, EU Agencies and EU non-state entities with whom the EEAS has concluded a framework agreement or arrangement on the conditions of secondment by such entities to civilian CSDP missions will bear all personnel-related costs for seconded Visiting Experts, e.g. salaries and medical coverage (with the exception of the High Risk insurance), and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). The mentioned allowances are only paid during the deployment in the Mission area or authorised telework abroad due to operational readjustments related to COVID-19, and in line with approved schedule of work activities. The Mission will cover travel expenses to and from the Mission area and for any duty travel while on deployment (excluding the travel in and out the Mission area in case of part-time/remote work).

Visiting Experts seconded from contributing third States and other non-EU non-state entities with whom the EEAS has concluded a framework agreement or arrangement on the conditions for secondments by such entities to civilian CSDP Missions will bear all personnel-related costs for seconded VE, e.g. salaries and medical coverage (including High Risk insurance). They are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Due to the non-permanent nature of VE assignments to Missions, specific provisions may apply with regard to their status, entitlements (e.g. leave days), rights and obligations and security.

**Tour of Duty** – The duration of the deployment is indicated in the respective job description, respectively for an initial 3 months with a possible extension for another 3 months, according to the planned schedule. Flexible to carry out his/her work engagement in line with schedule/duration of the project, including remote work.

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

## **I. GENERAL CONDITIONS**

**Citizenship** – Citizenship of an EU Member State or of a Contributing Third State.

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

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected seconded candidates shall be able to serve the full period of secondment before reaching the normal age of retirement in Contributing (Third) States/country of residence.

The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

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

## **II. REQUIREMENTS**

### **II.A Essential Requirements**

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

#### **1. Education and Training**

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)<sup>[1]</sup>, 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**<sup>[2]</sup> – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

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

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

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

<sup>[2]</sup> [Common European Framework of References for Languages](#)

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

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

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

## **II.B Desirable Requirements**

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

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

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

**Language** – Some proficiency in local language(s).

**Driving Licence** – Category C driving licence.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

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

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

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

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

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

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

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

#### **IV. ADDITIONAL INFORMATION**

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

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

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

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

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

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

**Data Protection** - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

#### **V. JOB DESCRIPTIONS**

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

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

<b>Position name:</b> Strategic Adviser on Digital Transformation within Law Enforcement	<b>Employment Regime:</b> Seconded Visiting Expert	
<b>Ref. Number:</b> UAVE 11	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component/ Good Governance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### *Timeline of deployment*

The deployment is for a 3 months period, starting during the 2nd quarter of 2021, with the possibility for flexible deployment (e.g. if needed, 1-2 weeks per month in the Area of Operations) and possibility for extension for another 3 months in 2021.

The planned deployment schedule is the following:

- 1<sup>st</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking;
- 2<sup>nd</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking;
- 3<sup>rd</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking.

The deployment schedule is subject to change depending on the evolution of the current situation and progress of planned operational activities.

In case of extension by another 3 months, the schedule will be decided in advance and communicated accordingly.

### **1. Reporting Line**

The Senior Adviser on Digital Transformation in the Civilian Security Sector reports to the Head of the Good Governance Unit.

### **2. Main Tasks and Responsibilities**

- To identify opportunities and come up with solutions to advance the digital transformation agenda in Ukrainian law enforcement agencies with a focus on the Mission's areas of operations, priorities and cross-cutting issues, to increase their efficiency, accountability, and public confidence;
- To assist in the development of a Digital Transformation Strategy for Ukrainian law enforcement agencies;
- To provide expert input on digital transformation concepts/strategies/roadmaps within the civilian security sector;
- To assess current capacities of the civilian security sector agencies in relation to digital transformation;
- To advise Ukrainian counterparts, notably law enforcement agencies, on how to advance the digital transformation agenda in the sector, mainstreaming the mission's cross-cutting issues including good governance, human rights and anti-corruption;
- To contribute to enhancing the Mission's overall digital transformation capacity and approach to digital transformation with a focus on EUAM's five priorities;

- To coordinate activities with other relevant Mission staff, and where required, local and international interlocutors with regard to the civilian security sector;
- To produce an interim report and a comprehensive final report on activities within the field of responsibility.

## **2. General Tasks and Responsibilities**

- To be embedded within the local institution, security permitting;
- To establish and maintain necessary contacts and build relationships with relevant local civilian security sector counterparts;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To prepare, chair and/or take part in briefings, roundtables or trainings related to digital transformation internally and externally;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify training needs and deliver briefings, as appropriate;
- To identify and report best practice and lessons within the field of responsibility;
- To undertake any other related task as requested by the Line Manager.

## **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 3 years of relevant professional experience in digital transformation or related fields, after having fulfilled the education requirements;
- Experience in conceptualizing and implementing digital transformation initiatives within the private or public sector.

## **5. Essential Knowledge, Skills and Abilities**

- Strategic and operational planning, including impact and risk assessments;
- Ability and proven experience in managing reforms in the public sector;
- Ability to plan, multi-task and manage time effectively;
- Knowledge of ICT systems.

## **6. Desirable Qualifications and Experience**

- Knowledge of Ukraine and its digital transformation challenges;
- Experience/knowledge of transforming or providing advice in advising on digital transformation within the security sector;
- Advanced ICT skills;
- Presentation skills;
- Confident with data analysis and visualization;
- Innovative thinking.

## **7. Desirable Knowledge, Skills and Abilities**

- Ukrainian or Russian language skills.

<b>Position name:</b> Strategic Adviser on Innovation and Good Governance	<b>Employment Regime:</b> Seconded Visiting Expert	
<b>Ref. Number:</b> UAVE 12	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component/ Good Governance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### *Timeline of deployment*

The deployment is for a 3 months period, starting during the 2nd quarter of 2021, with the possibility for flexible deployment (e.g. if needed, 1-2 weeks per month in the Area of Operations) and possibility for extension for another 3 months in 2021.

The planned deployment schedule is the following:

- 1<sup>st</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking;
- 2<sup>nd</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking;
- 3<sup>rd</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking.

The deployment schedule is subject to change depending on the evolution of the current situation and progress of planned operational activities.

In case of extension by another 3 months, the schedule will be decided in advance and communicated accordingly.

### **1. Reporting Line**

The Strategic Adviser on Innovation in the Civilian Security Sector reports to the Head of the Good Governance Unit.

### **2. Main Tasks and Responsibilities**

- To identify opportunities and come up with solutions to enhance innovative policy making in Ukrainian law enforcement agencies, for instance by using techniques in psychology/behavioural science, foresight or nudging, with a focus on the Mission's areas of operations, priorities and cross-cutting issues;
- To assist in mainstreaming innovative working methods and techniques in Ukrainian law enforcement agencies;
- To provide expert input on innovation concepts/strategies/roadmaps within the civilian security sector;
- To advise civilian security sector counterparts on how to apply behavioural science to improve public policy and services;
- To advise Ukrainian counterparts, notably law enforcement agencies, on how to enhance innovation in their institutions, mainstreaming the mission's cross-cutting priorities including good governance, human rights and anti-corruption;
- To propose innovative techniques and methods for improving the functioning of law enforcement agencies to increase their efficiency, accountability, and public confidence with a focus on EUAM's five priorities;



- To assist in delivering research for innovative policy approaches within the civilian security sector, which may lead to specific projects;
- To identify opportunities and risks as well as lessons learned and best practices with regard to innovative methods with a focus on the civilian security sector;
- To coordinate activities with other relevant Mission staff, and where required, local and international interlocutors with regard to the civilian security sector;
- To produce an interim report and a comprehensive final report on activities within the field of responsibility.

## **2. General Tasks and Responsibilities**

- To contribute to enhancing the Mission's overall capacity and approach to innovative solutions in line with the Mission's three lines of operations, aimed at improving the functioning of law enforcement agencies to increase their efficiency, accountability, and public confidence;
- To establish and maintain necessary contacts and build relationships with relevant local civilian security sector counterparts;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To prepare, chair and/or take part in briefings, roundtables or trainings related to innovation internally and externally;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify training needs and deliver briefings, as appropriate;
- To identify and report best practice and lessons within the field of responsibility;
- To undertake any other related task as requested by the Line Manager.

## **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 3 years of relevant professional experience in innovative policy making or related fields, after having fulfilled the education requirements;
- Experience in conceptualizing and implementing innovation initiatives within the private or public sector.

## **5. Essential Knowledge, Skills and Abilities**

- Strategic and operational planning, including impact and risk assessments;
- Advanced public policy making skills;
- Knowledge of innovative methods of policymaking;
- Ability and proven experience in managing reforms in the public sector;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

## **6. Desirable Qualifications and Experience**

- Knowledge of Ukraine and its policy making and implementation challenges;
- Experience/knowledge of transforming or providing advice in advising on innovation in the public sector, especially the civilian security sector;
- Presentation skills;
- Confident with data analysis and visualization;
- Demonstrated capacity in horizon scanning.

## **7. Desirable Knowledge, Skills and Abilities**

- Ukrainian or Russian language skills.

<b>Position Name:</b> Senior Strategic Adviser on Customs	<b>Employment Regime:</b> Seconded Visiting Expert	
<b>Ref. Number:</b> UAVE 13	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component/ Border and Customs Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### ***Timeline of deployment***

The deployment is for a 3 months period, starting during the 2nd quarter of 2021, with the possibility for flexible deployment (e.g. if needed, 1-2 weeks per month in the Area of Operations) and possibility for extension for another 3 months in 2021.

The planned deployment schedule is the following:

- 1<sup>st</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking;
- 2<sup>nd</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking;
- 3<sup>rd</sup> month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking.

### **1. Reporting Line**

The Senior Strategic Adviser on Customs reports to the Head of Border and Customs Unit.

### **2. Main Tasks and Responsibilities**

- To assist State Custom Services in Ukraine (SCS) in the development of a legislative framework of the SCS reform processes, in particular within Human Resources;
- To identify opportunities and come up with practical solutions related to SCS reform in accordance to the Mission mandate;
- To initiate technical projects for the sake of SCS in its reform process in accordance to the Mission mandate;
- To assist and advice SCS in their implementation of the integrated border management concept;
- To facilitate and advice SCS on the integrated approach between EU and international actors involved in the SCS reform process;
- To provide strategic advice on the reform processes of SCS and its counterparts;
- To assess current capacities of the SCS in relation to its reform, change management and Good Governance areas;
- To provide high-level strategic advice and assistance to the leadership of the State Customs Service of Ukraine (SCS) in implementing its reform in accordance with legal, organisational, IT and technical requirements set out by Ukrainian Government;
- To support and advice SCS on their reform processes at political, strategic and operational level;
- To coordinate all activities closely with all other EU and international actors working in support of the SCS;
- To ensure timely reporting on activities within State Custom Services reforms, in particular progress and/or lack of progress;
- To produce an interim report and a comprehensive final report on activities within the field of responsibility;

- To travel within the Mission's area of operations as required.

### **3. General Tasks and Responsibilities**

- To build and maintain professional and trustful relationships with senior counterparts;
- To liaise closely with other EUAM Senior Advisers and Advisers as well as international partners as appropriate;
- To coordinate SCS-reform-related activities with other relevant Mission staff, and where required, local and international interlocutors;
- To prepare, chair and/or take part in briefings, roundtables or trainings related to internal and external processes of SCS in their reform efforts;
- To identify and report best practice and lessons within the field of responsibility;
- To undertake any other related 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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; **OR** police or custom equivalent education or training and equivalent rank; **AND**
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience on Customs management.

### **5. Desirable Qualifications and Experience**

- Experience on senior management and leadership of Customs (Head or Deputy Head of Department level);
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations;
- Presentation skills;
- Confident with data analysis and visualization;
- Knowledge within one of the areas of reform process, change management, re-attestations or vetting procedure.

### **6. Desirable Knowledge, Skills and Abilities**

- Ability to mentor and motivate local counterparts;
- Ukrainian or Russian language skills.