



Annex 1 - Requirements and Job Descriptions

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2021 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 (17)</u>			
	BSE 02	Human Resources and Administrative Officer (Brussels Support Element)	Brussels	ASAP
	UAC 05	Executive Assistant to the Chief of Staff	Kyiv	10 Jun 2021
	UAC 13	Mission Analytical Capability (MAC) Analyst	Kyiv	ASAP
	UAC 16	Political Adviser	Kyiv	15 Jun 2021
	UAC 18	Parliamentary Liaison Adviser	Kyiv	ASAP
	UAC 34	Planning and Evaluation Officer	Kyiv	ASAP
	UAC 56	Strategic Communications Adviser	Kyiv	ASAP
	UAO 15	Senior Adviser on Anti-Corruption	Kyiv	15 Apr 2021
	UAO 18	Gender Adviser	Kyiv	01 Jun 2021
	UAO 72	Head of Prosecution/Judiciary Unit	Kyiv	19 Jul 2021
	UAO 73	Senior Adviser on Prosecution (Financial)	Kyiv	ASAP
	UAO 85	Senior Adviser on Witness Protection	Kyiv	ASAP
	UAO 93	Senior Adviser on Organised Crime	Kyiv	ASAP
	KHO 10	Senior Adviser on Prosecution	Kharkiv	ASAP
	LVO 04	Adviser on Criminal Investigations	Lviv	09 Aug 2021
	MAO 02	Senior Adviser on General Policing	Mariupol	01 Jun 2021
	MAO 07	Adviser on Criminal Investigations	Mariupol	02 Jul 2021

<u>Seconded/Contracted (1)</u>				
	UAD 03	Mission Security Officer	Kyiv	21 Apr 2021
Deadline for Applications:	Thursday, 25 March 2021 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:	<p>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</p>			

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

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

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

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 as well as to be aware of gender perspectives as per UNCHR 1325.

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.

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

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

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-learnings>

SECONDED

Position Name: Human Resources and Administrative Officer (Brussels Support Element)	Employment Regime: Seconded	
Ref. number: BSE 02	Location: Brussels	Availability: ASAP
Department/Component/Unit: Chief of Staff/ Human Resources Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The BSE Human Resources and Administrative Officer reports to the Chief of Staff, but is embedded in the CPCC in Brussels and functionally cooperates closely with the Human Resources Unit.

2. Main Tasks and Responsibilities

- To prepare Calls for Contributions and to participate in their distribution;
- To process applications and maintain rosters and databases;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their carry out assignments in management and co-ordination of all human resources related issues;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions and Standard Operating Procedures;
- To implement the selection staff policies and processes job applications as per CPCC rules;
- To maintain records related to staff selection;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task in the BSE team as requested by the Line Manager(s).
- To carry out assignments in management and coordination of all Human Resources related issues;
- To participate in the process of improving recruitment channels for international staff;
- To participate in the assessment of the costs of covering the needs of the Mission, liaising with the Commission and Contributing States.

3. General Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Administrative skills and attention to details;
- Analytical and reporting skills.

6. Desirable Qualifications and Experience

- Experience in planning and implementing projects in the field of human resources management;
- Networking skills;
- Problem solving skills.

7. Desirable Knowledge, Skills and Abilities

N/A

Position Name: Executive Assistant to the Chief of Staff	Employment Regime: Seconded	
Ref. Number: UAC 05	Location: Kyiv	Availability: ASAP
Department/Component /Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- Working experience as in an assisting capacity 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: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: UAC 13	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 Mission Analytical Capability (MAC) Analyst reports to the Head of Mission (HoM), administratively managed by the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To provide analytical assessments of a mid to long-term nature regarding developments affecting opportunities including contributions to early warning of potential threats;
- To help if so directed with analysis related to disinformation;
- To contribute identifying and mapping relevant entities related to the Mission mandate;
- To support the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all Mission's various components as well as external sources.

3. General Tasks and Responsibilities

- To support the Missions' situational awareness in accordance with the agreed MAC concept;
- To establish where required and as directed by the HoM liaison arrangements with relevant counterparts;
- To contribute to the regular Mission reports;
- To disseminate MAC products internally and/or externally as directed by the HoM and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To act upon the HoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related task as required 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 fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management **OR** police or military equivalent education or training and rank; **AND**
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which a minimum of 3 years of experience of analytical experience in handling, processing and analysis of information from various sources.

5. Essential Knowledge, Skills and Abilities

- Handling, processing, analysis and presentation of information from various sources;
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations;
- Analytical capacity and proven experience;
- Security sector reform experience.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of project cycle management;
- Ukrainian or Russian language skills (minimum level B1/B2).

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: UAC 16	Location: Kyiv	Availability: 15 Jun 2021
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Coordination Department/ Political Section	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Political Advisor reports to the Head of Political, Analysis and Coordination Department.

2. Main Tasks and Responsibilities

- To advise the Head of Political, Analysis and Coordination Department on issues in order to ensure coherence between Mission activities and the wider political context;
- To prepare briefings and notes to ensure timely information to the chain of command or any other internal and external individuals or groups as requested or planned;
- To assist in conducting and coordinating official visits according to protocol rules.

3. General 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 learned 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; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Drafting skills.

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.

6. Desirable Qualifications and Experience

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Parliamentary Liaison Adviser	Employment Regime: Seconded	
Ref. Number: UAC 18	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Coordination Department	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing 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 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 optimising the legislative processes at the Parliament with the view to advance the CSSR-related 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-related activities and legislation;
- To assist in conducting and coordinating official visits according to protocol rules;
- To assist in vetting draft press releases, public statements and articles related in this particular field of expertise.

3. General 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 to ensure timely information for the HoM and other Mission members as requested;
- To prepare records of meetings attended;
- To draft and contribute to regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- 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).

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, including advisory, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To help prepare Mission's coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- 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 coordinate, develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To support the quantitative and qualitative analysis of input originating from the Mission's operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To identify, collect and disseminate lessons and best practices;
- To prepare and give presentations;
- 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; **AND**
- A minimum of 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical, research and drafting skills;
- Profound knowledge of information collection and analytical methods;
- Time management and ability to prioritise multiple tasks;
- Self-motivated person able to work without close supervision.

6. Desirable Qualifications and Experience

- Previous experience in crisis management Missions, including in the area of Security Sector Reform (including policing, rule of law), or in the political/diplomacy field;
- International experience, particularly in crisis areas with multinational and/or international organisations;

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 while also functionally reporting to the Head of Operations.

2. Main Tasks and Responsibilities

- To work in collaboration with the other Advisers to provide 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.

3. General 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).

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 Anti-Corruption	Employment Regime: Seconded	
Ref. Number: UAO 15	Location: Kyiv	Availability: 15 Apr 2021
Component/Department/Unit: Operations/ Deputy Head of Operations Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Anti-Corruption reports to the EUAM Deputy Head of Operations. He/she is co-located into the European Union Anti-Corruption Initiative in Ukraine's (EUACI) office and is under the daily guidance of EUACI management and EUAM Ukraine management according to the Memorandum of Understanding between European Union Advisory Mission to Ukraine (EUAM) and EUACI.

2. Main Tasks and Responsibilities

- To provide support and advice to the institutions, which make up the anti-corruption architecture in Ukraine, including the High Anti-Corruption Court, the National Agency for Corruption Prevention, the National Anti-Corruption Bureau and other law enforcement agencies. The advice and support will cover issues, among others: institution building, enforcement of decisions, investigation and prosecution techniques and prevention mechanisms, with a main focus of engagement for the corruption prevention, and in this purpose work with National Agency on Corruption Prevention and Committee on Anti-Corruption Policy of the Parliament;
- To provide mainly written advice, drafts, justifications and speaking points, as required, on the development and implementation of legislative initiatives, strategies and their implementation in the area of anti-corruption, such as legal analysis, briefs, policy notes, recommendations related to development of legislative initiatives, draft by-laws and regulations, strategies, actions, plans, coordination mechanisms, monitoring notes of implementations in anti-corruption areas, contribution to institutional strategic development plans etc.;
- To maintain dedicated contacts and build relationships with relevant counterparts and, in this regard, to identify and advise the relevant Ukrainian partners on capacity building and training initiatives in the field of anti-corruption and assist, as required in the delivery of training;
- To ensure timely reporting on activities within the field of responsibility as per planning documents;
- To liaise between EUAM and the EUACI, and other international actors, if required, and to ensure synergies in terms of the provision of advice to the institutions which make up the anti-corruption initiative and the anti-corruption mechanisms in the law enforcement agencies. In this role, the position holder will be expected to promote the EU Integrated Approach.
- To represent EUAM Ukraine in EUACI Office (the position requires physical presence in Kyiv);
- To ensure information exchange between EUAM and EUACI by participating to the weekly anti-corruption meetings of EUAM;
- To regularly provide written and oral situation updates on the EUAM to EUACI and on EUACI to EUAM to ensure unified situational picture and smooth exchange of information;
- 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 as a part of EUACI's operational activities, in developing a legal/regulatory framework in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;

- To implement and participate projects in anti-corruption field, including planning, drafting, preparations, tendering, reporting and practical preparations of meetings, seminars and other events;
- To assist in the implementation of training activities for anti-corruption by producing training material, produce presentations, curricula and participate in training events;
- To ensure timely reporting and information flow, contributing to the reporting of EUACI and EUAM, especially when it comes to the operations and the developments in the mandate of EUAM and EUACI;
- To draft reports according to EUAM's and EUACI's operational needs;
- To travel within the Mission's area of operations as required.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Law **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 the field of anti-corruption, after having fulfilled the education requirements;
- Experience of change management, related outreach and consultation.

5. Essential Knowledge, Skills and Abilities

- Legislative drafting and analysis skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent drafting skills in English language.

6. Desirable Qualifications and Experience

- 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 and/or Russian language skills;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region.

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. number: UAO 18	Location: Kyiv	Availability: 01 Jun 2021
Department/Component/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Gender Adviser reports to the Head of Mission (HoM), administratively managed by the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To advise on the development and management of strategic communications with regards to gender issues.

3. General Tasks and Responsibilities

- To act as the Mission focal point for gender equality, mainstreaming Women, Peace and Security (WPS) related dimensions;
- To coordinate closely with the Human Rights and Gender team of the Operations Department;
- To advise on the integration of a gender perspective and gender mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender-sensitive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan;
- To monitor and analyse the gender situation and gender relations in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- To support the induction training of Mission's staff members as required;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To perform any other related task 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; **AND**
- A minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical skills and ability to conduct gender analysis;
- Negotiations skills;
- Proactive in developing strategies to accomplish objectives;
- Pedagogical/training skills;
- Successfully completed one of the established training courses for gender advisors.

6. Desirable Qualifications and Experience

- Experience in developing projects and initiatives to promote gender mainstreaming in the civilian security sector.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Head of Prosecution and Judiciary Unit	Employment Regime: Seconded	
Ref. Number: UAO 72	Location: Kyiv	Availability: 19 Jul 2021
Component/Department/Unit: Operations Department/Rule of Law Component/ Prosecution and Judiciary Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Prosecution and Judiciary Unit reports to the Head of Rule of Law Component.

2. Main Tasks and Responsibilities

- To support the development of the Ukrainian counterparts in the prosecution service and criminal justice system, in particular investigating judges and criminal court judges, in the field of CSSR and Criminal Justice Sector Reform through mentoring, monitoring and advising;
- To be the key interlocutor with the Office of the Prosecutor General, the Public Prosecution Office, the Qualification and Disciplinary Commission of Prosecutors, the National Academy of Prosecutors, all actors of the judiciary in the field of criminal justice (Supreme Court Criminal Chamber, Appeal Courts, District Courts), the High Council of Justice, the Council of Judges, the High Qualification Commission of Judges and the National School of Judges, the Ministry of Justice and other relevant key partners;
- To advise and support the management of the activities related to prosecution and criminal justice / judiciary and legal reform;
- To advise, in close coordination with the Head of Criminal Investigation Unit, on best practices in relation to the prosecutorial-led investigation / close cooperation between LEAs and prosecution office;
- To direct and supervise the work of the Mission staff associated with the development of the prosecution service and the judiciary in the area of criminal justice and legal reform;
- To guide the Prosecution and Judiciary Unit in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation and institutional development;
- To direct and supervise expertise provided by the Mission staff to strengthen capabilities in the field of criminal justice in Ukraine, within an efficient, equitable, secure and accessible justice system;
- To direct and supervise building local capacities of judges of criminal courts, chambers and investigative judges;
- To direct and supervise strategic advice and assistance provided by Mission staff to the relevant Ukrainian partners in developing a legal/regulatory framework in accordance with the agreed policies, guidelines and best practices and in coordination with other international actors and stakeholders;
- To direct and supervise assisting the relevant Ukrainian authorities in identifying and analysing SSR related legislative needs, challenges, options and solutions;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Unit when tasking subject matter experts in Field Offices and Mobile Unit.

3. General Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission's Operation Implementation Framework (OIF);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the OIF and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the OIF and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, coordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

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, in law; **AND**
- A minimum of 7 years of relevant professional experience, preferably as a judge, prosecutor, lawyer or legal advisor in the field of criminal justice, experience in dealing with legal matters, with a specific focus on prosecutorial and/or judicial aspects and experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of international standards of fair and effective criminal justice systems as well as EU good practices in criminal justice administration and management;
- Experience in criminal justice reform either domestically or internationally including in prosecutorial, judicial and legislative aspects;
- Practical understanding of legal reform processes including the development of legal policy and legislation;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

6. Desirable Qualifications and Experience

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in reforming the Prosecution Service and/or the Criminal Justice System in an EU-Member State or in a fragile and conflict affected state;

- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian Language skills;
- Understanding of Ukrainian law;
- Knowledge of EU Human Rights legislation;
- Understanding and knowledge of Ukrainian challenges in the area of criminal justice.

Position Name: Senior Adviser on Prosecution (Financial)	Employment Regime: Seconded	
Ref. Number: UAO 73	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/ Prosecution/Judiciary Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution (Financial) reports to the Head of Prosecution/Judiciary Unit.

2. Main 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 in the field of combating financial crime;
- To provide expertise to strengthen capabilities in the prosecution;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To manage and lead projects in the prosecution field;
- To travel within the Mission's area of operations as required.

3. General Tasks and Responsibilities

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

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**

- At least 6 years of relevant professional experience, out of which at least 3 years of experience of fighting financial crime, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Senior Adviser on Witness Protection	Employment Regime: Seconded	
Ref. Number: UAO 85	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department / Rule of Law Component/ Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Witness Protection reports to the Head of Organised Crime Unit.

2. Main Tasks and Responsibilities

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

3. General 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 provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver trainings in the area of responsibility, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

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, including in the field of fighting organised crime, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Professional knowledge of managing witness protection programmes;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.
- Experience of international cooperation in the field of witness protection and organised crime.

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 Organised Crime	Employment Regime: Seconded	
Ref. Number: UAO 93	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/ Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To support the development of the Law Enforcement Agencies (LEA) in the field of combating organised crime through mentoring and advising;
- To be the key interlocutor on strategic and operational level with LEAs combating organised crime and other key partners;
- To advise and support the development of strategic documents (policies, strategies and action plans) with the LEAs taking part in combatting organised crime;
- To advise and support the LEAs in inter-agency cooperation in combatting organised crime;
- To advise on Organised Crime strategy development and the development of Ukrainian Serious and Organised Crime Threat Assessment (SOCTA Ukraine);
- To advise on drafting and amending legislation related to practical aspects of countering organised crime;
- To advise on operational level to set up and implement countrywide Organised Crime Task Forces;
- To advise LEAs on the action/implementation plans including on activities combatting structured, hierarchical criminal organisations;
- To contribute to leadership development of senior Ukrainian Organised Crime officers;
- To promote specific Organised Crime concepts which build Ukrainian institutional resilience.

3. General 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 levels as appropriate;
- To support the Mission's efforts in addressing structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the 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).

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 the field of combating organised crime, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of EU Policy Cycle and its implementation;
- Experience in fight against Organised Crime and in coordination with other LEA and the prosecution service (e.g. task forces);
- Knowledge in drafting Organised Crime Policies/Strategies/Action Plans;
- Knowledge of drafting legislation related to strategic aspects of fighting Organised Crime;
- Knowledge of Intelligence-led Policing principles;
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations;
- Experience of international cooperation in combatting organised crime.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: KHO 10	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 Senior Adviser on Prosecution reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To deputise for the Head of Field Office when so appointed;
- To develop for approval and maintain FO Work Plan in the area of Prosecution and Rule of Law;
- To keep regular contact with MHQ Prosecution Unit, and to contribute to the according activities;
- To design and deliver trainings, workshops, webinars, round tables, briefings, conferences as appropriate;
- Assist HoFO in preparing budget for the Rule of Law issues and run according procedures;
- To assist the HoFO in coordinating and drafting regional plans/policies on all Rule of Law matters;
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise the Regional Prosecutor on prosecution reforms;
- To support and advice the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and advice relevant regional counterparts on criminal justice related matters and legal reform;
- To travel within the Mission's area of operations as required.

3. General 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 task 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. 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;
- 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 on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: LVO 04	Location: Lviv	Availability: 9 August 2021
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level : EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser on Criminal Investigations reports to the Head of Field Office.

2. Main Tasks and Responsibilities

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

3. General 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 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).

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: MAO 02	Location: Mariupol	Availability: 01 Jun 2021
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 General Policing reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To enhance the awareness of the relevant Ukrainian partners of EU policing standards, models and approaches;
- To assist them in identifying choices, making informed decisions, analysing implications and planning in the context of shaping Ukrainian police reforms and their implementation;
- To coordinate the general and community policing activities in the Unit in line with the Mission mandate;
- To provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented Community safety Strategy, specifically police command and control, patrolling, minor investigation, crime scene management, traffic enforcement, first response etc.;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on general policing;
- To identify and connect with relevant (international) donors in the same field of expertise and implementation on general policing topics;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general policing;
- To manage and lead projects on general policing and advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on general policing;
- To travel within the Mission's area of operations as required.

3. General Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening counterparts/institutions ;
- To provide strategic analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;

- To maintain necessary contacts and build relationships with relevant local counterparts on strategic level;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

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, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts on strategical/tactical level;
- Knowledge of general policing issues;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in programs and project management;
- Experience on Strategic/Tactical Managerial - or Senior Expert level;
- Knowledge of recent developments in policing and management and awareness of the recent developments and European best practices.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: MAO 07	Location: Mariupol	Availability: 02 Jun 2021
Department/Component/Unit: Operations Department /Field Office Mariupol	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser on Criminal Investigations reports to the Head of Field Office.

2. Main Tasks and Responsibilities

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

3. General 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 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).

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

SECONDED/CONTRACTED

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff – Management Level (MSML)
Ref. number: UAD 03	Location: Kyiv/Countrywide	Availability: 20 Apr 2021
Component/Department/Unit: Security and Duty of Care Department/ Security Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To assist SMSO in the development, implementation and updating Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the SMSO on all incidents affecting mission members;
- To assist SMSO in reviewing the security phase(s);
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support the security training capabilities in the identification, development, delivery and audit of training requirements

3. General Tasks and Responsibilities

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

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

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and

attested police or/and military education or training or an award of an equivalent rank; **AND**

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the Mission area and potential security threats;
- Ukrainian or Russian language skills.