

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 - Requirements and Job Descriptions

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2021 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 (36)</u>			
	UAC 009	Senior Adviser on Human Rights (CRC Member)	Kyiv	ASAP
	UAC 022	Political Adviser (Regional)	Kyiv/ Field Offices	1 Sep 2021
	UAC 023	Parliamentary Liaison Adviser	Kyiv	11 Oct 2021
	UAC 034	Senior Reporting Officer	Kyiv	ASAP
	UAC 040	Head of Project Cell	Kyiv	3 Sep 2021
	UAC 041	Project Management Officer	Kyiv	ASAP
	UAC 053	Strategic Communication Adviser	Kyiv	ASAP
	UAM 002	Senior Adviser on General Policing	Kyiv/ Countrywide	3 Dec 2021
	UAM 003	Planning and Reporting Officer	Kyiv/ Countrywide	13 Oct 2021
	UAM 004	Senior Adviser on Good Governance/Human Resources Management	Kyiv/ Countrywide	3 Dec 2021
	UAO 022*	Adviser Anti-Corruption	Kyiv	30 Aug 2021
	UAO 044	Civil Society Adviser	Kyiv	ASAP
	UAO 051	Senior Adviser on Digital Transformation	Kyiv	3 Jan 2022
	UAO 052	Senior Adviser on Innovation	Kyiv	3 Jan 2022
UAO 070*	Public Order Team Coordinator	Kyiv	3 Jan 2022	

UAO 073	Public Order (crowd management) Adviser/Trainer	Kyiv	19 Nov 2021
UAO 083	Senior Adviser IBM	Kyiv	1 Sep 2021
UAO 096	Senior Adviser on Legal Reform (Team Coordinator)	Kyiv	ASAP
UAO 100	Head of Criminal Investigation and Organised Crime Unit	Kyiv	3 Jan 2022
UAO 114	Senior Adviser on Witness Protection	Kyiv	1 Sep 2021
UAO 115	Senior Adviser on Forensic Identification	Kyiv	1 Oct 2021
UAO 120	CI Team Coordinator/Organised Crime Team Coordinator	Kyiv	3 Jan 2022
UAO 122	Senior Adviser on Criminal Investigations	Kyiv	5 Oct 2021
UAO 134	National and State Security Adviser	Kyiv	3 Jan 2022
LVO 005	Senior Adviser on Criminal Investigations	Lviv	3 Jan 2022
LVO 008	Senior Adviser on General Policing	Lviv	3 Jan 2022
LVO 009	Senior Adviser on Prosecution	Lviv	9 Nov 2021
LVO 010	Senior Border/IBM Adviser	Lviv	1 Sep 2021
KHO 001	Head of Field Office Kharkiv	Kharkiv	6 Dec 2021
KHO 005	Senior Adviser on Criminal Investigations	Kharkiv	3 Jan 2022
MAO 008	Senior Adviser on Criminal Investigations	Mariupol	3 Jan 2022
MAO 010 MAO 011	Senior Border/IBM Adviser	Mariupol	3 Jan 2022
ODO 008	Senior Adviser on Criminal Investigations	Odesa	3 Jan 2022
ODO 010 ODO 011	Senior Border/IBM Adviser	Odesa	3 Jan 2022 1 Sep 2021
<u>Seconded/Contracted (4)</u>			
UAO 035	Human Resources Reform Development Adviser/Trainer	Kyiv	ASAP
UAC 050	Head of Public Information Division / Senior Spokesperson	Kyiv	1 Dec 2021
UAS 034	Cyber Security Analyst	Kyiv	ASAP
UAO 084	Strategic Customs Adviser	Kyiv	1 Nov 2021

Deadline for Applications:	Friday, 13 August 2021 at 17:00 Brussels time
Applications must be submitted via:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login:</p> <p>https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login:</p> <p>https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State:</p> <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p>Please Note: <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>
Information:	<p>For more information relating to selection and recruitment, please contact the</p> <p>Civilian Planning and Conduct Capability (CPCC):</p> <p>Jacinta Hogan</p> <p>cpcc-ukraine@eeas.europa.eu</p>

(*) The availability of this position is subject to the end of tour of duty of the current incumbent

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 must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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.)

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

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

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

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

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

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

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

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

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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 Area of Operation of the Mission.

Medical Certificate – 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 take 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.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be 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.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

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

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

IV. ADDITIONAL INFORMATION

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

Application Form – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form for third states in Annex 3.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing (Third) States will bear any related costs.

N.B The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

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

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

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

V. JOB DESCRIPTIONS

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

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

Position Name: Senior Adviser on Human Rights CRC Member	Employment Regime: Seconded	
Ref. Number: UAC 009	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing Third States: No

1. Reporting Line

The Senior Human Rights Adviser reports to the Chief of Staff.

2. Main Tasks and Responsibilities

- To liaise with local and international entities involved in the promotion and monitoring of Human Rights in Ukraine;
- To support counterparts in terms of deliverables on the UA HR Strategy and Action Plan in the area of civilian security sector reform;
- To provide support to the HR units which have been created within counterparts, e.g. NPU and MoIA in terms of the development and implementation of strategies and action plans;
- To develop a comprehensive plan for the Mission HR team in terms of counterparts and specific areas to be prioritised in the field of human rights;
- To represent the HR team at external meetings and to present the work of the Mission in relevant HR fora;
- To coordinate the team input and contribute to Mission reporting as required, including in the Operations Implementation Framework;
- To contribute to Mission induction training of Mission personnel as required.
- To act as the Mission focal point for human rights matters;
- To advise on human rights mainstreaming throughout the Mission's activities;
- In close coordination with the Mission's operational components, to advise on the promotion of human rights among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the Human rights situation in the host state;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise on the development and management of strategic communications with regards to human rights;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to the induction training of Mission's staff members as required;

3. General Tasks and Responsibilities

- To contribute to Mission's reporting and information flow on human rights related aspects;

- To contribute to identify and report on lessons learned and best practices within the field of human rights;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related task as requested by the Line Manager(s).

3.2. Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity (CRC), when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of Missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of Missions, or refocusing of mandates;
- To participate in liquidation and closures of Missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

4. Essential Qualifications 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 in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study **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 human rights and human rights mainstreaming issues and tools, particularly in a post-conflict environment/SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting skills;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- Sound knowledge of Human Rights and Minorities issues, including of refugees and internally displaced persons' rights;
- Understanding of strategic and operational considerations for the design of national civilian security sector related reforms;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of investigative and conciliation techniques in the Human Rights field;
- Understanding and sensitivity to the basic principles of Human Rights legislation and inter-group relations;
- Ability to evaluate analytically;
- Excellent interpersonal and communication skills;
- Proven ability to address subjects both at central and regional level

6. Desirable Qualifications Experience

- Ability to develop projects and initiatives to promote Human Rights and Minorities and accountability in the security sector;
- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region is desirable.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian Language skills.

Position Name: Political Adviser (Regional)	Employment Regime: Seconded	
Ref. Number: UAC 022	Location: Kyiv/Field Offices	Availability: 01 Sep 2021
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Coordination Department/Political Section	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Political Adviser reports to the Head of Political, Analysis & Coordination Division.

He/she would be based in Kyiv with a considerable amount of time in Field Offices in particular Mariupol and Kharkiv.

2. Main Tasks and Responsibilities

- To advise the Head of Political, Analysis & Coordination Division on issues in order to ensure coherence between Mission activities and the wider political context;
- To advise the Head of Field Office and FO staff on local political situation, monitoring of local stakeholders and media, ensure coherence between Mission activities and wider political context.
- To maintain contact with local political stakeholders including local authorities, opinion makers, civil society and journalists.
- To prepare regular analysis and reporting on local political situation, as well as 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.
- To follow the political developments in theatre, in particular in the regions 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, DHoM, and senior Mission management on relevant political developments
- To contribute to the analysis and advice on the policy matters and messaging 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 advise on and contribute to the coordination of politically sensitive Mission activities in the regions
- To focus in particular on hybrid threats in the regions;
- To contribute to the preparation of briefings and notes as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;

3. General Tasks and Responsibilities

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested.
- To contribute to lessons learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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;

5. Essential Knowledge, Skills and Abilities

- Drafting and presentation skills;
- Political judgement and diplomatic skills, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Communication and advocacy skills with the ability to deliver clear advice;
- Ukrainian or Russian language skills.

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

- NA

Position Name: Parliamentary Liaison Adviser	Employment Regime: Seconded	
Ref. Number: UAC 023	Location: Kyiv	Availability: 11 Oct 2021
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Coordination Division	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

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.
- 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 conduct briefings for Mission staff and other individuals or groups as appropriate;

3. General Tasks and Responsibilities

- To draft and contribute to regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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;
- 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: Senior Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAC 034	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff/ Planning, Reporting and Evaluation Division	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing third States: No

1. Reporting Line:

The Senior Reporting Officer reports to the Head of Head of Planning, Reporting and Evaluation Division

2. Main Tasks and Responsibilities:

- To coordinate and manage the Planning, Reporting and Evaluation Division and provide direction as necessary;
- to produce the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports;
- Implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- Supervise information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- Coordinate regular meetings and exchange with Political Advisors, Security Office, Press and Public Information Department, other key analytical functions, as well as with Operations Department for optimised coordination and synergy;
- Contribute to drafting the Mission's reports for EU institutions in Brussels and Member State capitals, working to tight deadlines and guidelines;
- Deliver regular presentations and briefings to Mission staff, the diplomatic community in Kyiv and external visitors up to ministerial level;
- Liaise with external partners in order to enhance information collection and analysis.
- In coordination with the Mission's Operational and Cooperation/Coordination Components support external communication, cooperation and coordination on the technical planning level;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements and channel relevant information in line with the relevant planning documents;

3. General Tasks and Responsibilities

- To collect, collate and analyse the Mission's Lessons Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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' degree **AND**

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability, political awareness and judgement and profound knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Drafting skills, self-driven and ability to work in a methodical manner;
- Time management and ability to prioritise multiple tasks;

6. Desirable Qualifications and Experience:

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Previous experience in crisis management Missions, including in the area of SSR (including policing, rule of law), or in the political/diplomacy field;

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner;
- A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge and experience of working in the AoR

Position Name: Head of Project Cell	Employment Regime: Seconded	
Ref. number: UAC 040	Location: Kyiv	Availability: 3 Sep 2021
Department/Component/Unit: Chief of Staff Office/Coordination and Cooperation Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

Head of Head of Project Cell reports to the Chief of Staff.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Project Cell's tasks in accordance with the OPLAN and relevant planning documents;
- To ensure efficient and effective coordination of all Projects within the Mission's portfolio, in a manner consistent with the Mission's mandate and strategic objectives, and in full support of the operational sections and external stakeholders;
- To assist the Mission's operational component and unit heads in project planning/development and co-ordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with operational the component and unit heads and Mission's Finance Office;
- To maintain and enhance the Mission's project management procedures, mechanisms and tools and keep them up to date and ensure implementation;
- To maintain and develop project related parts of the Mission Operations Implementation Framework (OIF) online system;
- To define and implement capacity building and continuous learning plans;
- To develop project control tools and guidelines; to provide training, mentoring and coaching on project implementation to Mission's staff as appropriate;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and compliance with EU regulations;
- In close coordination with the Mission's Coordination and Cooperation Office, to establish and maintain contacts with International Organisations and NGOs to identify potential project partners and funding;
- To ensure post-project reporting and evaluation has been completed;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;

3. General Tasks and Responsibilities

- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To ensure timely reporting on activities within the Project Cell as per planning documents, in particular progress and/or lack of progress;
- To undertake any other related task as requested by the Line Manager(s)

4. Essential Qualification and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **AND**
- A minimum of 7 years of relevant professional experience, including experience in planning, implementation and evaluation of projects (such as development cooperation), out of which a minimum 3 years of experience at management level, after having fulfilled the education requirements;
- Experience in planning, implementation and management of projects;
- Experience in Security Sector/RoL reform in a national or host state context.

5. Essential Knowledge, Skills and Abilities

- Experience in implementation of reform programmes including a proven ability to establish/review priorities;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- Team management skills;
- Leadership and problem solving skills;
- Negotiation and risk management skills;
- Project management skills.

6. Desirable Qualifications and Experience

- University and/or Master's Degree in project management or other related field;
- Project and programme management training certification, such as APM, PPM, PRINCE2, or equivalent.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of and/or experience in working with EU Financial Regulations;
- Ukrainian or Russian language skills.

Position Name: Project Management Officer	Employment Regime: Seconded	
Ref. Number: UAC 041	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Coordination and Cooperation Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To maintain and enhance the Mission's project management procedures, mechanisms and tools and keep them up to date and to ensure actual implementation;
- To define and implement capacity building and continuous learning plans;
- To develop project control tools and guidelines; to provide training, mentoring and coaching on project implementation to Mission's staff as appropriate;
- To be responsible for the development and maintenance of the Mission's project's database and archiving system.
- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding and project agreements;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct post-project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Evaluation capability;

3. General Tasks and Responsibilities

- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To ensure timely reporting on activities within the Project Cell as per planning documents, in particular progress and/or lack of progress;
- To undertake any other related task as requested by the Line Manager(s)

4. Essential Qualification and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics etc.) or Business Administration or in the field of planning, implementation and evaluation of projects, **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in planning, implementation and management of projects;
- Experience in Security Sector/RoL reform in a national or host state context.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Strategic Communications Adviser	Employment Regime: Seconded	
Ref. Number: UAC 053	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/ Press and Public Information Division	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 Division 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 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 Ukrainian counterparts involved in Civilian Security Sector Reform at the strategic level in shaping, developing and implementing reform choices, making informed strategic communications decisions, analysing implications and conduct planning 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 and follow up from international and national level multi-agency organisations;
- To support 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 report internally against benchmarking in the relevant Line of Operation, assessing the consistency and sustainability of Mission operational activities across time, and 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;
- 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 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 collect and collate statistics on 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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 General Policing	Employment Regime: Seconded	
Ref. Number: UAM 002	Location: Kyiv/Countrywide	Availability: 03 Dec 2021
Department/Component/Unit: Operations Department/ Mobile Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on General Policing reports to the Head of Mobile Unit.

2. Main Tasks and Responsibilities

- To enhance the awareness of the relevant Ukrainian partners of EU policing standards, models and approaches;
- To assist Ukrainian partners in identifying choices, making informed decisions, analysing implications and planning in the context of shaping Ukrainian police reforms and implementation;
- 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 coordinate the general and community policing activities in the Unit in line with the Mission mandate;
- To assist in the implementation of training activities on general policing;
- To travel within the Mission's area of operations as required.
- 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 performance and accountability and 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAM 003	Location: Kyiv/Countrywide	Availability: 13 Oct 2021
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- Under the supervision of the Head of PRED, advise and support the Head of the Field Office in reporting on activities in the region according to the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents;
- Supports the Head of PRED, monitors and reports on the progress of mandate implementation, including identification of challenges, options and solutions through benchmarking and analysis of internal operational reporting and evaluation;
- To ensure operational activities and projects in the region are conducted in accordance with the Mission's instructions;
- To travel within the Mission's area of operations as required.
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To contribute, in support of the Mission's Project Management Unit, to identify and develop new projects according to the objectives of the Mission's mandate;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure subMission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for subMission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;

3. General Tasks and Responsibilities

- To ensure the lessons learnt and the best practices are properly identified, collected and disseminated in the regions;
- Take account of gender equality and human rights aspects in the execution of tasks;

- To identify informational needs and contribute to the Mission reporting and information gathering;
- 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 4 years of relevant professional experience in operational planning and reporting, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities

- Analytical and research skills;
- Report compilation, drafting and editing skills.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior Adviser on Good Governance / Human Resources Management	Employment Regime: Seconded/Contracted	Post Category:
Ref. number: UAM 004	Location: Kyiv/ Countrywide	Availability: 3 Dec 2021
Department/Component/Unit: Operations Department/ Mobile Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Good Governance / Human Resources Management reports to the Head of Mobile 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;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Mobile Unit and Head of HR Development Unit;
- To identify required reforms and appropriate support to be provided by the Mission, including advice/mentoring and/or direct training;
- To support developing and implementing in-service trainings;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To provide expertise to strengthen the capabilities in the Human Resources field;
- To identify, analyse and disseminate information on all Human Resources activities within the area of responsibility;
- To ensure the Operational Implementation Framework (OIF) is updated through coordination and cooperation with the Lead Adviser;
- To travel within the Mission's area of operations as required.
- 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;
- 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 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;

3. General Tasks and Responsibilities

- To identify best practice and lessons learned within the field of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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, after having fulfilled the education requirements

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- Experience in project management;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- 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 Anti-Corruption	Employment Regime: Seconded	
Ref. Number: UAO 022*	Location: Kyiv	Availability: 30 Aug 2021
Component/Department/Unit: Operations/ Deputy Head of Operations Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing Third States: No

1. Reporting Line

The Adviser on Anti-Corruption reports to the EUAM Deputy Head of Operations and is under daily guidance of the Anti-Corruption Team Coordinator.

2. Main Tasks and Responsibilities

- To provide support and advice to the law enforcement agencies in terms of implementing the National Anti-Corruption Strategy and related action plans
- To maintain dedicated contacts and build relationships with relevant counterparts;
- To identify and advise the relevant Ukrainian partners on capacity building and training initiatives in the field of anti-corruption and assist in the delivery of training;
- To assist in the implementation of training activities for anti-corruption by producing training material, produce presentations, curricula and participate in training events;
- To travel within the Mission's area of operations as required;
- To participate planning of projects, including acting as a Project Manager's, as appropriate;
- To contribute to the weekly, monthly and semi-annual planning and special reports;
- To produce evaluations, recommendations, strategic advice and training content;
- 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);
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and propose solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To collect and collate statistics on 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s);
- Take account of gender equality and human rights aspects in the execution of tasks.

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 in the field of anti-corruption, after having fulfilled the education Requirements

5. Essential Knowledge, Skills and Abilities

- Excellent analytical skills
- Outstanding English drafting skills
- Legislative analysis skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Good interpersonal and communication skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

6. Desirable Qualifications and Experience

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

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: Civil Society Adviser	Employment Regime: Seconded	
Ref. Number: UAO 044	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/ Governance Component/Good Governance, Digital Transformation and Innovation Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing Third States: Yes

1. Reporting Line

The Civil Society Adviser reports to the Head of Good Governance, Digital Transformation and Innovation Unit.

2. Main Tasks and Responsibilities

- To provide strategic advice and assistance to Ukrainian Law Enforcement Agencies to ensure the effective participation of civil society in reform processes in line with good governance principles;
- To support host state authorities in developing strategies/policies/plans in cooperation with society where appropriate and as directed by the Head of Unit;
- To maintain contacts and build relationships with relevant Ukrainian counterparts, in particular civil society actors;
- To ensure close coordination and cooperation with other International Missions or Organizations in relevant areas;
- To undertake analysis and data collection of civil society organizations and matters relating to all aspects of the implementation of the Mission's mandate;
- To conduct Mission training/workshop/other activities in line with the agreed priorities;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Head of Unit;
- To liaise closely and support other Teams/Units/Components and the Field Offices with advice and support relating to civil society matters, including civil society participation in community safety fora;
- To work and travel within the Mission's area of operations;
- 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To contribute to Mission's operational reporting and information flow on civil society related aspects;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To identify best practice and lessons learned within the field of responsibility;
- 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Communication skills;
- Excellent team-working skills;
- Analytical skills;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Experience in project management;
- Experience of change management, related outreach and consultation;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior Adviser on Digital Transformation	Employment Regime: Seconded	
Ref. Number: UAO 051	Location: Kyiv	Availability: 3 Jan 2022
Component/Department/Unit: Operations/ Governance Component/Good Governance & Digital Transformation and Innovation Unit/Digital Transformation & Innovation Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Digital Transformation reports to the Head of Good Governance & Digital Transformation and Innovation Unit.

2. Main Tasks and Responsibilities:

- To advise Ukrainian counterparts on how to advance the digital transformation agenda in their respective agency;
- To identify opportunities and come up with innovative solutions to advance the digital transformation agenda in Ukrainian law enforcement agencies, including assisting in the development of a Digital Transformation Strategy;
- To provide expert input on digital transformation concepts/strategies/roadmaps within the civilian security sector;
- To assess current capacities of the civilian security sector agencies in relation to digital transformation;
- To prepare, chair and/or take part in briefings, roundtables or trainings related to digital transformation internally and externally;
- To support and advise the Heads of Field Offices in working and evaluation processes as well as on coordination and cooperation with other regional authorities, related to Digital Transformation;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Operational Implementation Framework (OIF) 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 in the area of digital transformation and to propose solutions for strengthening them;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To coordinate activities with other relevant Mission staff, and where required, local and international interlocutors with regard to the civilian security sector;
- To design and deliver training, as appropriate;

3. General Tasks and Responsibilities:

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- Take account of gender equality and human rights aspects in the execution of tasks
- To identify best practice and lessons learned within the field of responsibility;
- 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 4 years of relevant professional experience in digital transformation or related fields, after having fulfilled the education requirements;
- Experience in conceptualising and implementing digital transformation initiatives within the public sector.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position Name: Senior Adviser on Innovation	Employment Regime: Seconded	
Ref. Number: UAO 052	Location: Kyiv	Availability: 3 Jan 2022
Component/Department/Unit: Operations/Governance Component/Good Governance & Digital Transformation and Innovation Unit/Digital Transformation & Innovation Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Innovation reports to the Head of the Good Governance & Digital Transformation and Innovation Unit.

2. Main Tasks and Responsibilities:

- To identify opportunities and find solutions to enhance innovative policy making in Ukrainian law enforcement agencies, for instance by using techniques in psychology/behavioural science, foresight or nudging, with a focus on the Mission's areas of operations, priorities and cross-cutting issues;
- To advise civilian security sector counterparts on how to apply behavioural science to improve public policy and services;
- To assist in mainstreaming innovative working methods and techniques in Ukrainian law enforcement agencies;
- To provide expert input on innovation concepts/strategies/roadmaps within the civilian security sector;
- To assist in delivering research for innovative policy approaches within the civilian security sector, which may lead to specific projects;
- To support and advise the Heads of Field Offices in working and evaluation processes as well as on coordination and cooperation with other regional authorities, related Innovation;
- To prepare, chair and/or take part in briefings, roundtables or trainings related to innovation internally and externally;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Operational Implementation Framework (OIF) 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To coordinate activities with other relevant Mission staff, and where required, local and international interlocutors with regard to the civilian security sector;
- To design and deliver training, as appropriate;
- To travel within the Mission's area of operations as required.

3. General Tasks and Responsibilities:

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To identify opportunities and risks as well as lessons learned and best practices with regard to innovative methods with a focus on the civilian security sector;
- To 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 innovation or related fields, after having fulfilled the education requirements;
- Experience in conceptualizing and implementing innovation initiatives within the public sector.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Ability and proven experience in managing reforms in the public sector;
- Experience/knowledge of transforming or providing advice in advising on innovation in the public sector, especially the civilian security sector;
- Confident with data analysis and visualization;
- Demonstrated capacity in horizon scanning.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Ukraine and its policy making and implementation challenges;
- Knowledge of legal aspects in relation to the portfolio;
- Ukrainian or Russian language skills.

Position Name: Public Order Team Coordinator	Employment Regime: Seconded	
Ref. Number: UAO 070*	Location: Kyiv	Availability: 03 Jan 2022
Division/Department/Unit: Operations/ Law Enforcement Agencies Component/Police Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Public Order Team Coordinator reports to the Head of Police Unit.

2. Main Tasks and Responsibilities

- To supervise and support the public order team in the efforts in supporting the Ukrainian counterparts to implement the Public Order Concept;
- To guide the public order team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, (management) trainings and institutional development;
- To proactively support the Ukrainian partners in the implementation of the activities related to crowd management;
- To advise and support the management of the activities related to Public Order policing;
- To comply with instructions by the Mission management within the field of responsibility and to issue clear instructions on the operational level to the Public Order team;
- To operationalize the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- In the absence of the Head of Unit, to lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Team;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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, 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

- Experience in and knowledge about public order policing;
- Knowledge of public order policing based on the European best practises;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate local counterparts;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Public Order (Crowd Management) Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 073	Location: Kyiv	Availability: 19 Nov 2021
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/ Police Unit/Public Order Team	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Public Order (Crowd Management) Adviser/Trainer reports to the Head of the Police Unit.

2. Main Tasks and Responsibilities

- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public order field;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed;
- To support host state authorities in implementing the new public order concept, developing strategies/policies/plans/curricula/ trainings institutions as directed by the Head of Police Unit;
- To provide expertise to strengthen the capabilities in the field, of public order issues;
- To develop curricula for public order and deliver training including in-service training;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed internal and external training curricula;
- 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To identify best practice and lessons learned within the field of responsibility;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's public order

activities over time, and to provide recommendations for the improvement of Mission's performance;

- Take account of gender equality and human rights aspects in the execution of tasks
- 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**
- After having fulfilled in the last 6 years a minimum of professional experience in Public Order Policing at a minimum level of a Silver commander/Middle management Level, including Experience in national/international training units/programmes for law enforcement agencies.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in national implementation of public order concepts or 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 IBM (Integrated Border Management)	Employment Regime: Seconded	
Ref. Number: UAO 083	Location: Kyiv	Availability: 1 Sept 2021
Component/Department/Unit: Law Enforcement Agencies Component/ IBM Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser IBM reports to the Head of IBM Unit.

2. Main Tasks and Responsibilities:

- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies;
- In partnership and cooperation with international actors in the field of Integrated Border management (IBM), e.g. EU4IBM, EUDEL, ICMPD, IOM, and EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of special border policing, customs tasks, and immigration control in the EU;
- To promote, encourage and advise the commanders and decision makers responsible for the State Customs Service and Border Guard Service to identify and make rapid changes;
- To support and advise the IBM stakeholders, especially State Border Guard Service (including Coast Guard), Customs Service, State Migration Service, National Police of Ukraine, State Security Service and others if applicable, in developing sustainable business processes, quality management and evaluation processes;
- To advise the leadership of the Border Guard and/or State Customs Service on harmonisation of reforms with broader civilian security sector reforms;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- Drafting of advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU best practices;
- To plan and implement projects to promote IBM and national and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross-border crime and anti-corruption;
- 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 travel within the Mission's area of operations as required.
- 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities:

- Take account of gender equality and human rights aspects in the execution of tasks
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of European Best Practices, including Schengen Catalogue, Handbooks and Integrated Border Management development and implementation on national level.
- Extensive experience and knowledge in Integrated Border Management related issues, at national level from Border Police/Guards, Customs, Migration or Police;
- Ability to mentor and motivate local counterparts;
- Knowledge of Customs Management and Integrated Border Management;
- Ability to represent the Mission at the highest levels of local counterparts;
- Excellent written English and drafting skills.

6. Desirable Qualifications and Experience:

- International or European experience in CSDP Missions, JHA-agencies operations or equivalent;
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in the developing strategies, action plans, benchmarking, evaluation, legislative works and working in the central level of the agency or in a ministry;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Adviser on Legal Reform (Team Coordinator)	Employment Regime: Seconded	
Ref. Number: UAO 096	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/ Rule of Law Component/ Prosecution and Judiciary Unit/ Judiciary Team	Level of Security Clearance: EU CONFIDENTIAL	Open to Invited Third States: Yes

1. Reporting Line

The Senior Adviser on Legal Reform (Team Coordinator) reports to the Head of Prosecution and Judiciary Unit.

2. Main Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and the Mission's Operation Implementation Framework (OIF);
- To provide strategic advice and assistance 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 assist the relevant Ukrainian authorities in identifying and analysing SSR related legislative needs, challenges, options and solutions;
- To advise the Ukrainian authorities in the harmonisation of SSR and associated legislation, particularly in coordination with the Council of Europe and other internal actors;
- To provide expertise to strengthen capabilities in legislative drafting, including advanced legal expertise, analysis and advice on related Ukrainian legislation pertaining to SSR;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the legal reform and legislative drafting field;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective legislative drafting;
- To manage and lead projects in the legislation development field;
- To assist in the implementation of training activities for legislative drafting;
- To identify, analyse and disseminate information on all legislative drafting activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission's Operation Implementation Framework (OIF) 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 assist and/or take part in working groups and committees formed by Ukrainian authorities to review legislation and/or be embedded within a local institution, security permitting;
- To assist the Head of Prosecution and Judiciary Unit and the Head of Rule of Law Component in prioritising which Ukrainian legislative acts the team should concentrate on;
- To liaise closely with the Parliamentary team;
- 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 with substance matter knowledge as appropriate;
- To design and deliver trainings, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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 in Law **AND**
- A minimum of 6 years of relevant professional experience, out of which 5 in legislative frameworks and legal drafting after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of EU Human Rights legislation, including standards and best practices developed by the countries within the Council of Europe;
- Excellent analytical legal drafting skills;
- 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;
- Proven ability to address these subjects both at central and regional level;

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organizations
- Experience in parliamentary process, international law, procedural law, administrative law, criminal law, contract law and labour law.

7. Desirable Knowledge, Skills and Abilities

- Understanding of Ukrainian law
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region

Position Name: Head of Criminal Investigation and Organised Crime Unit	Employment Regime: Seconded	
Ref. Number: UAO 100	Location: Kyiv	Availability: 3 Jan 2022
Component/Department/Unit: Operations Department/Rule of Law Component/ Criminal Investigation & Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Head of Criminal Investigation (CI) and Organised Crime Unit reports to the Head of Rule of Law Component.

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;
- To guide the Unit's work in identifying and addressing structural needs in the performance and accountability of the UA counterparts countering organised crime and handling criminal investigations through strategies, organisational change processes, legislation and institutional development;
- To coordinate the Mission's strategic advice to the UA counterparts in the field of fighting organised crime and its transnational aspects, including special instruments as witness protection and strategic, operational and tactical Criminal Analysis (e.g. ILP) and aspects on forensics, cybercrimes, financial crimes, financial investigations and counter-terrorism;
- To advise on strategic level to set up and implement countrywide Regional Organised Crime Task Forces;
- To coordinate the Mission's strategic advice to the UA counterparts on criminal investigations, ensuring also that the advisers on criminal investigations in the Field Offices assist in implementing the Mission's advice on strategic policies and projects.
- To support the development of the capacities of UA LEAs in the field of combating organised crime and handling criminal investigations through mentoring and advising;
- To be the key interlocutor on strategic level with the Heads of UA counterparts combating organised crime and handling criminal investigations and other key partners;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Unit when tasking their subject matter experts.
- 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, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;

- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;

3. General Tasks and Responsibilities

- To ensure, in close coordination with the Senior Advisor on Organised Crime (prosecution) and the Prosecution & Judiciary Unit, best practices in relation to the prosecutorial-led investigation / close cooperation and coordination between LEAs and the Public Prosecution Offices;
- To ensure that accountability aspects and human rights norms are included in the advice and assistance provided by the Unit;
- 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 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 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.
- Substantial experience in criminal investigations, including investigating organised crime cases and dismantling criminal organisations;
- Substantial experience in leading organised crime fighting unit / department and in coordination with other LEA and the prosecution service (e.g. task forces);
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL.

5. Essential Knowledge, Skills and Abilities

- Knowledge of the EU Policy Cycle, its implementation and knowledge of Serious and Organised Crime Threat Assessment;
- Knowledge of drafting legislation related to practical aspects of fighting Organised Crime;
- Knowledge of Strategic, Operational and Tactical Criminal Analysis;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

6. Desirable Qualifications and Experience

- Experience working in or with Task Forces fighting Organised Crime;
- Experience working in Joint Investigating Teams (JIT);
- 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.

Position Name: Senior Adviser on Witness Protection	Employment Regime: Seconded	
Ref. Number: UAO 114	Location: Kyiv	Availability: 1 Sep 2021
Department/Component/Unit: Operations Department/Rule of Law Component/ Criminal Investigation & Organised Crime Unit/ Organised Crime Team	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 Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities

- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide expertise and strategic advice to strengthen capabilities on witness protection and organised crime;
- 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.
- 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 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 design and deliver trainings in the area of responsibility, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 Forensic Identification	Employment Regime: Seconded	
Ref. Number: UAO 115	Location: Kyiv	Availability: 1 Oct 2021
Department/Component/Unit: Operations Department/Rule of Law Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Forensic Identification reports to the Head of Criminal Investigation and Organised Crime Unit.

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's Operation Implementation Framework (OIF);
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and effective forensic identification;
- To manage and lead projects on forensic identification and to advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To provide expertise to strengthen capabilities on forensic identification;
- To assist in the implementation of training activities on forensic identification;
- To travel within the Mission's area as required
- To operationalise the Mission mandate and tasks as set out in the planning documents and the OIF 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 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 design and deliver trainings, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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** police or military equivalent education or training and rank; **AND**
- After having fulfilled the educational requirements a minimum of 6 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Criminal Investigations Team Coordinator	Employment Regime: Seconded	
Ref. Number: UAO 120	Location: Kyiv	Availability: 3 Jan 2022
Component/Department/Unit: Operations Department/Rule of Law Component/ Criminal Investigations and Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Criminal Investigations Team Coordinator reports to the Head of Criminal Investigation and Organised Crime 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;
- To advise Ukrainian counterparts on strategic level training related issues in criminal investigations, such as need assessment for training, development of curricula, ToT concept, etc.;
- To support the development of the capacities of UA LEAs in the field of criminal investigations through mentoring and advising;
- To act as a focal point and interlocutor on strategic level with the Heads of UA counterparts and other key partners on criminal investigations;
- To guide the Unit's work in identifying and addressing structural needs in the performance and accountability of the UA counterparts countering crime through strategies, organisational change processes, legislation, institutional development;
- To assist the Head of Criminal Investigations and Organised Crime Unit in coordinating the Mission's initiatives in the field of criminal investigations, ensuring advisers on criminal investigations in the Field Offices assist in implementing the Mission's advice on strategic policies and projects;
- To advise, in close coordination with the Senior Advisor on Organised Crime (prosecution) and the Prosecution and Judiciary Unit, on best practices in relation to the prosecutorial-led investigation / close cooperation and coordination between LEAs and the Public Prosecution Offices;
- To advise and support in the management of all activities related to criminal investigations;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Unit when tasking their subject matter experts;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission's Operation Implementation Framework (OIF) 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- To ensure that accountability aspects and human rights norms are included in the advice and assistance provided by the Unit;
- 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, after having fulfilled the education requirements;
- Experience in coordinating with other LEA and the prosecution service;
- Experience in leading a criminal investigation unit / department;
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL;

5. Essential Knowledge, Skills and Abilities

- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of drafting legislation related to the strategic aspects of criminal investigations;
- Knowledge of Strategic, Operational and Tactical Criminal Analysis;
- Ability to identify trainings needs of the counterparts and draft a training curricular for criminal police;
- Ability to mentor and motivate colleagues;
- Ability to coordinate a diversified team.

6. Desirable Qualifications and Experience

- Experience in reforming criminal police structures in an EU-Member State or a host country;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to address these subjects both at central and regional level;
- International experience 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.

Position Name: Senior Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: UAO 122	Location: Kyiv	Availability: 5 Oct 2021
Component/Department/Unit: Operations/ Rule of Law Component/ Criminal Investigations and Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Criminal Investigations reports to the Head of Criminal Investigations and Organised Crime 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;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on criminal investigations;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise criminal investigations;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/ initiatives in his/her field of expertise;
- 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's Operation Implementation Framework (OIF);
- To provide expertise to strengthen capabilities on criminal investigations;
- To support Mission Regional Presences where relevant;
- To manage and lead projects on criminal investigations;
- To assist in the implementation of training activities on criminal investigations;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the OIF 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 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 design and deliver trainings, as appropriate;

3. General Tasks and Responsibilities

- To identify best practice and lessons learned within the field of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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, after having fulfilled the education requirements.
- Experience in coordinating with other LEA and the prosecution service;

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of drafting legislation related to the strategic aspects of criminal investigations;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to address these subjects both at central and regional level;
- Ability to identify training needs of the counterparts and draft a training curricular for criminal police.

6. Desirable Qualifications and Experience

- Experience of designing and delivering trainings;
- Experience in project management.
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: National and State Security Adviser	Employment Regime: Seconded	
Ref. Number: UAO 134	Location: Kyiv	Availability: 3 Jan 2022
Component/Department/Unit: Operations Department/Rule of Law Component/ National and State Security Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The National and State Security Adviser reports to the Head of National and State Security Unit.

2. Main Tasks and Responsibilities:

- To support the reform and institutional development of the Ukrainian counterparts, notably the Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), and the National Security and Defence Council of Ukraine (NSDC);
- To provide strategic advice and assistance to the above counterparts and relevant Parliamentary Committees, in close coordination and cooperation with other international stakeholders, including the EU-delegation, NATO and the US Embassy;
- To deliver Mission's advice on key strategies and reform initiatives relating to intelligence and security issues, including the Ukraine National Security Strategy and its sectoral strategies, the SSU reform strategy, and the draft SSU-law and related laws;
- To advise and support NSDC, SSU, and FISU in improving their intelligence analyses and management capabilities as well as improving its decision-making process toward an intelligence-based model;
- To advise and support on internal and external oversight, including on the establishment of a Parliamentary Oversight Committee;
- To render support to relevant Ukrainian counterparts on digitalisation;
- To support the development of the SSU's and FISU's capability to counter hybrid threats information operations, OSINT, HUMINT, FININT, intelligence-, operational-, tactical- and strategic analysis, counter terrorism and counter intelligence;
- To assist relevant Ukrainian authorities in identifying and analysing SSR-related legislative needs, challenges, options and solutions;
- To liaise with Field Offices and Mobile Unit when tasking possible subject matter experts in the Field Offices and the Mobile Unit;
- To deliver 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 maintain necessary contacts and build relationships with relevant local counterparts and international actors;
- To cooperate with other relevant operational Units within the Mission;
- To identify, and report the risks arising from the specific processes/systems/projects;
- 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities:

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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, preferably in a relevant ministry, national intelligence, or security service, dealing also with strategic work and international cooperation, experience in change management, management and implementation of reform programmes, after having fulfilled the education requirements.
- Experience at the senior level from a modern and effective security or intelligence service;

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform processes including the development of legal policy and legislation;

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Ukrainian and/or Russian language skills;
- Experience of reform of a security/intelligence service;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- Experience of providing strategic advice to international interlocutors and moving reform processes forward;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Language skills (if applicable);
- Understanding of Ukrainian law;
- Understanding and knowledge of Ukrainian challenges in the area of intelligence.

Position Name: Senior Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: LVO 005	Location: Lviv	Availability: 3 Jan 2022
Component/Department/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To provide strategic advice and assistance to relevant local Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To support the development of the capacities of local UA LEAs in the field of criminal investigations through mentoring and advising;
- To advice local Ukrainian counterparts on strategic level regarding all training related issues in criminal investigations, such as need assessment for training, development of curricula, ToT concept, etc.;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and effective criminal investigations;
- To be the key local interlocutor on strategic level with the Heads of regional LEAs on criminal investigations and other key partners;
- To manage and lead projects on criminal investigations;
- To continuously liaise and coordinate all initiatives with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ to ensure that the Field Office assist in implementing the Mission's advice on strategic policies and projects and, when appropriate, a uniform application of the Mission's advice throughout Ukraine;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the OIF 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities:

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;

- To ensure that accountability aspects and human rights norms are included in the advice and assistance provided;
- To identify best practice and lessons learned within the field of responsibility;
- 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;
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements; experience in change management, management and implementation of reform programmes;
- Experience in coordinating with other LEA and the prosecution service

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify training needs of the counterparts and draft a training curricular for criminal police.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering trainings;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: LVO 008	Location: Lviv	Availability: 03 Jan 2022
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 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 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 coordinate the general and community policing activities in the Unit in line with the Mission mandate;
- To assist in the implementation of training activities on general policing;
- To travel within the Mission's area of operations as required.
- 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- 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: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: LVO 009	Location: Lviv	Availability: 9 Nov 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 Prosecution reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise the Regional Prosecutor on prosecution reforms;
- To support and advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and advise relevant regional counterparts on criminal justice related matters and legal reform;
- To deputise for the Head of Field Office as required;
- 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 travel within the Mission's area of operations as required.
- 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- 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: Senior Border/IBM Adviser	Employment Regime: Seconded	
Ref. Number: LVO 010	Location: Lviv	Availability: 1 Sep 2021
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Border/IBM Adviser reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To provide advice and assistance to relevant regional and local Ukrainian partners in implementing the Integrated Border Management (IBM) and institutional reforms in accordance with the EUAM HQ policies, priorities and direction in the area of National Integrated Border Management Strategy, Action Plan and other strategic and operational plans;
- To support and advise the regional IBM stakeholders (including State Border Guard Service, Coast Guard, Customs Service, State Migration Service, National Police of Ukraine, State Security Service and others as applicable) in developing sustainable business processes, quality management and evaluation processes, as well as coordination with other regional authorities, related to IBM;
- To support, advise and manage, if applicable, EUAM Ukraine's other projects, liaise and support partner projects of the other EU instruments, regional visibility measures and EUAM Ukraine's other Security Sector Reform related activities, in the region;
- 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 draft advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU Best Practices;
- To plan and implement projects especially, to promote IBM at local and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross border crime and anti-corruption;
- To deputize for the Head of Field Office as required;
- To travel within the Mission's area of operations as required.
- 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 formal Customs, Border Guards, Police and/or military education or training in a MS; **AND**
- A minimum of 6 years of relevant professional experience in the field of relevant IBM agency in a EU MS or partner country, such as border guards, customs or equivalent agency, nationally responsible to border or customs management, with experience of managerial tasks at least on operational level

5. Essential Knowledge, Skills and Abilities

- Extensive knowledge of European Best Practices, including Schengen Catalogue, Handbooks and Integrated Border Management development and implementation on national level or World Customs Organisation Standards
- Extensive experience and knowledge in Integrated Border Management related issues, at national level from Border Police/Guards, Customs, Migration or Police;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to mentor and motivate local counterparts;
- Excellent written English and drafting skills.

6. Desirable Qualifications and Experience

- International or European experience in CSDP Missions, JHA-agencies operations or equivalent
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organization operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in project management;
- Senior status and a Senior Grade, or equivalent in Member State's Border Guard, Police or Customs organisation, or other relevant Agency.

7. Desirable Knowledge, Skills and Abilities

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

- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Head of Field Office	Employment Regime: Seconded	
Ref. Number: KHO 001	Location: Kharkiv	Availability: 06 Dec 2021
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To act as Mission focal point and direct counterpart to the relevant UA authorities and civil society organisations in the assigned region according to EUAM HQ direction;
- To travel within the Mission's area of operations as required.
- To lead, direct and manage the work and staff of the Field Office team to ensure the implementation of the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Field Office team's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Field Office team;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the Field Office team's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components if directed;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;

3. General Tasks and Responsibilities

- To ensure that Mission staff members working in the Field Office team identify and report lessons learnt and best practices within their respective fields of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Field Office team's activities;
- 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 10 years of relevant professional experience (out of which a minimum of 5 should be at management level), after having fulfilled the education requirements;

- Experience in implementation of reform programmes and in Security Sector/Rule of Law Reform in a national or host state context.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Senior Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: KHO 005	Location: Kharkiv	Availability: 3 Jan 2022
Component/Department/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To provide strategic advice and assistance to relevant local Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To support the development of the capacities of local UA LEAs in the field of criminal investigations through mentoring and advising;
- To advice local Ukrainian counterparts on strategic level regarding all training related issues in criminal investigations, such as need assessment for training, development of curricula, ToT concept, etc.;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and effective criminal investigations;
- To be the key local interlocutor on strategic level with the Heads of regional LEAs on criminal investigations and other key partners;
- To manage and lead projects on criminal investigations;
- To continuously liaise and coordinate all initiatives with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ to ensure that the Field Office assist in implementing the Mission's advice on strategic policies and projects and, when appropriate, a uniform application of the Mission's advice throughout Ukraine;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the OIF 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities:

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;

- To ensure that accountability aspects and human rights norms are included in the advice and assistance provided;
- 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;
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements; experience in change management, management and implementation of reform programmes;
- Experience in coordinating with other LEA and the prosecution service

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify training needs of the counterparts and draft a training curricular for criminal police.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering trainings;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: MAO 008	Location: Mariupol	Availability: 3 Jan 2022
Component/Department/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To provide strategic advice and assistance to relevant local Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To support the development of the capacities of local UA LEAs in the field of criminal investigations through mentoring and advising;
- To advise local Ukrainian counterparts on strategic level regarding all training related issues in criminal investigations, such as need assessment for training, development of curricula, ToT concept, etc.;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and effective criminal investigations;
- To be the key local interlocutor on strategic level with the Heads of regional LEAs on criminal investigations and other key partners;
- To manage and lead projects on criminal investigations;
- To continuously liaise and coordinate all initiatives with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ to ensure that the Field Office assist in implementing the Mission's advice on strategic policies and projects and, when appropriate, a uniform application of the Mission's advice throughout Ukraine;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the OIF 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities:

- To ensure that accountability aspects and human rights norms are included in the advice and assistance provided;

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- 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;
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements; experience in change management, management and implementation of reform programmes;
- Experience in coordinating with other LEA and the prosecution service

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify training needs of the counterparts and draft a training curricular for criminal police.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering trainings;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Border/IBM Adviser	Employment Regime: Seconded	
Ref. Number: MAO 010 MAO 011	Location: Mariupol	Availability: 3 Jan 2022 3 Jan 2022
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Border/IBM Adviser reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To provide advice and assistance to relevant regional and local Ukrainian partners in implementing the Integrated Border Management (IBM) and institutional reforms in accordance with the EUAM HQ policies, priorities and direction in the area of National Integrated Border Management Strategy, Action Plan and other strategic and operational plans;
- To support and advise the regional IBM stakeholders (including State Border Guard Service, Coast Guard, Customs Service, State Migration Service, National Police of Ukraine, State Security Service and others as applicable) in developing sustainable business processes, quality management and evaluation processes, as well as coordination with other regional authorities, related to IBM;
- To support, advise and manage, if applicable, EUAM Ukraine's other projects, liaise and support partner projects of the other EU instruments, regional visibility measures and EUAM Ukraine's other Security Sector Reform related activities, in the region;
- To draft advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU Best Practices;
- To plan and implement projects especially, to promote IBM at local and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross border crime and anti-corruption;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide advice, analysis, and recommendations to the local counterpart in the area of responsibility;
- To deputize the Head of Field Office as required;
- To travel within the Mission's area of operations as required.
- 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 formal Customs, Border Guards, Police and/or military education or training in a MS; **AND**
- A minimum of 6 years of relevant professional experience in the field of relevant IBM agency in a EU MS or partner country, such as border guards, customs or equivalent agency, nationally responsible to border or customs management, with experience of managerial tasks at least on operational level.

5. Essential Knowledge, Skills and Abilities

- Extensive knowledge of European Best Practices, including Schengen Catalogue, Handbooks and Integrated Border Management development and implementation on national level or World Customs Organisation Standards
- Extensive experience and knowledge in Integrated Border Management related issues, at national level from Border Police/Guards, Customs, Migration or Police;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to mentor and motivate local counterparts;
- Excellent written English and drafting skills.

6. Desirable Qualifications and Experience

- International or European experience in CSDP Missions, JHA-agencies operations or equivalent;
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organization operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in project management;
- Senior status and a Senior Grade, or equivalent in Member State's Border Guard, Police or Customs organisation, or other relevant Agency.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: ODO 008	Location: Odesa	Availability: 3 Jan 2022
Component/Department/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To provide strategic advice and assistance to relevant local Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To support the development of the capacities of local UA LEAs in the field of criminal investigations through mentoring and advising;
- To ensure that accountability aspects and human rights norms are included in the advice and assistance provided;
- To advise local Ukrainian counterparts on strategic level regarding all training related issues in criminal investigations, such as need assessment for training, development of curricula, ToT concept, etc.;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and effective criminal investigations;
- To be the key local interlocutor on strategic level with the Heads of regional LEAs on criminal investigations and other key partners;
- To manage and lead projects on criminal investigations;
- To continuously liaise and coordinate all initiatives with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ to ensure that the Field Office assist in implementing the Mission's advice on strategic policies and projects and, when appropriate, a uniform application of the Mission's advice throughout Ukraine;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the OIF 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities:

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;

- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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, after having fulfilled the education requirements; experience in change management, management and implementation of reform programmes;
- Experience in coordinating with other LEA and the prosecution service

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify training needs of the counterparts and draft a training curricular for criminal police.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering trainings;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Border/IBM Adviser	Employment Regime: Seconded	
Ref. Number: ODO 010 ODO 011	Location: Odesa	Availability: 3 Jan 2022 1 Sep 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 Integrated Border Management (IBM) reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To provide advice and assistance to the relevant regional and local Ukrainian partners in implementing of the Integrated Border Management (IBM) and institutional reforms in accordance with the EUAM HQ policies, priorities and direction in the area of National Integrated Border Management Strategy, Action Plan and other strategic and operational plans;
- To support and advise the regional IBM stakeholders (especially State Border Guard Service and Customs Service, as well as State Migration Service, National Police of Ukraine and State Security Service and others as applicable) in developing sustainable Business processes, quality management and evaluation processes, as well as on coordination and cooperation with other regional authorities, related to IBM;
- Drafting of advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU Best Practices;
- To plan and implement projects especially, to promote IBM and local and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross border and organised crime, especially trafficking of human beings, and anti-corruption;
- To support, advice and manage, if applicable, EUAM Ukraine's other projects, liaise and support partner projects of the other EU instruments, regional visibility measures and EUAM Ukraine's other Security Sector Reform related activities, in the region and nearby regions;
- To travel within the Mission's area of operations as required.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Operational Implementation Framework (OIB) 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 Ukrainian counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- 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 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 formal Customs, Border Guards, Police and/or military education or training in a MS; **AND**
- A minimum of 6 years of relevant professional experience in the field of relevant IBM agency in a EU MS or partner country, especially customs, but possible also in other agency with similar competences, such as border guards, or equivalent agency, which is nationally responsible to border and customs management, with experience of managerial tasks at least on operational level;
- Experience working in a harbour and maritime environment including procedures in border checking places in seaports;

5. Essential Knowledge, Skills and Abilities

- Extensive knowledge of European Best Practices, especially in the Customs matters and World Customs Organisation Standards and relevant knowledge of border management, including Schengen Catalogue, Handbooks and Integrated Border Management development and implementation on national level.
- Extensive knowledge of European Best Practices, especially in the Customs matters and World Customs Organisation Standards and relevant knowledge of border management.
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to mentor and motivate local counterparts;
- Excellent written English and drafting skills.

6. Desirable Qualifications and Experience

- International or European experience in CSDP Missions, JHA-agencies operations or equivalent
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organization operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in project management;
- Senior status and a Senior Grade, or equivalent in Member State's Border Guard, Police or Customs organisation, or other relevant Agency.

7. Desirable Knowledge, Skills and Abilities

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

SECONDED/CONTRACTED

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. number: UAO 035	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Governance Component/HR Development Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources Development Adviser/Trainer reports to the Head of HR Development Unit.

2. General Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the Human Resources field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula within Human Resources Development and deliver training;
- To support developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Lead Adviser.
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of HR Development Unit and the Head of Strategic CSSR Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

3. General Tasks and Responsibilities

- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies and Human Resources change management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Head of Public Information Division / Senior Spokesperson	Employment Regime: Seconded/Contracted	Post Category: Expert Level
Ref. Number: UAC 050	Location: Kyiv	Availability: 1 Dec 2021

Component/Department/Unit: Chief of Staff Office/Press and Public Information Division	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No
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1. Reporting Line:

The Head of Press and Public Information Division (PPID) /Senior Spokesperson reports to the Chief of Staff.

2. Main Tasks and Responsibilities

- To manage the PPID and to ensure PPID's coordination with the Mission's Operations Department and the Strategic Communication Advisors to the Ukrainian counterparts;
- To organize, coordinate and oversee the Mission's activities with regard to the delivery of (strategic) communications advice, trainings on (strategic) communications and other operations in the field of (strategic) communications for UA stakeholders
- To be responsible for Mission visibility, PR and public information as well as for managing and prioritizing the delivery of strategic communications advice in collaboration with the Strategic Communications Senior Adviser and the Strategic Communications Section;
- To organize, coordinate and oversee the Mission's national and international media relations;
- To coordinate and supervise the Mission's public relations effort;
- To coordinate and supervise the Mission's public information analysis, in particular the media and social media monitoring and the public surveys to be conducted as well as the dissemination of crucial information to the Mission;
- To develop and supervise the managing of Information campaign(s) and other public information activities for the EUAM and/or UA stakeholders in line with Mission mandate;
- To advise, mentor and support designated Ukrainian counterparts on strategic public relations and communication;
- To advise the Mission personnel on media relations and public information issues;
- To develop and periodically review media guidelines and press lines for the Mission;
- To assist in the development and implementation of a mission communication strategy and a crisis communication strategy;
- To assist in conducting and coordinating official visits according to protocol rules;
- To coordinate and supervise the organization of briefings and drafting of notes to ensure timely information for the Head of Mission and other Mission members;
- Is responsible for all contract/tender/designs for PPID visibility items and the PPID budget and procurement processes;
- Ensures permanent contact with the Office of the Spokesperson of the EU High Representative and the relevant Public Information EEAS Services on communication and public information matters, including the CPCC;
- To conduct briefings for Mission members and other individuals and groups;
- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press and Public Information Office (PPIO);
- To supervise the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items;
- To draft if necessary, keep under review, and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission website and relevant social media platforms;

- To supervise the drafting of press releases, public statements, articles and features, and to seek clearance from the HOM's office if appropriate. To co-ordinate same with other EU actors in theatre if appropriate;
- To ensure coordination with the press offices of other EU actors in the host state;

3. General Tasks and Responsibilities

- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To contribute in identifying lessons learnt and best practices in his field of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 Communication. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations, Humanities or Business Administration; AND
- A minimum of 7 years of relevant professional experience, in the field of communication/press and or public information, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level;
- Experience in drafting press statements and releases.

5. Essential Knowledge, Skills and Abilities

- Excellent interpersonal and communication skills;
- Excellent drafting skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region

Position Name: Cyber Security Analyst	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff Management Level (MSML)
Ref. Number:	Location:	Availability:

UAS 034	Kyiv	ASAP
Department/Component/Unit: Mission Support Department/Communications and Information Systems (CIS) Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Cyber Security Analyst reports to the Cyber Security Officer (CIS).

2. Main Tasks and Responsibilities

- Support the design, implementation and maintenance of the IT Security Architecture and Plan, perform installation, configuration, and use of security tools (e.g. firewalls, data encryption, IDS), and implement IT security standards and best practices;
- Monitor appropriate IT security metrics, create and manage baselines, and provide periodic status reports for both technical and non-technical stakeholders;
- Perform network monitoring and log analysis to timely detect suspicious activity or unusual behaviour of systems;
- Manage, assess, and disseminate threat intelligence information from various sources in areas such as disinformation campaigns, social media activities or websites that can potentially harm or undermine the Mission.
- Evaluate new methodologies to support cyber security investigations, provide reviews, recommendations and develop new procedures or capabilities to enhance detection and analysis.
- Conduct threat hunting, review and create detection rules to further enhance the cyber security capabilities;
- Perform incident response activities following forensic principles, maintain chain of custody, order of volatility.
- Develop analytical threat models and define countermeasures or mitigation plans to reduce risk.
- Support the Mission's proactive structures and policies regarding strategic communications and public relations, and maintain enhanced situational awareness in close collaboration with the Mission's Press and Public Information Department (PPID) and Mission Analytical Capability (MAC);
- Support the Mission's cybersecurity management program.
- Liaise with external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions;
- Support the operational hardening of IT and communication systems, services and networks;
- Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners;
- Provide training, advice and easy to follow user guidelines on maintaining IT and cyber security;

3. General Tasks and Responsibilities

- Contribute to Mission reporting in the area of competence
- Contribute to the identification of lessons and best practice in the area of competence
- Take account of gender equality and human rights aspects in the execution of tasks

- 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 fields of Information Technology, Computer Science, Communications, Engineering or other related field **OR** a minimum of 8 years of relevant experience in an IT Security/Cyber Security/IT related position (in case aforementioned educational requirements are not met); **AND**
- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in an IT Security/Cyber Security role, after having fulfilled the education requirements; Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, e.g. Next Generation firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.

5. Essential Knowledge, Skills and Abilities

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards.
- Knowledge of the current and emerging threat landscape, ability to understand and utilize threat intelligence, attack methodologies, detection techniques.
- Knowledge of all phases of cyber incident response.

6. Desirable Qualifications and Experience

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; **OR** a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- A combination of professional and relevant certifications in Microsoft, Cisco, and NextGen Firewall products and technologies;
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ ITIL, MOF);
- International experience, particular in crisis areas with multi-national and international organisations;
- Experience in any of the following: malware analysis, reverse engineering, network traffic analysis.
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, or similar);

7. Desirable Knowledge, Skills and Abilities

- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Ability to correlate events from various data sources using SIEM solution;
- Practical knowledge on scripting languages (i.e. Python, BASH, Powershell);
- Ability to collect, research and understand threat intelligence; Expert level of problem solving and analytical ability to analyse complex IT systems configuration.

Position Name: Strategic Customs Adviser	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number:	Location:	Availability:

UAO 084	Kyiv	1 Nov 2021
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/ IBM Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Strategic Customs Adviser reports to the Head of IBM Unit.

2. Main Tasks and Responsibilities

- To advise the leadership of the State Customs Service, Ministry of Finance, other Ministries and other IBM-related agencies, Ukrainian Parliament and other stakeholders on harmonisation of reforms with broader civilian security sector reforms.
- To advise, analyse and provide assistance to the relevant Ukrainian partners in implementing of the Integrated Border Management (IBM) and institutional reforms in the area of National Integrated Border Management Strategy, its Implementation Action Plan, Customs related legislation and Standard Operational Procedures of the Agency;
- To develop in-depth analysis of the needs, weaknesses, vulnerabilities and gaps of the State Customs Service, when it comes to operational, legal, financial and administrative issues of the Customs and related inter-agency cooperation;
- To plan and implement projects to promote IBM and national and regional level, in terms of implementing the strategic reforms in the State Customs Service and other Agencies related to the IBM;
- To conduct comparative analysis with the state of play in Ukraine in terms of situation on the ground and regulatory (legal) basis, and relevant European Union and World Customs Organisation standards and good practices;
- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian Customs Service.
- To act as a mentor for the General Director of the State Customs Service of Ukraine, and establish close contacts with the Senior Management of the State Customs Service;
- To provide written analysis, proposals on lines to take, situation updates and recommendations and strategic options to the EUAM Ukraine's Senior Mission Management and State Customs Service Senior Management;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of respective counterparts and institutions, especially Ukrainian State Customs Service (SCS) and Bureau of Economic Security (BES), and to propose development, solutions and advise on strengthening counterparts/institutions;
- To be embedded within the local institution, security permitting;
- To maintain contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions and directions from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To contribute to designing and producing of the training curricula, training material, and deliver training, including training of trainers' programme related elements, as appropriate.

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;

- To identify best practice and lessons learned within the field of responsibility, taking into account international standards and European good practices;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 formal Customs, Border Guards, Police and/or military education or training in a MS; **AND**
- A minimum of 6 years of relevant professional experience in the field of relevant IBM agency in a EU MS or a partner country, especially customs, with experience of senior manager level tasks on strategic level
- Experience working with the development of the national strategies, including interagency cooperation in the EU MS or equivalent.

5. Essential Knowledge, Skills and Abilities

- Extensive knowledge of European Best Practices in the area of Customs, including World Customs Organisation Standards;
- Extensive knowledge in Integrated Border Management related issues, Customs enforcement and law enforcement related tasks of the Customs at national level;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to mentor and motivate local counterparts;
- Excellent written English and drafting skills;
- Demonstrated skills to draft and deliver strategic planning documents.

6. Desirable Qualifications and Experience

- International or European experience in CSDP missions, EU Customs policy fora or equivalent international experience
- Experience of change management, mentoring, related outreach and consultation;
- Experience in project management;
- Experience in managing specific training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Relevant Academic merits in the Customs matters, change management or institutional reforms;
- Senior status and a rank minimum of Lieutenant Colonel or Commander, or equivalent in Member State's Customs organisation, or other relevant Agency.

7. Desirable Knowledge, Skills and Abilities

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