

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 - Requirements and Job Descriptions

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2024 Call for Contributions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy notice:	Ref:	Name of the Post:	Location:	Availability:
	<u>Seconded (37)</u>			
	UAC 006	MAC Analyst	Kyiv	ASAP
	UAC 008	Gender Adviser	Kyiv	08 August 2024
	UAC 026	Senior Adviser on EU Integration	Kyiv	ASAP
	UAC 031	Senior Planning and Evaluation Officer	Kyiv	08 April 2024
	UAC 033	Planning and Evaluation Officer	Kyiv	ASAP
	UAC 034	Senior Reporting Officer	Kyiv	01 May 2024
	UAC 037	Reporting Officer	Kyiv	ASAP
	UAC 042	Project Management Officer	Kyiv	ASAP
	UAC 052 UAC 053	Strategic Communication Adviser (2 positions)	Kyiv	ASAP
	UAM 004	Senior Adviser on Good Governance / Human Resources Management	Kyiv/countrywide	ASAP
	UAO 011	Gender Adviser	Kyiv	28 August 2024
	UAO 020 UAO 021	Adviser on Anti-Corruption (2 positions)	Kyiv	ASAP
	UAO 044	Human Rights/Civil Society Adviser	Kyiv	ASAP
	UAO 061	Head of Police Unit	Kyiv	06 August 2024
	UAO 066	Adviser/Trainer on Community Policing	Kyiv	13 June 2024
	UAO 083	Senior Adviser on Integrated Border Management (IBM)	Kyiv	ASAP
	UAO 093 UAO 094	Senior Adviser on Prosecutorial Reform (2 positions)	Kyiv	01 August 2024 ASAP

UAO 098	Senior Adviser on Criminal Justice (Judiciary)	Kyiv	ASAP
UAO 111	Senior Adviser on Prosecution (Organised Crime)	Kyiv	ASAP
UAO 132	Senior Adviser on National and State Security	Kyiv	ASAP
UAT 003 UAT 004 UAT 006	Senior Adviser on the Investigation of International Crimes (3 positions)	Kyiv/countrywide	ASAP
UAT 012	Senior Adviser on Prosecution of International Crimes	Kyiv/countrywide	ASAP
UAT 019	Senior Adviser on Investigation of Conflict-Related Sexual Violence	Kyiv/countrywide	ASAP
UAT 022	Senior Adviser on Prosecution of Financial Crimes (Conflict-Related)	Kyiv/countrywide	ASAP
UAT 024	Senior International Crimes Investigation Analyst	Kyiv/countrywide	ASAP
UAT 025	Senior International Crimes Investigation Analyst	Kyiv/countrywide	ASAP
UAT 026	Senior Crimes Investigation Analyst	Kyiv/countrywide	ASAP
UAT 033 UAT 035	Senior Adviser on Complex Crime Scene Analysis (2 positions)	Kyiv/countrywide	05 June 2024 13 June 2024
UAT 039	Senior Adviser on Open Source Intelligence (OSINT)	Kyiv	10 April 2024
ODO 003	Senior Adviser on Prosecution	Odesa	ASAP
ODO 009	Adviser/Trainer on Rule of Law	Odesa	ASAP
Seconded/Contracted (3)			
MAD 002	Mission Security Officer	Kyiv	27 February 2024
UAD 007	Information Security Officer	Kyiv	ASAP
UAO 051	Senior Adviser on Digital Transformation	Kyiv	09 March 2024

Deadline for Applications: **Thursday, 29 February 2024 at 17:00hrs Brussels time**

Applications must be submitted via:

- You have the nationality of an EU Member State: you must use Goalkeeper to apply:**
 - You are already registered on Goalkeeper AND you have an EU Login:**
<https://goalkeeper.eeas.europa.eu/registrar/web>
 - You do not have a Goalkeeper account or an EU Login:**
<https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do>
- You do not have the nationality of an EU Member State:**
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.

Please Note: *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.*

Information:	<p>For more information relating to selection and recruitment, please contact the</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Dusan RUMAN</p> <p style="text-align: center;">cpcc-ukraine@eeas.europa.eu</p>
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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.

Location of seconded Experts:

Candidates must be authorised to work in Ukraine. The Mission continuously assesses the security situation in the Area of Operations. Applicants may also be asked to work in the Temporary Mission Headquarters or may be requested to work in remote pending from operational requirements and if the security situation required it. Advisers must be able and willing to work in Ukraine, including in High/Critical Risk Environments.

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 because 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.

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 EUAM Ukraine, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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

II. REQUIREMENTS

II. A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission (English). 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

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

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

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

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. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. For selected seconded candidates, the seconding authority is responsible for the medical fitness and immunization of their staff and for declaring individual “Fit to Work” in Ukraine (HIGH threat rating). Vaccination Certificate/Booklet should be submitted to the Mission Medical Adviser. Should the seconded staff or the seconding agency submit a complete set of medical clearance documentation to the Medical Office voluntarily, then the Medical Office may evaluate it for medical conditions that are not compatible to work in the Mission and inform their assessment to the seconding authority accordingly. The decision of fitness to work in the Mission remains with the seconding authority. Upon receipt of the “Fit to Work” certificate of the seconded staff, the Medical Office will inform Human Resources Division.

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.

Security trainings/HEAT training - Before the deployment, it is mandatory to complete both SAFE & MISSIONWISE and Code of Conduct on-line training courses – registration and course on the link:

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

Candidates **must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago**. In case the HEAT-certificate is expired (but the candidate has undergone the training), Mission Security and Duty of Care Department will organize a refresher training before deployment to Ukraine.

Personal Protection Equipment – Due to the High-Risk environment, the national authorities should provide seconded selected candidates with protection equipment (PPE)

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 (by phone or by video conference), 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. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

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.

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)

SECONDED

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: UAC 006	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission (HoM) and is administratively line managed by the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission MAC concept;
- To establish – where and as required by the HoM – liaison arrangements with relevant counterparts;
- To provide input to and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally and ensure the security of the information handled by the MAC;
- To contribute to political products drafted by the Mission, in liaison with the Political Analysis and Coordination Division (PACD);
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer (SMSO);
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission’s information and analysis requirements;
- To help, if so directed, with analysis related to hybrid threats, including disinformation and/or other theatre-specific challenges;
- To identify specific dynamics and actors linked to the situation of the Area of Operations;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the Area of Operations and against the Mission, the host nation and EU interests, and to further develop the Missions ’early warning’ capabilities on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with the EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity, including the Hybrid Fusion Cell, in coordination with the Head of PACD.

3. General Tasks and Responsibilities:

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To 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 and/or 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:

- Analytical skills, and knowledge of information collection;
- Writing and reporting skills.

6. Desirable Qualifications and Experience:

- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion of open-source intelligence courses;
- Experience in analysing hybrid threats and other related threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural, historical, and security situation of the region in which the Mission operates.

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. number: UAC 008	Location: Kyiv	Availability: 08 August 2024
Department/Component/Unit: Chief of Staff Office	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, gender mainstreaming and Women, Peace and Security related dimensions;
- To advise on gender mainstreaming processes, promote and facilitate the integration of a gender perspective within the functioning of the Mission as well as in the analysis, planning and conduct of the Mission activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and the implementation of the UN Security Council Resolutions on Women, Peace and Security;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission operational components, advise on the promotion of gender equality and gender responsive policy among host state authorities in order to ensure that these aspects are integrated while being consistent with the Mission Implementation Plan;
- To coordinate the Mission Gender focal point network;
- To be up to date on the situation related to gender equality and the implementation of the Women, Peace and Security agenda in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating a gender perspective;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the Women, Peace and Security agenda;
- To contribute to Mission reporting and information flow on gender equality related aspects;
- To support the induction training of Mission members as required;
- To contribute to keep the Mission leadership and staff up to date on the gender equality related situation and developments in the Mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the Women, Peace and Security agenda.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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

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.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and ability to conduct gender analysis;
- Communications skills and networking skills;
- Training skills;
- Proactive in developing strategies to accomplish objectives.

6. Desirable Qualifications and Experience:

- Experience in developing projects and initiatives to promote gender mainstreaming in the civilian security sector.
- Training skills;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on EU Integration	Employment Regime: Seconded	
Ref. Number: UAC 026	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/Political, Analysis and Coordination Division	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on EU Integration is administratively placed under the Head of Political Analysis and Coordination Division, and reports to the Chief of Staff (CoS), in close coordination with the Head of the Operations Department.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan, by advising and mentoring Mission members on the aspects related to Ukraine's EU accession process;
- To provide analysis and recommendations to the Mission advisers and Senior Mission Management in the relevant subject matter areas and liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the Operations Department on delivering advice on the development of the EUAM's Ukraine's national counterparts in the harmonisation of relevant domestic legislation with the EU *Acquis*;
- To be the key interlocutor with the Delegation of the EU to Ukraine (EUDEL) on EU integration issues, as well as being the main PoC for DG NEAR, as decided by CPCC;
- To advise and coordinate the Mission's operational elements on the EU accession criteria that apply to the Civilian Security Sector (CSS), to ensure coherence with Mission's advice and support to Ukrainian counterparts;
- To ensure that the Mission's CSS reform advice and support are designed and implemented to comply with accession conditionality/criteria and complementary to other EU efforts;
- To build the capacity of EUAM in reviewing and assessing the draft laws pertaining to CSS to ensure compatibility with the EU accession criteria;
- To inform relevant EU actors about CSS reform progress and, as appropriate, on progress vis-à-vis aforesaid criteria, as requested;
- To follow developments in theatre on EU accession related CSS reforms and provide analysis to the Mission's Operations Department as well as relevant EU actors; and provide advice on the same to the HoM (Head of Mission), DHoM (Deputy Head of Mission), and Senior Mission Management;
- To contribute to the Mission's coordination and cooperation activities with EU actors, including supporting the Integrated Approach of the EU action;
- To draft relevant Mission reports and prepare briefings, notes and meeting records.

3. General Tasks and Responsibilities:

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Practical knowledge of the EU accession process, particularly in the fields of rule of law, justice, and/or security.

6. Desirable Qualifications and Experience:

- Experience in strategic analysis, planning and reporting, as well as a sound understanding of strategic and operational considerations;
- Active involvement / experience in a previous EU accession process(es);
- Experience in implementation of reform programmes.

7. Desirable Knowledge, Skills and Abilities:

- A solid grasp of the EU *acquis*, particularly the legislative and regulatory requirements that apply to the civilian security sector, as well as EU principles, standards, and best practices governing the ministries of the interior and justice, and their agencies;
- Ukrainian or/and Russian language skills.

Position Name: Senior Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 031	Location: Kyiv	Availability: 08 April 2024
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Division/Planning Division	Level of Security Clearance: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To coordinate and lead the work of the Planning Office;
- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- As and when needed, to support and contribute to the revision of the Mission mandate and Operational Plan (OPLAN) in terms tasks and benchmarking framework;
- To coordinate and provide quantitative and qualitative analysis of Mission internal inputs and with regards to the progress of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and stakeholders in the Mission's governance structures on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of mandate implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and revising project proposals in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or 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:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection.

6. Desirable Qualifications and Experience:

- Experience in strategic planning, analysis, monitoring and evaluation.
- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Experience in the area of civilian security sector reform;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 033	Location: Kyiv	Availability: ASAP
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 Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP), in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the Mission's operational activities and of mandate implementation;
- To support and contribute to the revision of the Mission mandate and Operation Plan (OPLAN) in terms of its tasks and benchmarking framework;
- To liaise regularly with the Mission's operational and advisory elements, on the one hand, and external stakeholders, on the other, for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation, and ensure that Mission personnel is also regularly updated in this regard;
- To coordinate, develop and implement baseline surveys, as well as monitoring and evaluation exercises for assessing the impact of the Mission activities.
- To contribute towards ensuring that Mission personnel are periodically updated on the progress of mandate implementation;
- To ensure the management, update and use of the Operation Implementation Framework (OIF) in support of Mission Members;
- To develop, update and organise trainings on the OIF system for Mission Members;
- To contribute to the drafting of the Benchmarking Table for the Mission' Six-Monthly Report;
- To liaise with the Planning and Reporting Officers in the Field Offices to follow-up on MIP implementation and evaluation in the regions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection.

6. Desirable Qualifications and Experience:

- Experience with applying monitoring and evaluation tools and frameworks to track and assess implementation progress;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAC 034	Location: Kyiv	Availability: 01 May 2024
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 Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities:

- To coordinate and lead the work of the Reporting Office;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, CPCC and EU Member States regarding Mission's mandate implementation;
- To collate, support and draft the quantitative and qualitative analysis of inputs and reports originating from the Mission's operational elements on their operational activities against benchmarking;
- To implement a reporting system in line with the regular reporting schedule;
- To coordinate and contribute to information data handling, including logging and tracking of all written products, ensuring rapid retrieval of documents and information, including access to classified material;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports;
- To liaise with external partners in order to enhance information collection and analysis;
- To support external communication, cooperation and coordination on the technical planning level in coordination with the Missions Operational and Cooperation/Coordination Components;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP).

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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:

- Report compilation, drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Ability to establish, plan, review priorities and work in a methodical manner.

6. Desirable Qualifications and Experience:

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAC 037	Location: Kyiv	Availability: ASAP
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 Reporting Officer reports to the Head of Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and operational trends, with a particular focus on the host country, EU and international relevant stakeholders potentially impacting the situation in the Missions' areas of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures, in order to ensure submission of high-quality reports;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking, mandate, Operation Plan (OPLAN) and Mission Implementation Plan (MIP);
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters in Brussels, and EU Member States regarding the Mission's implementation of its mandate;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; and to produce talking points, speeches and presentations for various purposes and contexts; and draft meeting reports.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and editing skills;
- Communication and presentation skills;

- Political awareness and understanding.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position Name: Project Management Officer	Employment Regime: Seconded	
Ref. Number: UAC 042	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff/Project Cell	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 assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation and implementation of project proposals, budgets, project changes, notes of understanding and project agreements, among other things.;
- To ensure project proposals are in line with Mission projects Master List and programmes, and coordinated both internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting, evaluation and monitoring of donations;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with international partners, in close coordination with the Mission Coordination.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Project management skills;
- Time management skills;
- Problem solving skills.

6. Desirable Qualifications and Experience:

- Experience related to planning and implementation of projects for civilian law enforcement agencies;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU financial regulations.

Position Name: Strategic Communications Adviser	Employment Regime: Seconded	
Ref. Number: UAC 052 UAC 053 (2 positions)	Location: Kyiv	Availability: ASAP ASAP
Department/Component/Unit: Chief of Staff Office/ Press and Public Information Division	Level of Security Clearance: 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 and coordinates with the Head of Operations, as required.

2. Main Tasks and Responsibilities:

- To work in collaboration with the Mission's other advisers to provide strategic advice and practical support to Ukrainian authorities in developing and reforming the Civilian Security Sector in accordance with the Mission's mandate;
- To assist the Ukrainian Civilian Security Sector leadership in developing, making and implementing informed strategic communications decisions;
- To contribute to the enhancement of the Ukrainian Civilian Security Sector leadership, with emphasis on their awareness of the critical importance of up-to-date communication environments at the strategic level;
- To assist Ukrainian Civilian Security Sector agencies and institutions in conducting needs assessments of their communication-related areas;
- To mentor, advice and support the Ukrainian Civilian Security Sector leadership to develop communication strategies at the national and regional levels, in line with related European models and practices;
- To contribute to the development of training curricula and the delivery of targeted trainings of Ukrainian Civilian Security Sector agencies and institutions on strategic communications, media interaction, and related topics;
- To initiate, manage and evaluate public information / awareness campaigns jointly carried by the Mission and designated Ukrainian Civilian Security Sector agencies or institutions;
- To initiate and lead the development and implementation of measures to dynamically counter rumours, information manipulation and interference targeting the Mission;
- To manage other communication-related projects, including budgeting and reporting, and to initiate and participate in tender procedures assigned to the Press and Public Information Division.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or 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:

- Analytical skills and experience in extracting and deducting recommendations;
- Expertise in delivering communications advice at the strategic/senior leadership level;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Experience in planning and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Good Governance / Human Resources Management	Employment Regime: Seconded	
Ref. Number: UAM 004	Location: Kyiv/Countrywide	Availability: ASAP
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 the Mobile Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring the local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and to propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with other relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institutions with the aim of establishing local ownership and sustainable train-the-trainer structures through activities conducted by EUAM and other associated partners;
- To be the key interlocutor with regional partners, and build sustainable partnerships;
- To develop policies in line with the local institutions operating in Eastern Ukraine.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or military education or training or an award of an equivalent rank, AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of human resources management and good governance;
- Expertise in designing and delivering training.

6. Desirable Qualifications and Experience:

- Expertise from international work/missions/projects to support host state reforms on the Security Sector and/or the Rule of Law;
- Knowledge of project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Gender Adviser (Operations)	Employment Regime: Seconded	
Ref. Number: UAO 011	Location: Kyiv	Availability: 28 August 2024
Component/Department/Unit: Operations/Governance Component/Good Governance and Digital Transformation and Innovation Unit	Level of Security Clearance: EU Confidential	Open to contributing Third States: Yes

1. Reporting Line:

The Gender Adviser reports to the Head of Good Governance and Digital Transformation and Innovation Unit, and coordinates closely with the Gender Adviser in the Chief of Staff Office.

2. Main Tasks and Responsibilities:

- To conduct analysis and identify gaps and needs in relation to gender equality, including comparable analysis with international standards and best practices;
- To advise on the promotion of gender equality, gender mainstreaming, the implementation of Women, Peace and Security commitments and gender-responsive policy among host state authorities consistent with the Mission Implementation Plan;
- To contribute to the integration of a gender perspective in the analysis, planning and conduct of activities;
- To support and advise on gender equality, gender mainstreaming and the implementation of Women, Peace and Security commitments in the implementation of Operations projects;
- To support the development and implementation of targeted actions and programmes to promote gender equality, women's participation and addressing gender-based violence, gender-based discrimination, harassment and other challenges in the local counterpart institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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/AND 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 and/or 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:

- Analytical skills and knowledge of conducting gender analysis;
- Communications skills;
- Training skills;
- Solid knowledge of EU instruments and standards on gender equality.

6. Desirable Qualifications and Experience:

- Successfully completed one of the established training courses for gender advisors;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Adviser on Anti-Corruption	Employment Regime: Seconded	
Ref. Number: UAO 020 UAO 021 (2 positions)	Location: Kyiv	Availability: ASAP ASAP
Component/Department/Unit: Operations/Governance Component/ Good Governance and Digital Transformation and Innovation Unit	Level of Security Clearance: EU Confidential	Open to contributing Third States: No

1. Reporting Line:

The Adviser on Anti-Corruption reports to the Head of Good Governance and Digital Transformation and Innovation Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring a local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and to propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To provide support and advice to selected civilian security sector institutions, specifically Law Enforcement Agencies. The advice and support will *inter alia* cover institution and capacity building and the provision of the best international anti-corruption practices in accordance with international anti-corruption standards and recommendations;
- To maintain dedicated contacts and build relationships with relevant civil society actors;
- To provide written advice, drafts, justifications and speaking points, as required, on the development and implementation of legislative initiatives, strategies and their implementation in the area of anti-corruption;
- To implement and participate in projects in the anti-corruption field, including planning, drafting, preparations, tendering, reporting and practical preparation of meetings, seminars, and other events.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or 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:

- Good understanding of advising or building capacity in the field of anti-corruption;
- Legislative drafting skills;
- Good knowledge of international anti-corruption practices and recommendations;
- Expertise in designing and delivering training.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of gender mainstreaming;
- Ukrainian and/or Russian language skills.

Position Name: Civil Society/Human Rights 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/Human Rights Adviser reports to the Head of Good Governance, Digital Transformation and Innovation Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level in the area of responsibility;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant 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 ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support host state authorities in developing strategies/policies/plans in cooperation with civil society where appropriate;
- To be the key interlocutor in relation to the human rights related situation in the Ukrainian Civilian Security Sector (CSS) and the performance of the CSS, providing reports and state-of-play analysis;
- Engage in outreach activities aimed at Ukrainian counterparts, including LEAs, civil society, and other relevant actors;
- To identify capacity gaps and conduct needs analysis, including comparable analysis with European and International standards and best practices, and draft analytical products.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or 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:

- Good understanding of equality and non-discrimination;
- Good knowledge of human rights, their subsequent instruments, mainstreaming human rights related issues and tools;
- Knowledge and ability to conduct comparative legal analysis with EU regulations and national legislation;
- Ability to mentor, advice, and motivate local counterparts, especially with Law Enforcement Agencies and other Rule of Law stakeholders.

6. Desirable Qualifications and Experience:

- Experience in project management;
- Experience in developing and delivering trainings;
- Experience in international efforts to support host-state reforms in the area of the Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of gender mainstreaming;
- Ukrainian or/and Russian language skills.

Position Name: Head of Police Unit	Employment Regime: Seconded	
Ref. Number: UAO 061	Location: Kyiv	Availability: 6 Aug 2023
Component/Department/Unit: Operations Department/Law Enforcement Agencies Component/ Police Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Police Unit reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, manage and coordinate 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 management and the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To support and advise on the development, of the National Police of Ukraine and National Guard and follow up on their reform needs;
- To act as a Mission focal point and direct counterpart to dedicated Ukrainian authorities (National Police of Ukraine and National Guard of Ukraine) according to OPS Management directions;
- To develop recommendations to drive the reforms in Ukraine;
- To enhance the awareness of the interlocutors of EU policing standards, models and approaches, especially but not limited to general and community policing and Stability Policing;
- To plan, coordinate, and assist in the implementation of training activities, and participate in training at the Academies, Universities and training centres as a trainer of trainers, if necessary;
- Participate in the steering and development of the projects and act as the Project Manager or project activity owner, if required;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To 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 Qualification 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Police knowledge in change management, management and implementation of reform programmes.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Knowledge of project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: UAO 066	Location: Kyiv	Availability: 13 June 2024
Department/Component/Unit: Law Enforcement Agencies Component /Police Unit	Security Clearance Level: EU Restricted or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Community Policing Adviser/Trainer reports to the Head of Police Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of Community Policing;
- To be the key interlocutor with the relevant regional/local Ukrainian partners;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of Community Policing;
- Experience of designing and delivering training.

6. Desirable Qualifications and Experience:

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Public Security at the national and/or at the regional level, in particular in the field of community safety, crime prevention, and road traffic safety.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or/and Russian language skills.

Position Name: Senior Adviser on Integrated Border Management (IBM)	Employment Regime: Seconded	
Ref. Number: UAO 083	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Law Enforcement Agencies Component/ IBM Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s); on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart(s) 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 liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution State Border Guard Service of Ukraine and/or State Customs Administration in the field of reforms, with broader Civilian Security Sector Reform (CSSR) and, in particular, on the regional level;
- To be the key interlocutor with the State Border Guard Service of Ukraine and/or State Customs Administration;
- To develop policies in line with the local institutions State Border Guard Service of Ukraine and/or State Customs Administration.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned on integrated border management related aspects;
- To contribute and ensure timely reporting on integrated border management activities;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of European best practices, including Schengen Border Code, Schengen Handbook and Schengen Catalogue and Integrated Border Management development and implementation on national level;
- Extensive 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.

6. Desirable Qualifications and Experience:

- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of gender mainstreaming;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Prosecutorial Reform	Employment Regime: Seconded	
Ref. Number: UAO 093 UAO 094 (2 positions)	Location: Kyiv	Availability: 01 August 2024 ASAP
Component/Department/Unit: Operations Department/ Rule of Law Component/ Prosecution/Judiciary Unit/ Prosecutorial Team	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Prosecutorial Reform reports to the Head of Prosecution/Judiciary Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution to the relevant Ukrainian partners in the field of implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To be the key interlocutor in the field of prosecutorial and legal reform; this will include advice on legislation, policy relating to such matters as prosecutorial ethos, structural and operational organisation of the Public Prosecutor's Office, independence and self-governance, resource management and the vetting process of prosecutors;
- To develop policies in line with the local institutions and provide awareness and advice to the national level of the Ukrainian prosecutorial leadership relating to the establishment of robust and effective internal and external communication, human resources and disciplinary proceedings
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution, including related human resources systems;
- To support Mission Field Offices where relevant;
- To manage and lead projects in the prosecution field.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 Law OR equivalent and attested police and/or 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:

- Experience of designing and delivering training;
- Knowledge of prosecutorial service;
- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience:

- Experience in reforming / change management of a prosecutorial service or judiciary;
- Experience in participating in criminal justice policy;
- Experience in international cooperation in criminal matters;
- Experience in advising on legislative drafting;
- Experience of designing and delivering training.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or/and Russian language skills.

Position Name: Senior Adviser on Criminal Justice (Judiciary)	Employment Regime: Seconded	
Ref. Number: UAO 098	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/Prosecution and Judiciary Unit/Judiciary Team	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Criminal Justice (Judiciary) reports to the Head of the Prosecution and Judiciary Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within a local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development and reform processes of local institutions in the field of criminal justice;
- To be the key interlocutor with the High Council of Judges, the High Qualifications and Disciplinary Commission, the National School of Judges, the State Judicial Administration, Ministry of Justice and other relevant interlocutors in the field of criminal justice;
- To develop policies in line with local institutions in the field of criminal justice.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 and/or military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of legal reform process including development of legal policy and legislation.

6. Desirable Qualifications and Experience:

- National and/or international experience in criminal justice reform;
- Experience in working on legal matters, with a specific focus on judicial aspects in the field of criminal justice;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of Ukrainian law;
- Knowledge of EU human rights legislation and EU standards in area of criminal justice;
- Understanding of the Ukrainian judiciary in the field of criminal justice;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Prosecution (Organised Crime)	Employment Regime: Seconded	
Ref. Number: UAO 111	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/ Criminal Investigation and Organised Crime Unit/ Organised Crime Team	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of the Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of the local institution in the field of prosecution of organised crime through mentoring and advising;
- To be the key interlocutor with relevant local institutions in the field of prosecution of organised crime;
- To develop policies in line with the local institutions in the field of prosecution of organised crime.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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. The qualification should be in Law; AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of prosecution service;
- Expertise in designing and delivering training.

6. Desirable Qualifications and Experience:

- Experience in project management;
- International experience, particular in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or/and Russian language skills.

Position Name: Senior Adviser on National and State Security	Employment Regime: Seconded	
Ref. Number: UAO 132	Location: Kyiv	Availability: ASAP
Department/Unit: Operations Department/National and State Security Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of the Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), the National Security and Defence Council of Ukraine (NSDC), and other relevant services in the field of intelligence and security issues, including the Ukraine National Security Strategy and its sectoral strategies, SSU reform strategy, and the draft SSU law and related laws through activities of advising and training;
- To be the key interlocutor with the SSU, the FISU, and the NSDC;
- To develop policies in line with the local institutions Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), and the National Security and Defence Council of Ukraine (NSDC).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise in designing and delivering training;
- Knowledge of intelligence-related matters;
- Experience of working in security/intelligence services;
- Ability to work with intelligence/security services and related stakeholders, such as civil society groups.

6. Desirable Qualifications and Experience:

- Experience of reform of security/intelligence services;
- Experience of providing strategic advice to international interlocutors;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of Ukrainian law;
- Understanding and knowledge of Ukrainian challenges in the area of intelligence;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on the Investigation of International Crimes	Employment Regime: Seconded	
Ref. Number: UAT 003 UAT 004 UAT 006 (3 positions)	Location: Kyiv, Countrywide	Availability: ASAP ASAP ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Investigations Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on the Investigations of International Crimes reports to the Head of Unit – International Crimes Investigations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant 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 provide support by way of advice, mentoring and training in the investigation of international crimes (i.e., war crimes, crimes against humanity, genocide, and the crime of aggression) to Ukrainian law enforcement agencies;
- To design and implement innovative strategies and solutions that enhance the capabilities of Ukrainian law enforcement agencies to conduct effective and human rights-compliant international crimes investigations;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To be a key interlocutor for the National Police of Ukraine, the Special Bureau of Investigations, and the Security Service of Ukraine;
- To develop policies that enhance the performance and sustainability of local counterparts in the area of international crimes investigations.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of investigating complex criminal cases (international crimes, organised crime, or others) at the national and/or international level (from specialised courts/tribunals and/or from executive international missions);
- Ability to mentor and motivate local counterparts;
- Expertise in designing and delivering training;
- Knowledge of strategic, operational, and tactical criminal analysis.

6. Desirable Qualifications and Experience:

- Experience of investigating international crimes;
- Experience of International Criminal Law and International Humanitarian Law;
- Experience in project management;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Prosecution of International Crimes	Employment Regime: Seconded	
Ref. Number: UAT 012	Location: Kyiv, Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Prosecution Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Prosecution of International Crimes reports to the Head of Unit – International Crimes Prosecution.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To provide support by way of advice, mentoring and training to those Ukrainian national bodies involved in the prosecution of international crimes (i.e., war crimes, crimes against humanity, genocide, and the crime of aggression);
- In particular, to enhance the capacity and the capabilities of the Office of the Prosecutor General (OPG) and other prosecutorial and law enforcement bodies in the investigation and prosecution of international crimes;
- To design and implement innovative strategies and solutions that will enhance the capabilities of those Ukrainian national bodies that conduct international crimes investigations and prosecutions;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To be a key interlocutor with the OPG and other prosecutorial and law enforcement bodies;
- To review Ukrainian draft laws and other legislation relevant to international criminal law and procedure, and to provide advice and written opinions with recommendations, including on improving compatibility of Ukrainian legislation with the Rome Statute and with international human rights standards.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights mainstreaming 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 in law 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 and/or 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 educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering trainings;
- Knowledge of matters related to the investigation and prosecution of international crimes;
- Ability to draft legal documents.

6. Desirable Qualifications and Experience:

- Experience of prosecuting international crimes at the national and/or the international level (from specialised courts/tribunals and/or from executive international mission);
- Experience of International Humanitarian Law and International Criminal Law;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Investigation of Conflict Related Sexual Violence	Employment Regime: Seconded	
Ref. Number: UAT 019	Location: Kyiv, Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Prosecutions Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Investigation of Conflict related Sexual Violence (CRSV) reports to the Head of the International Crimes Prosecutions Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and the Mission Implementation Plan by advising and mentoring local counterparts;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To support, mentor, and advise local counterparts including from the prosecution service and law enforcement bodies in the area of international crime investigations and prosecutions pertaining to CRSV; -
- To advise and develop policies and strategies in relation to the investigation and prosecution of CRSV;
- To provide expert advice on the issues of victim/witness confidentiality, consent, and the prevention of re-traumatization of CRSV victims during the investigation, prosecution and adjudication process;
- To provide expert advice on victim and witness management including during the interview and testimony process, and advice on ensuring victim and witness security, and the safe handling of confidential information;
- To provide advice on international standards and comparative practices in the investigation and prosecution of CRSV;
- To design and deliver training to Ukrainian counterparts including conducting needs assessments, the development of curricula, and the development and implementation of Training of Trainer curricula;
- To advise Ukrainian counterparts on coordination between law enforcement agencies and victim support services.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within crime investigation activities;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 in law or other relevant qualification 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 work experience, preferably as an investigator, prosecutor, judge or other specialist with relevant and expert experience in the field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of matters relating to the investigation and prosecution of CRSV;
- Knowledge of consent, confidentiality and the interviewing of vulnerable victims and witnesses;
- Knowledge of policy and international standards on CRSV;
- Ability to mentor, advise and motivate local counterparts;
- Expertise in designing and delivering trainings.

6. Desirable Qualifications and Experience:

- Experience in the investigation and prosecution of international crimes;
- Experience in coordinating with law enforcement agencies and the prosecution services;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Prosecution of Financial Crimes	Employment Regime: Seconded	
Ref. Number: UAT 022	Location: Kyiv, Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Rule of Law Component/ Prosecutorial and Judiciary Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of the local institution in the field of prosecution through training activities;
- To be the key interlocutor with the Office of the Prosecutor General (OPG);
- To develop policies with the local institutions involved in prosecution;
- To support cooperation between the OPG and international prosecutors' organisations (such as Eurojust and prosecutors networks).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To 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. The qualification should be in Law; AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise in designing and delivering trainings;
- Knowledge of prosecution reform and legal reform in the prosecution area.

6. Desirable Qualifications and Experience:

- Experience of investigating and prosecuting conflict-related economical and financial crimes;
- Experience from providing advice on economic and financial crimes;
- Knowledge of investigating and prosecuting money laundering and assets recovery;
- Experience in international cooperation in freezing, freezing and recovery of assets.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior International Crimes Investigation Analyst	Employment Regime: Seconded	
Ref. Number: UAT 024	Location: Kyiv, Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/ International Crimes Prosecution Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior International Crimes Investigation Analyst reports to the Head of the International Crimes Prosecution Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To provide support by way of advice, mentoring and training in criminal analysis in the investigation of international crimes (i.e., war crimes, crimes against humanity, genocide, and the crime of aggression) to Ukrainian investigative and prosecutorial bodies;
- To design and implement innovative strategies and solutions that enhance the capabilities of Ukrainian investigative and prosecutorial bodies in the field of criminal analysis;
- To be embedded when required within the local institution, security permitting;
- To foster and maintain contacts and build productive working relationships with relevant Ukrainian counterparts;
- To liaise closely with other advisers and other relevant Mission staff;
- To design and deliver training;
- To support the development of the Ukrainian law enforcement agencies in the specialisation of criminal analysis of war crimes and other international crimes investigations;
- To be a key interlocutor with Ukrainian law enforcement agencies;
- To develop policies and strategies that enhance the performance and sustainability of Ukrainian counterparts in the field of criminal analysis.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of conducting criminal analysis during criminal investigations;
- Expertise in designing and delivering training;
- Knowledge and experience in analytical software and tools;
- Knowledge of criminal intelligence and the handling of complex data.

6. Desirable Qualifications and Experience:

- Experience in the investigation of war crimes and other international crimes;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior International Crimes Investigation Analyst	Employment Regime: Seconded	
Ref. Number: UAT 025	Location: Kyiv, Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Investigations Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior International Crimes Investigation Analyst reports to the Head of International Crimes Investigations Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To provide support by way of advice, mentoring and training in criminal analysis in the investigation of international crimes (i.e., war crimes, crimes against humanity, genocide, and the crime of aggression) to Ukrainian investigative and prosecutorial bodies;
- To design and implement innovative strategies and solutions that enhance the capabilities of Ukrainian investigative and prosecutorial bodies in the field of criminal analysis;
- To be embedded when required within the local institution, security permitting;
- To foster contacts and build productive working relationships with relevant Ukrainian counterparts;
- To liaise closely with other advisers and other relevant Mission staff;
- To design and deliver trainings;
- To support the development of the Ukrainian law enforcement agencies in the specialisation of criminal analysis of war crimes and other international crimes investigations;
- To be a key interlocutor with Ukrainian law enforcement agencies;
- To develop policies and strategies that enhance the performance and sustainability of Ukrainian counterparts in the field of criminal analysis.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of conducting criminal analysis during criminal investigations;
- Knowledge of designing and delivering training;
- Knowledge and experience in analytical software and tools;
- Knowledge of criminal intelligence and the handling of complex data.

6. Desirable Qualifications and Experience:

- Experience in the investigation of war crimes and other international crimes;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Crimes Investigation Analyst	Employment Regime: Seconded	
Ref. Number: UAT 026	Location: Kyiv, Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation and Organised Crime Unit/Criminal Investigation Team	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Crimes Investigation Analyst reports to the Head of the Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To provide support by way of advice, mentoring and training in criminal analysis in the investigation of international crimes (i.e., war crimes, crimes against humanity, genocide, and the crime of aggression) to Ukrainian investigative and prosecutorial bodies;
- To design and implement innovative strategies and solutions that enhance the capabilities of Ukrainian investigative and prosecutorial bodies in the field of criminal analysis;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Ukrainian law enforcement agencies in the field of international crimes analysis;
- To be the key interlocutor with the Ukrainian law enforcement agencies;
- To develop policies; and strategies that enhance the performance and sustainability of Ukrainian counterparts in the field of criminal analysis.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering training;
- Knowledge and experience in analytical software and tools;
- Knowledge of criminal intelligence and complex data.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Complex Crime Scene Analysis	Employment Regime: Seconded	
Ref. Number: UAT 033 UAT 035 (2 positions)	Location: Kyiv, Countrywide	Availability: 05 June 2024 13 June 2024
Department/Component/Unit: Operations Department/Rule of Law Component/Criminal Investigation and Organised Crime Unit/Organised Crime Team	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan, by advising and mentoring local counterpart at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to local counterparts 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 liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of Ukrainian counterparts in the field of forensic capabilities in relation to complex crime scene activities/management];
- To facilitate the support of European Union agencies, e.g., EUROPOL, and EU Member States' Law Enforcement Agencies (LEAs);
- To support relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance complex forensic crime scene activities/management;
- To manage and lead projects on complex forensic crime scene management, and to advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To assist in the implementation of training activities on the best practices in forensic standards on major incident or crime sites.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices related to complex forensic crime scenes;
- To contribute and ensure timely reporting on activities related to complex forensic crime scenes;
- To 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 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR police or military equivalent education or training and rank; AND
- A minimum of 6 years of relevant professional experience, having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of forensics matters, in particular with regard to criminal investigations;
- Knowledge of forensic techniques and analysis at a complex crime scenes;
- Ability to reconstruct complex crime scenes;
- Experience in dealing with scenes of major incidents and crimes;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience:

- Experience in CBRNE (chemical, biological, radiological, nuclear and explosive) related crime scenes, in trace analyses and recovery (e.g. DNA, blood);
- Experience in identification of bodies or parts of bodies;
- Experience in capturing, visualizing and reconstructing crime scene;
- Experience in crime scene work in high risk areas (IED, EOD, UXO's).

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Open Source Intelligence (OSINT)	Employment Regime: Seconded	
Ref. Number: UAT 039	Location: Kyiv, Countrywide	Availability ASAP
Component/Department/Unit: Operations Department/International Crime Component/International Crime Investigation Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Open Source Intelligence (OSINT) reports to the Head of International Crime Investigation Unit.

2. Main Tasks and Responsibilities:

- To advise, mentor, and support the development of capacities and capabilities of local Ukrainian Law Enforcement Agencies in the field of international crime investigations;
- To manage and lead projects on international crime investigations and open-source intelligence research and to advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To advise how to establish and implement a monitoring system of the investigative/intelligence research actions and processes, including intelligence management conducted by Ukrainian authorities in relation to international crime cases, to track the progress towards national objectives and provide accurate and timely information to guide the decision making process;
- To advise on how to collate, analyse and develop intelligence from a variety of sources, taking into account the sensitive inter-ethnic nature, human rights and data protection concerns;
- To advise on how to research open and internal sources of information and all relevant databases and records, how to best collect, handle and use intelligence, how to best report on findings and how to update line management on situations that need immediate action;
- To advise on criteria on how to prioritise cases; -
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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. The qualification should be in Law; AND

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

5. Essential Knowledge, Skills and Abilities:

- Practical experience in intelligence data research including open source;
- Sound understanding of intelligence processes, both tactical and strategic, including intelligence management and digital evidence in court proceedings;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code and Criminal Code, Data Protection;
- Good knowledge of relevant IT archiving systems and procedures;
- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in war crimes investigations and/or monitoring of such investigations; International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: ODO 003	Location: Odesa	Availability: ASAP
Department/Component/Unit: Operations Department/ Field Office Odesa	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Regional Prosecutor in the field of prosecution reforms;
- To be the key interlocutor with the Regional Prosecutor's Office;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering trainings;

- Knowledge of Prosecution;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Adviser/Trainer on Rule of Law	Employment Regime: Seconded	
Ref. Number: ODO 009	Location: Odesa	Availability: ASAP
Department/Component/Unit: Operations Department /Field Office	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Adviser/Trainer on Rule of Law reports to the Head of the Field Office in Odesa.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan, by advising and mentoring local counterparts at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and to propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver trainings;
- To support the development of local institutions in the field of the criminal justice chain (i.e., law enforcement, prosecution, and courts) through activities focusing on pre-trial investigations and case management;
- To be the key interlocutor with the host state authorities.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise, and motivate local counterparts;
- Knowledge of legal reform processes, including the development of legal policies and legislation;

- Expertise in designing and delivering training.

6. Desirable Qualifications and Experience:

- Experience as a judge, prosecutor, or lawyer, and/or from working in a ministry;
- Experience in international efforts to support host state reforms in the area of criminal justice/Rule of Law;
- Experience of handling relationships/coordinating criminal justice institutions;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Training-of-Trainers concepts;
- Ukrainian and/or Russian language skills.

SECONDED/CONTRACTED

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. Number: MAD 002	Location: Kyiv	Availability: 27 February 2024
Department/Component/Unit: Security and Duty of Care Department/Security Division	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Analytical skills;
- C or C1 Driving license.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: UAD 007	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department / Security Division	Level of Security Clearance: EU Secret	Open to contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To liaise with the military counterpart branch of Missions' information communications, if applicable;
- To travel to all Mission areas including high risk areas as required;
- In collaboration with the Communications and Information Systems (CIS) Officer, the MISO operates in the following areas of activity:

Awareness Campaigns

- To develop and implement awareness campaigns and workshops related to information security systems (desk routine and passwords etc.), cyber security threats (phishing and hacking), personal operational security (use of social network and mobile phones) and classified information handling;

Classified Information Handling

- To develop Standard Operating Procedures (SOP) related to EU Policy and/or Council Security Regulations for EU staff;
- To audit permanently classified information systems;
- To track and maintain the Personal Security Clearance for EU Staff;
- To report security violations and compromised information matters;
- To develop and maintain any physical or technical structure for the protection of classified information.

Crypto Custodian

- To assume responsibilities as the Crypto Custodian for the Mission:
- To ensure registration, protection and transfer of accountable security items;
- To report to the EU Crypto Custodian (DGA5-SSICS) in case of security violation or security compromise;
- To develop and maintain a local framework for the use of crypto material, including audit and traceability;
- To liaise and maintain contact with EEAS for any topic in relation to crypto matters.

Information Security System (ISS)

- To develop the general framework for information security in cooperation with CIS including, organisational requirements, investigation capacities and incident reports;
- To participate in any study for implementation of new IT material, new interface (e.g. website);
- To insure the monitoring of IT security systems including firewall etc.;
- To be responsible for investigative matters in relation to security violations;
- To participate in general ISS framework development and maintenance.

Cyber Security

- To participate in the general cyber-security framework development and deployment specifically related to threat intelligence and threat assessment;
- To develop an incident reporting line;
- To participate in investigations;
- To contribute to a good e-reputation.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 Qualification and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of key information security principles and security management systems, and best practices;
- An internationally recognised information security certificate (such as CISSP, CISA, CISM, ISO 27000 etc.);
- Solid knowledge of the Mission area and information security threats.

6. Desirable Qualifications and Experience:

- Experience in developing and administrating an information security programs;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- C or C1 Driving license;
- Experience using methodology such as EBIOS, PILAR, CRAMM and implementing risk assessment recommendation using any other international relevant methodology in the field.-

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Technical knowledge of information technology and security issues;
- Russian and/or Ukrainian language skills.

Position Name: Senior Adviser on Digital Transformation	Employment Regime: Seconded/Contracted	
Ref. Number: UAO 051	Location: Kyiv	Availability: 09 March 2024
Component/Department/Unit: Operations Department/ Good Governance and Digital Transformation and Innovation Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

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, monitor and provide expertise to Ukrainian counterparts on how to advance the digital transformation agenda in their respective agency;
- To identify opportunities and suggest innovative solutions to advance the digital transformation agenda in Ukrainian Law Enforcement Agencies, including assisting in the development of a digital transformation Strategy;
- To engage with the Ministry of Digital Transformation where related to the Mission mandate;
- 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 support Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose solutions to strengthen the area of digital transformation;
- 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on digital transformation related aspects;
- To contribute and ensure timely reporting on digital transformation related activities;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and implementing training;
- Knowledge of ICT systems.

6. Desirable Qualifications and Experience:

- Experience/knowledge of providing advice in advising on digital transformation within the security sector;
- Experience in conceptualising and implementing digital transformation initiatives within the public or private sector.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Ukraine and its digital transformation challenges;
- Ukrainian and/or Russian language skills.