

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2024 Call for Contributions Requirements and Job Descriptions</b>				
<b>Organisation:</b>	<b>EUAM Ukraine</b>			
<b>Job location:</b>	<b>As indicated below</b>			
<b>Employment regime:</b>	<b>As indicated below</b>			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (58)</u></b>			
	UAC 008	Gender Adviser (CoS)	Kyiv	08 Aug 2024
	UAC 009	Adviser on Human Rights	Kyiv	15 Sep 2024
	UAC 010	Environmental Adviser	Kyiv	ASAP
	BSE 001	Policy Support Officer – Operations (Brussels Support Element)*	Brussels	ASAP
	UAC 021	Political Adviser	Kyiv	01 Oct 2024
	UAC 023	Parliamentary Liaison Adviser	Kyiv	15 Dec 2024
	UAC 026	Senior Adviser on EU Integration	Kyiv	ASAP
	UAC 032	Planning and Evaluation Officer	Kyiv	ASAP
	UAC 038	Planning and Reporting Officer	Kyiv	ASAP
	UAC 042 UAC 043 UAC 044	Project Management Officer	Kyiv	ASAP
	UAC 051	Press and Public Information Officer	Kyiv	ASAP
	UAC 053	Strategic Communication Adviser	Kyiv	ASAP
	UAD 011 UAD 012 UAD 013	Mission Security Assistant (3 positions)	Kyiv	13 Dec 2024 05 Dec 2024 05 Dec 2024
	LVO 003	Senior Adviser on Organised Crime	Lviv	13 Dec 2024
	LVO 011	Senior Border/IBM Adviser	Lviv	09 Nov 2024
	ODC 001	Planning and Reporting Officer	Odesa	ASAP
	ODO 004	Head of LAT Unit	Odesa	ASAP
	ODO 006	Adviser/Trainer on Community Policing	Odesa	06 Nov 2024
	ODO 012	Head of Maritime / IBM Unit	Odesa	ASAP
	ODO 013	Senior Maritime / IBM Adviser	Odesa	ASAP

UAM 005	Senior Adviser on Prosecution	Kyiv/ Countrywide	4 July 2024
UAO 031	Head of Leadership and Education Unit	Kyiv	TBD
UAO 038	Adviser on Civilian Security Sector Education	Kyiv	ASAP
UAO 044	Human Rights/Civil Society Adviser	Kyiv	ASAP
UAO 053	Adviser on Communication and Information Systems	Kyiv	ASAP
UAO 055 UAO 056	Strategic Reform Adviser (2 positions)	Kyiv	ASAP
UAO 057	Head of Cross Cutting Unit	Kyiv	ASAP
UAO 063 UAO 065	Adviser on General Policing (2 positions)	Kyiv	26 Oct 2024 06 Aug 2024
UAO 087	Adviser on Organised Crime - Smuggling	Kyiv	ASAP
UAO 094	Senior Adviser on Prosecutorial Reform	Kyiv	ASAP
UAO 098	Senior Adviser on Criminal Justice (Judiciary)	Kyiv	ASAP
UAO 111	Senior Adviser on Prosecution (Organised Crime)	Kyiv	ASAP
UAO 121	Senior Adviser on Specialised Law Enforcement Agencies	Kyiv	21 Sep 2024
UAO 130	Head of National Security Component	Kyiv	01 Jan 2025
UAO 134	Deputy Head of Component/ Senior Adviser on National Security	Kyiv	01 Jan 2025
UAO 141	Senior Adviser on Organised Crime – Drugs	Kyiv	ASAP
UAO 142	Head of Criminal Investigation Unit	Kyiv	ASAP
UAO 144	Senior Adviser on Defence and Fair Trial Rights	Kyiv	ASAP
UAO 146	Senior Adviser on Adjudication of International Crimes	Kyiv/ Countrywide	ASAP
UAO 147	Adviser on Oversight	Kyiv	ASAP
UAT 003 UAT 012	Senior Adviser on Prosecution of International Crimes (2 positions)	Kyiv/ Countrywide	ASAP
UAT 004	Senior Adviser on Digital Evidence Management	Kyiv/ Countrywide	ASAP
UAT 006	Senior Adviser on Investigation of International Crimes	Kyiv/ Countrywide	ASAP
UAT 020	Senior Adviser on Investigation of Trafficking in Human Beings	Kyiv	13 Dec 2024
UAT 022	Senior Adviser on Prosecutorial Reform (Financial)	Kyiv/ Countrywide	ASAP
UAT 024	Senior Adviser on Criminal Analysis	Kyiv/ Countrywide	ASAP
UAT 028	Senior Adviser on Legal Reform	Kyiv	25 Oct 2024

<b>Job titles/ vacancy notice:</b>	UAT 031	Senior Adviser on Witness Protection	Kyiv	09 Oct 2024
	UAT 035	Senior Adviser on Complex Crime Scene Analysis	Kyiv/ Countrywide	ASAP
	UAT 036	Senior Adviser on OSINT (Open-Source Intelligence)	Kyiv	01 Oct 2024
	UAT 039	Senior Adviser on OSINT (Open-Source Intelligence)	Kyiv	ASAP
	<b><u>Seconded/Contracted (6)</u></b>			
	LVD 002	Mission Security Officer	Lviv	04 Nov 2024
	UAD 005	MSO-Field Security Instructor	Kyiv/ Countrywide	01 Sep 2024
	UAD 017	Mission Security Officer	Kyiv	ASAP
	UAD 018	Mission Security Officer	Kyiv	ASAP
	UAD 019	Mission Security Analyst	Kyiv	ASAP
	UAO 051	Adviser on Communications and Information Systems	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>Monday, 08 July 2024 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p><b>Please note:</b> <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Dusan RUMAN</b>  <a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a>  <b>+32 477 094539</b></p>			

\*the post's availability is conditional on confirmation of EoM

## **High Risk Non-Family Mission**

The EUAM Ukraine bears a High Risk Non-Family Mission status due to the present risk rating of the mission area s high, according to the SIAC risk rating table. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

**Seconded personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including 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).

**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.

The Civilian Operations Commander requests that EU Member States and Contributing Third States (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** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

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

**Flexibility and adaptability** – 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** – 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.

*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:

**Physical and mental health** – 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.

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

**Education and training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

**Knowledge** – 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).

### Skills and abilities

**Language skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

**Communication and interpersonal skills** – Candidates must have excellent interpersonal and communication skills, both written and oral.

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

**Digital skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and

problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

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

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

## **II.B Desirable requirements**

**Knowledge of the Mission area** – 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 applicable.

**Knowledge and experience of Security Sector Reform** – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

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

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

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

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

**Education diploma(s)/certificate(s) and/or professional certificate(s)** – 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 taking up their duties.

**Required Personnel Security Clearance (PSC)** – 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 European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security

clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/booklet of vaccination** – 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** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended.)

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

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

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

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

**Equal opportunities** – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

**Application form** – 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 dedicated application form returned in Word format.

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission 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 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.

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

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

**HEAT Training** - Candidates must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

**Data protection** – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

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



**SECONDED**

<b>Position name:</b> Gender Adviser (CoS)	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 008	<b>Location:</b> Kyiv	<b>Availability:</b> 08 August 2024
<b>Component/ Department /Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> 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; OR equivalent and attested police and/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:**

- Analytical skills and ability to conduct gender analysis;
- Communications skills.

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

- Proactive in developing strategies to accomplish objectives;
- Training skills;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Adviser on Human Rights	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 009	<b>Location:</b> Kyiv	<b>Availability:</b> 15 September 2024
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to contributing Third States:</b> No

### 1. Reporting Line:

The Adviser on Human Rights reports to the Head of Mission and is administratively line managed by the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

### 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 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

Degree; OR equivalent and attested police and/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:**

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations.

**6. Desirable Qualifications Experience:**

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Environmental Advisor	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 010	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/ Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Environmental Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for environmental and climate issues;
- To provide advice to the Head of Mission and Mission management on the implementation of the EU policy on environment and climate within the Mission mandate;
- To assist in the operationalisation and integration of climate and environment perspectives and mainstreaming issues within the Mission;
- To provide ad hoc advice on technical and managerial solutions to improve the Mission environmental performance;
- To raise awareness and provide training on environmental and climate issues;
- To support the development of environmental and climate analysis related to the implementation of the Mission mandate including policy development, duty of care aspects, security analysis, Mission footprint and environmental health issues etc.;
- To establish mechanisms for monitoring, implementing and evaluating EU and international instruments for environment and climate including deliverables on the “EU Green Deal” and the “EU Climate Law”;
- To carry out analysis on the nexus of security, climate and environmental situation in the host state and potential implications on the Mission mandate;
- To advise on the development and content of strategic communications with regard to climate and environmental dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating climate and environmental perspective;
- To liaise with the local and international entities involved in the promotion of environmental sustainability;
- To ensure Mission management and Mission members are up to date on sustainability, environmental considerations and climate smart approaches;
- To establish long-term working relationships with environmental organisations in line with the Sustainable Development Goals’ agenda;
- To contribute to the preparation of reports, studies and other activities related to environmental degradation and its association to environmental war crimes and other security related environmental issues in Ukraine, as needed;
- Identify the potential for scaling up the support to the Ukrainian counterparts on environmental crimes, including environmental war crimes, and related organised crime investigations and prosecutions;
- To map and liaise with other international efforts in Ukraine to support the counterparts in addressing security-related, environmental challenges and identify possible gaps:

### **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 Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in the fields of environmental health, environmental science, natural resources management, sustainability approaches or other relevant field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to conduct environmental assessments and security risk analyses;
- Knowledge and understanding of environmental crime;
- Ability to provide advice based on sustainable environmental approaches and climate smart solutions;
- Training skills;
- Knowledge of the Sustainable Development Goals, the Paris Agreement content, and their applications.

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

- Knowledge and understanding of environmental crime, environmental footprint analysis, green engineering, environmental management systems, environmental assessments, etc.;
- Technical knowledge on environmental and climate mitigation/adaptation;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

<b>Position name:</b> Policy Support Officer – Operations (Brussels Support Element)*	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> BSE 001	<b>Location:</b> Brussels	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

The Brussels Support Element (BSE) Policy and Liaison Officer reports to the Chief of Staff and functionally supports and works with the Conduct of Operations Division, Civilian Planning and Conduct (CPCC).

### 2. Main Tasks and Responsibilities:

- To liaise and maintain close coordination between the Mission and CPCC, the European Union External Action Service and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CPCC Desk and liaise with PoC CPCC/3;
- To provide analysis on the Mission mandate implementation;
- To inform and advise CPCC on relevant aspects of Mission operations;
- To contribute to reporting, drafting and planning of Mission documents;
- To support CPCC Operations desk and contribute to briefings, reports, meetings, read-outs, and notes etc.;
- To contribute to CPCC presentations to Brussels-based working groups and other actors;
- To support Mission visit's to Brussels, EU capital's and vice versa;
- To be embedded within Civilian Planning and Conduct Capability (CPCC);
- To visit the Mission area of operations regularly in agreement with the COS and CPCC;
- To closely coordinate with the Mission regarding the Mission's mandate implementation and to follow closely any relevant developments in the Mission's area;
- To assist in ensuring liaison with EU Member States, contributing third States, NATO/SHAPE, the OSCE and other international organisations and diplomatic representatives as relevant, under coordination of CPCC desk.

### 3. Mission Specific 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 Degree; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.
- *A valid PSC security clearance 'EU secret' (security clearance is a pre-requisite for working in CPCC offices).*

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

- Analytical and reporting skills;
- Networking skills.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian or Russian language skills.



<b>Position name:</b> Political Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 021	<b>Location:</b> Kyiv	<b>Availability:</b> 01 October 2024
<b>Component/Department/Unit:</b> Chief of Staff Office/Political Analysis and Coordination Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To follow political developments in Ukraine and the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, contributing third states and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct and prepare briefings and notes to ensure timely information to Mission Members or any other individuals or groups as required;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To assist in conducting and coordinating official visits according to protocol rules;
- To liaise and develop relationships with relevant political actors, local authorities, civil society, EU Delegation, institutions, and international organisations;
- To advise the Head of Political, Analysis and Coordination Division on ensuring coherence between Mission activities and the wider political context.

### 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. The qualification should be in any of the domains of Political Science,

International Relations, Geopolitics, International Security, Law, Social Sciences or any other related field; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level.

**6. Desirable Qualifications and Experience:**

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Parliamentary Liaison Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 023	<b>Location:</b> Kyiv	<b>Availability:</b> 15 December 2024
<b>Component/Department/Unit:</b> Chief of Staff Office/Political, Analysis and Coordination Division	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To monitor the developments in the Parliament of Ukraine and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To monitor the parliamentary committees responsible for security sector related matters and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To liaise with the Parliament and coordinate the support and advice by EUAM to the parliamentary committees responsible for civilian security sector reform (CSSR) related matters;
- To initiate and manage projects for streamlining and optimising the legislative processes at the Parliament with the view to advance the CSSR-related legislation, including through dialogue with national and regional stakeholders and civil society organizations;
- To liaise with the EUAM national and international partners working with the Parliament in order to coordinate and synergize their efforts in advancing the CSSR-related activities and legislation;
- To assist in conducting and coordinating official visits according to protocol rules;
- To assist in vetting draft press releases, public statements and articles related in this particular field of expertise;
- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant counterparts;
- To contribute to the preparation of briefings and notes to ensure timely information for the HoM and other Mission members as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate.

### 3. Mission Specific 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. The qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

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

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

- Direct work experience with national parliaments or the European Parliament;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Ability to represent the Mission at the highest levels of local counterparts, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region.

<b>Position name:</b> Senior Adviser on EU Integration	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 026	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/Political, Analysis and Coordination Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 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 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;
- Experience of designing and delivering training;
- 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 Russian language skills.

<b>Position name:</b> Planning and Evaluation Officer	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 032	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/ Planning, Reporting and Evaluation Division/ Planning Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 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 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 support and contribute to the revision of the Mission mandate and Operation Plan (OPLAN) in terms of its tasks and benchmarking framework.
- 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 educational 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 conducting evaluations;
- 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:**

- Analytical and drafting capability and profound knowledge of information collection and analytical methods.



<b>Position name:</b> Planning and Reporting Officer	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 038	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Planning and Reporting Officer reports to the Head of Planning, Reporting, and Evaluation Division. The Planning and Evaluation Officer will be embedded in the Project Cell.

### 2. Main Tasks and Responsibilities:

- To advise and support the Head of the Project Cell in implementing planning and reporting requirements according to the Civilian Operations Commander guidelines, Head of Mission's directions, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents. To this effect, he/she provides support, monitors and reports on the progress of mandate implementation, in close coordination with relevant units, including the identification of challenges, options and solutions, and on internal operational reporting and evaluation;
- To provide advice and support to Project Managers in compiling the necessary project documentation;
- To help to ensure that projects are conducted in accordance with the applicable framework;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To contribute to the development and regular updating of the OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information.

### 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;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience:**

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

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

- *N/A*

<b>Position name:</b> Project Management Officer	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 042, UAC 043, UAC 044 (3 positions)	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff/Project Cell	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 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 Mission international partners in close coordination with the Mission Coordination and Cooperation capability.

### 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:**

- Team work skills;
- 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.

<b>Position name:</b> Press and Public Information Officer	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 051	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/Press and Public Information Division	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

The Press and Public Information Officer reports to the Head of Public Information Division / Senior Spokesperson.

### 2. Main Tasks and Responsibilities:

- To communicate the work of the Mission to the public its key target audiences including conducting the Mission's visibility, outreach, press and public information activities;
- To contribute to the updating and implementation of the Mission's Communication Strategy, as well as other key documents in the area of press and public information;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media in close coordination with the local spokesperson;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features etc., for all of the Mission's external and internal channels;
- To organise and coordinate photo and video coverage in support of the Mission's communication;
- To contribute to all editorial planning;
- To write and design public information material and factsheets;
- To contribute to the preparation and ongoing management of the Press and Public Information budget;
- To organise procurement processes and contract/tender/designs for Mission visibility items;
- To act as point-of-contact for Regional/Field Office's PPI Officers.

### 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. The qualification should be should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or any other related field; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills.

**6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Russian or Ukrainian language;
- Knowledge of the Ukrainian media environment.

<b>Position name:</b> Strategic Communications Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 053	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/ Press and Public Information Division	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Strategic Communications Adviser reports to the Head of Press and Public Information Division.

### 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, advise 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 deducing 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 or Russian language skills.



<b>Position name:</b> Mission Security Assistant	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAD 011, UAD 012, UAD 013 (3 positions)	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> 13 December 2024 05 December 2024 05 December 2024
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Assistant (MSA) reports Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

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

- To assist SMSO/Mission Security Officers (MSOs) in the development, implementation and updating Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To support SMSO/MSOs in conducting administrative duties inside the Security and Duty of Care Department;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To assess the security situation and to provide input to all security related documents;
- To provide reports to SMSO on all incidents affecting mission members and initiate necessary follow up action with the appropriate authorities;
- To assist in security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- To provide appropriate response and assistance to mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To assist and participate in regular security trainings, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To support and assist planning and execution of security operations;
- To travel to high/critical risk areas and to conduct security duties.
- To liaise as directed and co-operate closely with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.

### 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:**

- A level of secondary education attested by a diploma, complemented by specialised training OR equivalent police or/and military education OR education at a civilian security organisation;
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Valid civilian driving license class C/C1.

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

- Expertise in field security;
- Analytical skills.
- Planning, and time-management skills.

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

- University and /or master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of CPCC Mission Security Officer Course;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies and procedures;
- Working Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Organised Crime	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> LVO 003	<b>Location:</b> Lviv	<b>Availability:</b> 13 December 2024
<b>Component/Department/Unit:</b> Operations/Field Office Lviv/Criminal Investigation and Organised Crime Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Organised Crime 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 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 Prosecution, National Police of Ukraine and other law enforcement agencies in the field of organised and cross-border crime through activities advising, mentoring, capacity building as appropriate;
- To be the key interlocutor with the law enforcement institutions mandated to combat organised crime;
- To develop policies in line with the local institutions' objectives.

### 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;
- Experience of designing and delivering training;
- Knowledge of international organised crime networks, criminal intelligence, international and regional cooperation.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Border/ IBM Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> LVO 011	<b>Location:</b> Lviv	<b>Availability:</b> 09 November 2024
<b>Component/Department/Unit:</b> Operations /Field Office Lviv	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan 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 Customs, State Border Guard Service, Economic Security Bureau and other related law enforcement agencies in the field of Integrated Border Management (IBM) through activities advise, mentor, capacity building activities as appropriate;
- To be the key interlocutor with the Regional Customs Houses in Western Ukraine;
- To develop policies in line with the local institutions' Integrated Border Management Strategy and the IBM Strategy Implementation Action Plan.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on aspects related to border management;
- To contribute and ensure timely reporting on border management 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 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;
- Experience of designing and delivering training;
- Knowledge of Integrated Border Management, EU Customs Code, EU Schengen Regulation and Standards (Border and Customs).

**6. Desirable Qualifications and Experience:**

- Investigations on cross-border and organised crime;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Planning and Reporting Officer	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> ODC 001	<b>Location:</b> Odesa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Division /Field Office Odesa	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To advise and support the Head of the Field Office in reporting on the activities in the region according to the relevant planning documents. To this effect, he/she supports the Head of Planning, Reporting and Evaluation Division and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- To help to ensure that operational activities and projects in the region are conducted accordingly;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To contribute to the development and regular updating of the MIP and Operations Implementation Framework OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To contribute to the identification and development of new projects in line with the objectives of the Mission's mandate and in support of the Mission's Project Management Unit;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.

### 3. General Tasks and Responsibilities:

- To 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 educational requirements.

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

- Report compilation, drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

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

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

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

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



<b>Position name:</b> Head of LAT (Liberated and Adjacent Territories) Unit	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> ODO 004	<b>Location:</b> Odesa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Field Office Odesa/LAT Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of LAT (Liberated and Adjacent Territories) Unit reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- 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 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 ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/ systems/projects implemented;
- 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 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 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;
- Knowledge of Police functions and 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;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Adviser/Trainer on Community Policing	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> ODO 006	<b>Location:</b> Odessa	<b>Availability:</b> 06 Nov 2024
<b>Department/Component/Unit:</b> Operations/Field Office Odesa/LAT Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Adviser/Trainer on Community Policing reports to the Head of LAT 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 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 training;
- To support the development of the local institution in the field of community policing through trainings;
- To be the key interlocutor with the regional/local Ukrainian partners;
- To develop policies in line with the local institutions to support the adoption of a service-minded and citizen-oriented approach through the development and implementation of Standard Operating Procedures (SOPs) and manuals;
- To support relevant regional/local Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effective trainings;
- To provide expertise to strengthen the capabilities in the community policing field;
- To identify, analyse, and disseminate information on all regional/local community policing activities within her/his area of responsibility as required;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct trainings;
- To provide input to the development and regular updating of the MIP in the field of 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 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;
- Experience of designing and delivering training;
- Knowledge on community policing.

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

- Relevant training qualification/certification;
- Experience in international efforts to support host state reforms in the area of Public Security on national and regional level, in particular in the field of community safety, crime prevention, and road traffic safety;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Head of Maritime/IBM Unit	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> ODO 012	<b>Location:</b> Odesa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Field Office Odesa/IBM Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Maritime/IBM (Integrated Border Management) Unit reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan( MIP);
- 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 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 ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/ systems/projects implemented;
- 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 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 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;
- Knowledge of EU Integrated border management protocols especially in maritime domain/customs, EU Schengen Catalogue.

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

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Maritime/IBM Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> ODO 013	<b>Location:</b> Odesa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Field Office Odesa/ Maritime IBM Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Maritime/IBM (Integrated Border Management) Adviser reports to the Head of Maritime/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 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 State Border Guard Service's /Maritime Border Guard Directorate in Odesa in the field of in the maritime environment through activities
- To be the key interlocutor with the State Border Guard Service's /Maritime Border Guard Directorate in Odesa, Port Authorities and other actors involved in the maritime domain;
- To develop policies in line with the local institutions involved in the maritime environment in Odesa Region.

### 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 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;
- Experience of designing and delivering training;
- Knowledge of field of expertise as integrated border management protocols especially in maritime domain/customs/ /maritime law, EU Schengen Catalogue etc.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian or Russian language skills.



<b>Position name:</b> Senior Adviser on Prosecution	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAM 005	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> 04 July 2024
<b>Component/Department/Unit:</b> Operations/Mobile Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Prosecution reports to the Head of 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 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 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 local institutions in the field of prosecution;
- To be the key interlocutor with the regional prosecutors' office;
- To develop policies in line with the local institutions, to support and advice relevant regional counterparts on criminal justice-related matters and on legal reform;
- To provide advice and assistance to relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities, and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, and criminal courts – and legal reform;
- To support and advice the regional prosecutor's office on the development of sustainable working and evaluation processes, as well as on cooperation with other regional authorities, especially police–prosecution cooperation.

### 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 in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree; AND

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

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

- Ability to mentor, advise, and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of the prosecution service.

**6. Desirable Qualifications and Experience:**

- 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 or Russian language skills.

<b>Position name:</b> Head of Leadership and Education Unit	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 031	<b>Location:</b> Kyiv	<b>Availability:</b> TBD
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/Leadership and Education Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Leadership and Education Unit reports to the Head of Strategic Reform Component.

### 2. Main Tasks and Responsibilities:

- 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 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 initiate and support the development of the Ministry of Internal Affairs of Ukraine, National Police of Ukraine, State Fiscal Service (State Customs Service of Ukraine), State Border Guard Service, General Prosecutor's Office or other relevant Ukrainian institutions in the field of Civilian Security Sector Reform through strategic advising, development and implementation of strategies and project;
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on human resources development, leadership training and educational reform within the Civil Security Sector matters, including streamlining Human Resources principles, Human Resources reforms, decentralisation, training planning and development;
- To advise and support in the management of the activities related to human resources development, leadership training and educational reform within the Civil Security Sector matters;
- To lead the work of the Component staff associated to the human resources development, leadership training and educational reform within the Civil Security Sector;
- To ensure a comprehensive understanding of the current state of play relating to human resources development, leadership training and educational reform within the Civil Security Sector by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To guide the Leadership and Education Unit in identifying and addressing structural needs in the performance and accountability of the UA counterparts through strategies, organisational change processes, legislation, institutional development;
- To ensure compliance with instructions from the line manager within the field of responsibility and to issue clear instructions on the operational level to the Leadership and Education Unit;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;

- To ensure the internal quality management within the unit in close cooperation with the Head of Component;
- To liaise and coordinate subject matter issues with the Heads of Field Offices and Mobile Units when tasking subject matter experts in Field Offices and Mobile Units;
- 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 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 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:**

- Knowledge of human resources as well as leadership and/or educational system reform, ideally in the context of Security Sector Reform;
- 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.

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

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

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

- Ukrainian or Russian Language skills

<b>Position name:</b> Adviser on Civilian Security Sector Education	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 038	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/Leadership and Education Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser on Civilian Security Sector Education reports to the Head of Leadership and Education 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 identify and 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 relevant institution, security permitting;
- To maintain necessary contacts and build relationships with relevant international stakeholders and local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To facilitate study visits and exchanges of best practices for counterparts' representatives with similar relevant institutions from EU Member States;
- To support Ukrainian counterparts in the Civilian Security Sector (CSS) to develop education structures and curricula in line with European standards;
- To support the systematization of educational reform within the CSS, including the development of educational policies in line with the local institutions' needs and goals for modernisation;
- To be the Component's key interlocutor for Educational Institutions within the system of the Ministry of Interior of Ukraine with regard to CSS education reform and curricula;
- To liaise closely with staff from other Components as well as from Field Offices and the Mobile Unit in matters relating to CSS education.

### 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 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:**

- Ability to mentor, advise and motivate local counterparts;
- Experience in advising on/supporting systematising education reforms, ideally with regard to civilian security sector;
- Knowledge of CSS education systems in EU Member States.

**6. Desirable Qualifications and Experience:**

- Experience in working within or with the civilian security sector;
- Experience in change management;
- Experience in project management.
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Human Rights/Civil Society Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 044	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/ Strategic Reform Component/Cross-Cutting Unit	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to contributing Third States:</b> No

### 1. Reporting Line:

The Civil Society/Human Rights Adviser reports to the Head of Cross-Cutting 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 Law Enforcement Agencies and other Rule of Law stakeholders.

**6. Desirable Qualifications and Experience:**

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

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

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



<b>Position name:</b> Adviser on Communications and Information Systems	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 053	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/OAS Reform Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser on Communications and Information Systems reports to the Head of OAS and Reform 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 institutions such as Ministry of Interior, Economic Security Bureau of Ukraine, State Bureau of Investigations and other stakeholders in the field of Civil Security Reform through advice, mentoring and practical support activities.
- To be the key interlocutor with the relevant Civil Security Sector Reform stakeholders on all matter related to Information and Communications Systems;
- To develop policies in line with the local institutions on all matters related to Information and Communication Systems.

### 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:**

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and implementing training;
- Knowledge on the latest technical developments on the protection of critical communication network systems;
- Knowledge of applicable international standards with regard to Communications systems.

**6. Desirable Qualifications and Experience:**

- Project Management experience in the field of radio communications and other communications network systems;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Strategic Reform Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 055 UAO 056 (2 positions)	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP ASAP
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/OAS Reform Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Strategy Reform Adviser reports to the Head of OAS (Overarching Strategy) and Reform 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 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 support the development of the local Law Enforcement Agencies in the field of the Overarching Strategy to Reform the Ukrainian Law Enforcement Sector;
- To be the key interlocutor with all relevant stakeholders engaged with implementation of the Overarching Strategy Action Plan and to coordinate the required actions with the concerned stakeholders;
- To develop policies in line with the local Law Enforcement Agencies in all matters related to the Overarching Strategy.

### 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:**

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of Good Governance, Rule of Law and its wider implications to Security Sector Reform matters.

**6. Desirable Qualifications and Experience:**

- Knowledge of standard project management software systems;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Head of Cross-Cutting Unit	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 057	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/Cross-Cutting Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Cross-Cutting Unit reports to the Head of Strategic Reform 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 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 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 identify, manage and report the risks arising from specific processes/ systems/projects implemented;
- To advise, support and propose techniques and methods to improve the functioning of Law Enforcement Agencies to increase their efficiency, accountability, and public confidence;
- To support Ukrainian counterparts, notably Law Enforcement Agencies, on how to mainstream the Mission's cross-cutting priorities including good governance, human rights & gender into their work;
- To support the Mission in organising dialogue fora for key stakeholders in the civilian security sector, including civil society organizations.
- 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 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 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;
- Knowledge of mainstreaming cross-cutting measures such as human rights, gender equality, and civil society outreach into activities and projects.

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

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in working within or with the civilian security sector;
- Experience in liaising with civil society organizations;
- Experience in project management;
- Experience in conflict management, trust building and/or mediation.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Adviser on General Policing	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 063 UAO 065 (2 positions)	<b>Location:</b> Kyiv	<b>Availability:</b> 26 Oct 2024 06 Aug 2024
<b>Component/Department/Unit:</b> Operations /IBM and Law Enforcement Component/ Police Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Adviser on General Policing reports to the Head of Police 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;
- 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 the development of the local institution (primarily) NPU and NGU in the field of first line policing/law enforcement (direct contact with public) through activities such as advising, supporting, training, educating, and purchasing equipment needed for policing tasks;
- To be the key interlocutor with the NPU and NGU at operational and tactical level;
- 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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested customs, 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;
- Experience of designing and delivering training.

**6. Desirable Qualifications and Experience:**

- Knowledge of first line policing through functions such as uniformed patrolling, community policing, lesser complicated investigations, duty officer for law enforcement officers in the above mentioned types of policing;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.



<b>Position name:</b> Adviser on Organised Crime - Smuggling	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 087	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations /IBM and Law Enforcement Component/ IBM Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Adviser on Organised Crime - Smuggling reports to the Head of IBM (Integrated Border Management) 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;
- 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 the development of the local IBM institutions as State Customs Service and State Border Guard Service in the fields of criminal investigation, analysis, crime scene management through a bunch of activities;
- To be the key interlocutor with State Customs Service and State Border Guard Service related to criminal investigations;
- To advise on developing standard operating procedures and working instructions / manuals related to criminal 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 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested customs, 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;
- Experience of designing and delivering training;
- Knowledge of European Integrated Border Management Regulations, Procedures and related EC documents.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Prosecutorial Reform	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 094	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Rule of Law Component/ Prosecution/Judiciary Unit/ Prosecutorial Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 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 and Russian language skills.

<b>Position name:</b> Senior Adviser on Criminal Justice (Judiciary)	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 098	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/ Organised Crime and Criminal Justice Component/Criminal Justice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Criminal Justice (Judiciary) reports to the Head of Criminal Justice 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, development of training curricula for judges and judicial staff, as well as regarding 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 the area of criminal justice;
- Understanding of the Ukrainian judiciary in the field of criminal justice;
- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Prosecution (Organised Crime)	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 111	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/ Organised Crime and Criminal Justice Component/ Organised Crime Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of 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 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;
- Experience in prosecution in relation to organised crime and/or complex crime cases;
- Ability to engage with senior officials/ governmental level decision makers;
- Expertise in designing and delivering training.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge in drafting Organised Crime Policies/Strategies/Action Plans;
- Knowledge of drafting legislation related to strategic aspects of fighting Organised Crime;
- Ukrainian or Russian language skills.



<b>Position name:</b> Senior Adviser on Specialised Law Enforcement Agencies	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 121	<b>Location:</b> Kyiv	<b>Availability:</b> 21 September 2024
<b>Component/Department/Unit:</b> Operations/Organised Crime and Criminal Justice Component/Organized Crime Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Specialised Law Enforcement Agencies reports to the Head of 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 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 mentor, provide strategic advice and assistance to specialised Law Enforcement Agencies , such as the State Bureau of Investigation and the Bureau of Economic Security, in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders such as the OPG; This will include advice on good practices in internal and inter-agency coordination, management of specialised investigations, professional ethos, resource management and training;
- To provide awareness and advice to the leadership relating to the establishment of robust and effective internal investigations and discipline;
- To provide expertise to establish these Law Enforcement Agencies and strengthen their capabilities. This will include advice on legislation, policies, structure, operational organisation, independence, resource management;
- To support the specialised Law Enforcement Agencies in identifying appropriate equipment, the needed infrastructure and the need of specialised training to deliver their tasks effectively;
- To advise and support specialised Law Enforcement Agencies in implementing externally funded projects/initiatives in his/her field of expertise;
- To maintain necessary contacts and build relationships with relevant local counterparts.

### 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 and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge in drafting Crime Policies/Strategies/Action Plans.

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

- Experience of working with Justice and Home Affairs agencies in particular with EUROPOL, EUROJUST and INTERPOL;
- Experience of designing and delivering trainings;
- Experience in reforming / setting up Law Enforcement Agencies;
- Experience in project management, including planning, budgeting, implementation, and evaluation;
- Experience of international cooperation in combatting organised crime, financial crimes, and economic crimes;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Head of National Security Component	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 130	<b>Location:</b> Kyiv	<b>Availability:</b> 1 January 2025
<b>Component/Department/Unit:</b> Operations/National Security Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of National Security Component reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Component in the implementation of the Mission mandate as set out in the relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components 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 Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- 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 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 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.

**6. Desirable Qualifications and Experience:**

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

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

- Experience in the field of national security and relevant knowledge of the work of security and intelligence agencies.
- Understanding of Ukrainian law;
- Understanding and knowledge of Ukrainian challenges in the area of intelligence;
- Ukrainian or Russian language skills.

<b>Position name:</b> Deputy Head of Component/Senior Adviser on National Security	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 134	<b>Location:</b> Kyiv	<b>Availability:</b> 01 January 2025
<b>Component/Department/Unit:</b> Operations /National Security Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Component/Senior Adviser on National Security reports to the Head of National Security Component.

### 2. Main Tasks and Responsibilities:

- To support the Head of Component in leading, managing and coordinating the work and staff in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Head of Component;
- To contribute to the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- 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 Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To identify, manage and report the risks arising from the specific processes/ systems/projects implemented;
- 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 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 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

**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;
- Expertise in the field of national security and relevant knowledge of the work of security and intelligence agencies.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Organised Crime - Drugs	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 141	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Organised Crime and Criminal Justice Component/Organised Crime Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Organised Crime - Drugs reports to the Head of 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 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 the development of the Law Enforcement Agencies (LEA) in the field of combating drug related organised crime through mentoring and advising;
- To be the key interlocutor on strategic and operational level with LEAs combating organised crime and other key partners, such as MOIA and OPG;
- To promote specific Organised Crime concepts, which build Ukrainian institutional resilience, and conduct needs assessment at key beneficiaries, including: OPG, the National Police, Economic Security Bureau, State Bureau of Investigation and other dedicated LEAs, in Criminal Intelligence, Investigations and other Organised Crime related matters;
- To advise and support the development of strategic documents (policies, strategies and action plans) with OPG and LEAs taking part in combatting drug related organised crime;
- To advise and support the LEAs in inter-agency cooperation in combatting drug related organised crime;
- To advise on the Organised Crime strategy and National Drug strategy development;
- To advise on drafting and amending legislation related to practical aspects of countering drug related organised crime;
- To advise LEAs on the action/implementation plans including on activities combatting structured, hierarchical criminal organisations.

### 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 police or military equivalent education or training and 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 delivering training;
- Knowledge in drafting Organised Crime Policies/Strategies/Action Plans.
- Knowledge of drafting legislation related to strategic aspects of fighting Organised Crime.
- Knowledge of Intelligence-led Policing principles.

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

- Experience in fight against Organised Crime in particular in relation to Drugs/illicit substances in coordination with other LEA and the prosecution and the judiciary service (e.g. task forces);
- Experience of working with Justice and Home Affairs agencies in particular with EUROPOL, EUROJUST and INTERPOL Knowledge of EU Policy Cycle and its implementation.
- Experience in project management, including planning, budgeting, implementation and evaluation.
- Experience of international cooperation in combatting organised crime;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.



<b>Position name:</b> Head of Criminal Investigation Unit	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 142	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Organised Crime and Criminal Justice Component/Criminal Investigation Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Criminal Investigation Unit reports to the Head of Organised Crime and Criminal Justice 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 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 identify, manage and report the risks arising from specific processes/ systems/projects implemented;
- 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 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 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;
- Knowledge of criminal analysis process, forensic procedures, criminal investigation tactics;
- Knowledge of drafting legislation or providing comments related to practical aspects of fighting crime.

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

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in criminal investigations as senior investigating officer (SIO), including crime scene management;
- Experience in leading criminal investigations unit/department and in coordinating with other Law Enforcement Agencies, the prosecution and judiciary (e.g. task forces);
- Experience of working with JHA agencies in particular with EUROPOL, EUROJUST and INTERPOL;
- Experience working in joint investigating teams;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Defence and Fair Trial Rights	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 144	<b>Location:</b> Kyiv, Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/International Crimes Component/International Crimes Legal Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Defence and Fair Trial Rights reports to the Head of International Crimes Legal 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;
- 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 counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other advisers;
- To design and deliver training;
- To support the development of the local institutions primarily the Free Legal Aid Centres and the relevant bar associations in the field of upholding fair trial rights during criminal proceedings for international crimes cases through activities including advice, mentoring and training;
- To be the key interlocutor with the Free Legal Aid Centres and the relevant bar associations;
- To develop policies in line with the local institutions;
- To provide advice and training in order to build the capacity of defence counsel in upholding fair trial rights and guarantees of suspects and defendants during international crimes cases in Ukraine;
- To provide training to defence counsel on the application of international humanitarian law, international criminal law and international human rights law within the context of the armed conflict in 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 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;
- Experience of designing and delivering training;
- Knowledge of upholding the rights of suspects and defendants during complex criminal proceedings gained as defence counsel, or as a judge or through another relevant position;
- Knowledge of international humanitarian law, international criminal law and international human rights law;
- Legal drafting skills.

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

- Experience of representing suspects and defendants during international crimes proceedings within national jurisdictions and/or at the international level (from specialised courts/tribunals and/or from executive international mission);
- Experience in project management;
- International experience particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Adjudication of International Crimes	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 146	<b>Location:</b> Kyiv, Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/International Crimes Component/International Crimes Legal Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Adjudication of International Crimes reports to the Head of International Crimes Legal 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 the judiciary of Ukraine in the field of the adjudication of international crimes proceedings (war crimes, crimes against humanity, crime of genocide, crime of aggression) through activities that include giving advice, training and mentoring;
- To be the key interlocutor with the judiciary of Ukraine;
- To develop policies in line with the local institutions namely the judiciary of Ukraine.
- To enhance the capacity of Ukrainian judges to adjudicate international crimes proceedings in a manner that is effective, transparent and in accordance with fair trial and victim and witness 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 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 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;
- Experience of designing and delivering training;
- Knowledge of adjudicating international crimes proceedings as an investigative and/or trial judge within national or international jurisdictions;
- Knowledge of international humanitarian law and international criminal law;
- Legal drafting skills.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Adviser on Oversight	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 147	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations /National Security Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser Oversight reports to the Head of National Security 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 by advising and mentoring local counterparts on the strategic and operational level;
- 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, as appropriate
- To be the key interlocutor with the Ukrainian security and intelligence services and other relevant stakeholders in the field of oversight (including international interlocutors).
- To provide strategic advice to the relevant Ukrainian partners in the development of internal and external oversight mechanisms with a special focus on security and intelligence services;
- To raise awareness about the importance of internal and external intelligence oversight;
- To support of the implementation of the internal and external oversight mechanisms, including parliamentary control, through advice and hand-on support;
- To identify and advise on the capacity building and training opportunities on internal and external oversight for the security and intelligence services;
- To provide analysis and recommendations to the local counterpart in the area of responsibility.

### 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:**

- Understanding of practical implementation of good governance principles, concepts of accountability, integrity and rule of law;
- Knowledge of various aspects and best practices of effective internal and external oversight with the focus on parliamentary control;
- Ability to engage with senior officials/ governmental level decision makers;
- Experience of designing and delivering training.

**6. Desirable Qualifications and Experience:**

- Experience in international work/missions/projects to support reform of the security and intelligence services;
- Project management experience.

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

- Familiarity with the national security environment in the region;
- Russian or Ukrainian Language skills.



<b>Position name:</b> Senior Adviser on Prosecution of International Crimes	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 003 UAT 012	<b>Location:</b> Kyiv, Countrywide	<b>Availability:</b> ASAP ASAP
<b>Component/Department/Unit:</b> Operations/International Crimes Component/International Crimes Legal Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Prosecution of International Crimes reports to the Head of International Crimes Legal 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 counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other advisers;
- To design and deliver training;
- To support the development of the local institutions including the Office of the Prosecutor General of Ukraine as well as Ukrainian law enforcement institutions in the field of the investigation and prosecution of international crimes (war crimes, crimes against humanity, crime of aggression, and genocide) through activities including capacity building, advising, training and mentoring;
- To be a key interlocutor with the Office of the Prosecutor General of Ukraine as well as Ukrainian law enforcement institutions;
- To develop policies, standards and guidelines in line with the local institutions.
- To provide support by way of mentoring to investigators and prosecutors in the proper conduct of the investigation and prosecution of international crimes cases;
- To review Ukrainian draft laws and other legislation relevant to international criminal law and procedure, and to provide advice including on improving the compatibility of national legislation with the Rome Statute and to 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 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;
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Investigating, prosecuting, adjudicating or otherwise conducting complex criminal cases;
- Legal drafting skills;
- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of matters relating to the investigation and/or prosecution of international crimes.

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

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Digital Evidence Management	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 004	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/International Crimes Component/International Crimes Investigation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Digital Evidence Management reports to the Head of International Crimes Investigation 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;
- 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 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 advisers;
- To design and deliver training;
- To support the development of the local institution of Ukrainian investigative and prosecutorial bodies in the field of digital evidence management and open data research and analysis in international crimes investigations through activities that include advising, mentoring and training;
- To be a key interlocutor with the Ukrainian investigative and prosecutorial bodies;
- To develop policies in line with the local institutions including Ukrainian investigative and prosecutorial bodies.

### 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 of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g.

Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;

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

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge and experience of the police intelligence cycle and in police intelligence management;
- Knowledge of collection, development and dissemination of intelligence;
- Knowledge of the use of software and analytical tools during criminal investigations.

**6. Desirable Qualifications and Experience:**

- Experience in the research and analysis of open-source material (OSINT);
- Good knowledge of IT archiving systems and procedures;
- Extensive and progressive professional experience with intelligence issues and/or complex data;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on the Investigation of International Crimes	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 006	<b>Location:</b> Kyiv, Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/International Crimes Component/International Crimes Investigations Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on the Investigations of International Crimes 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 the local counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other advisers;
- To design and deliver training;
- 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.
- 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.

### 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 other) at the national or international level;
- 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 or Russian language skills.

<b>Position name:</b> Senior Adviser on Investigation of Trafficking in Human Beings	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 020	<b>Location:</b> Kyiv/Countrywide	<b>Availability</b> 13 December 2024
<b>Component/Department/Unit:</b> Operations/Organised Crime and Criminal Justice Component/ Organised Crime Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States: No</b>

### 1. Reporting Line:

The Senior Adviser on Investigation of Trafficking in Human Beings reports to the Head of 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 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 OPG, NPU, SBI and SSU] in the field of THB through activities proposing and co-ordinating joint initiatives to address the existing shortcomings, taking into consideration the programs and plans of other international organisations in the same geographical area Developing strategic materials for prosecutors, police and other senior and middle management law enforcement officers on investigation of THB as well as identifying trainers to conduct training sessions for law enforcement authorities; being responsible for mainstreaming anti-trafficking activities;
- To provide analysis and recommendation to the counterparts;
- To be the key interlocutor for MOIA, OPG, NPU and SBU. Acting as focal point for EU and international organisations dealing with anti-trafficking initiatives such as EUROPOL, CEPOL, IOM, ICMPD, UN and OSCE;
- To develop policies in line with MOIA, MOJ, OPG, PPO, NPU, SBU and SSU.

### 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;
- Experience of designing and delivering training;
- Expertise of the investigation and prevention of THB.

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

- Experience in a recognised law enforcement agency, either as a police officer or a policing expert, dealing with investigations on THB and/or any other THB-related issues;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.



<b>Position name:</b> Senior Adviser on Prosecutorial Reform (Financial)	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 022	<b>Location:</b> Kyiv, Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Organised Crime and Criminal Justice Component/Criminal Justice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

Senior Adviser on Prosecutorial Reform (Financial) reports to the Head of the Criminal Justice 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 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 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 or Russian language skills.

<b>Position name:</b> Senior Adviser on Criminal Analysis	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 024	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/International Crimes Component/International Crimes Investigation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Criminal Analysis reports to the Head of International Crimes Investigation 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;
- 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 counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other advisers;
- To design and deliver training;
- To support the development of the local institutions including [Ukrainian investigative and prosecutorial bodies] in the field of criminal analysis in the investigation of international crimes (war crimes, genocide, crimes against humanity, crime of aggression) through activities [that include advising, mentoring and training];
- To be the key interlocutor with the Ukrainian investigative and prosecutorial bodies conducting criminal analysis within international crimes investigations];
- To develop policies in line with the local institutions that enhance the performance and sustainability of Ukrainian counterparts in the conduct of criminal analysis within complex criminal investigations;
- To design and implement innovative strategic and solutions that enhance the capabilities of Ukrainian investigative and prosecutorial bodies in the field of criminal analysis.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within international criminal analysis activities;
- 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 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 delivering training;
- Knowledge of conducting criminal analysis within criminal investigations;
- Knowledge of research and analytical techniques;
- Knowledge and experience using analytical tools and software during criminal investigations;
- Knowledge of criminal intelligence and the handling of complex data.

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

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Legal Reform	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 028	<b>Location:</b> Kyiv	<b>Availability:</b> 25 October 2024
<b>Department/Component/Unit:</b> Operations/Organised Crime and Criminal Justice Component/ Criminal Justice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Legal Reform reports to the Head of Criminal Justice 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 of the Ministry of Justice and responsible Committees of the Verkhovna Rada in the field of legal reform and legislative drafting through providing advice in the form of legal opinions and expert discussions;
- To be the key interlocutor with the Verkhovna Rada and Ministry of Justice on legislative matters;
- To develop policies in line with the local institutions on legislative drafting.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices related to legal reform;
- To contribute and ensure timely reporting on legal reform 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. 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 legislative procedures and the EU acquis.

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in the following: parliamentary process; international law, procedural law, administrative law, criminal law, contract law and labour law;
- Experience in project management;
- Understanding of Ukrainian law.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on Witness Protection	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 031	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> 09 October 2024
<b>Department/Component/Unit:</b> Operations/Organised Crime and Criminal Justice Component/ Organised Crime Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within witness protection;
- 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 and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of managing witness protection programmes;
- Ability to engage with senior officials/ governmental level decision makers;
- Expertise of international cooperation in the field of witness protection and organised crime.

**6. Desirable Qualifications and Experience:**

- Experience from the national witness protection program of an EU Member State and of international cooperation in this area, including practical knowledge on EUROPOL and EU Member States platforms capabilities for witness protection.
- Experience in protection of witnesses of organised and serious crime, international crimes;
- Experience as witness protection professional at criminal courts/tribunals;
- Experience in project management.

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

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



<b>Position name:</b> Senior Adviser on Complex Crime Scene Analysis	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 035	<b>Location:</b> Kyiv, Countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Organised Crime and Criminal Justice Component/Criminal Investigation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Complex Crime Scenes reports to the Head of Criminal Investigation 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 within witness protection;
- 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, 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;
- Expertise from 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 crime scene management;
- 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, and UXO's).

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on OSINT (Open Source Intelligence)	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 036	<b>Location:</b> Kyiv/countrywide	<b>Availability</b> 01 October 2024
<b>Component/Department/Unit:</b> Operations/Organised Crime and Criminal Justice Component/Criminal Justice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on OSINT (Open Source Intelligence) reports to the Head of Criminal Investigation 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 advise how to establish and implement a monitoring system of the investigative/intelligence research actions and processes conducted by Ukrainian authorities in relation to organised and serious crime cases, to track the progress towards national objectives and provide accurate and timely information to guide national decisions;
- To advise on how to collate, analyse and develop intelligence from a variety of sources relating to Persons of Interest;
- 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 advise on the implementation of an action plan deriving from the National Organised Crimes Investigation/Prosecution Strategy;
- To be the key interlocutor with the OPG, PPO NPU, SBI, ESBU, SSU and other relevant LEAs.

### 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;
- Expertise in the field of serious and complex criminal investigations;
- Practical expertise in intelligence data research including open source;
- Sound understanding of intelligence processes, both tactical and strategic;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code and Criminal Code.

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

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

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Senior Adviser on OSINT (Open Source Intelligence)	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 039	<b>Location:</b> Kyiv, Countrywide	<b>Availability</b> ASAP
<b>Component/Department/Unit:</b> Operations/International Crime Component/International Crime Investigation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 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 counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other advisers;
- To design and deliver training and curricula;
- To support the development of the local institutions including Ukrainian prosecutorial and law enforcement bodies in the field of [the collection and analysis of OSINT within international crimes investigations through activities that include advising, mentoring, capacity building and training;
- To be the key interlocutor with the Ukrainian prosecutorial and law enforcement bodies that collect and analyse OSINT within international crimes investigations;
- To develop policies in line with the local institutions;
- 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, and on how to best collect, handle and use this information within 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 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:**

- Practical experience in intelligence data research including open source;
- Comprehensive knowledge of research and analytical tools, software and techniques;
- 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;
- 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 or Russian language skills.

## SECONDED/CONTRACTED

<b>Position name:</b> Mission Security Officer	<b>Employment regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> LVD 002	<b>Location:</b> Lviv	<b>Availability:</b> 04 November 2024
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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 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 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;
- 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:**

- Security studies, security and defence studies; international security studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of CPCC Mission Security Officer Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Highly resilient under mental pressure.

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

- Ukrainian or Russian language skills.



<b>Position name:</b> Mission Security Officer – Field Security Instructor	<b>Employment regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. number:</b> UAD 005	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/ Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer – Field Security Instructor reports to the Senior Mission Security Officer (SMSO).

### 2. Main Tasks and Responsibilities:

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 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 ensure that the Mission’s security training policy is kept updated, and to provide recommendations for its improvement;
- To conduct Mission security training activities in line with relevant internal and external training curricula;
- To develop and organise specialised security-related trainings;
- To conduct regular security drills, communication tests and evacuation exercises;
- To work in close cooperation with the Mission Support Department on matters related to security trainings and procurement of security related equipment and services;
- To be responsible for security-training related contract management, financial expenditure, tender preparations and evaluations;
- To assess the security situation and to provide comprehensive reports to the SMSO on all incidents potentially affecting mission members;
- To elaborate in-depth planning and execution of security operations;
- To conduct the roles and responsibilities of a Mission Security Officer as appropriate;
- To ensure security surveys of Mission member’s personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To provide briefings and presentations on matters affecting the security and safety of Mission members, and to ensure all staff is properly prepared for emergencies;
- To liaise and co-operate closely with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high-risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience in security training (out of which preferably a minimum of 2 years relevant experience of International Field Security and/or Security management), after having fulfilled the education requirements.

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

- Planning, coordination, and time-management skills;
- Knowledge of pedagogical methods for adult learning;
- Analytical skills;
- C or C1 Driving license.

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

- Studies in relevant field (adult learning, pedagogical studies, security/defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of CPCC Mission Security Officer Course or equivalent;
- Highly resilient under mental pressure.

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

- Knowledge of the Mission area and local security threats;
- Ukrainian or Russian Language skills.

<b>Position name:</b> Mission Security Officer	<b>Employment regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> UAD 017	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer – Fire Safety reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

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 undertake duties on fire safety, civil protection and CBRN;
- 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 work in close cooperation with the Mission Support Department in matters related to the procurement of security/safety 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/safety training requirements;
- To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
- To ensure all security/safety and communications equipment is operational and ready to use;
- To conduct regular security/safety drills, communication tests and evacuation exercises;
- To ensure mission's compliance with fire safety/civil protection regulations;
- To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies, especially related to fire safety/civil protection/CBRN;
- To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security/safety 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 in the area of fire safety, firefighting, civil protection, or rescue services or related field, after having fulfilled the education requirements.

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

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

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

- Studies in fire safety, firefighting, civil protection, rescue services or other related studies;
- Successful completion of CPCC Mission Security Officer Certification Course or equivalent;
- Ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under mental pressure;
- C or C1 Driving license.

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

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

<b>Position name:</b> Mission Security Officer	<b>Employment regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> UAD 018	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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 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;
- As the main user of Security and Duty of Care Department, to ensure that Geographical Information Systems (GIS) in use by are updated and at constant operational readiness;
- To develop GISs used by Security and Duty of Care Department, to deliver trainings and to ensure adequate knowledge/information management within department;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- 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;
- 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:**

- Proven skills on using/developing Geographical Information Systems (GIS);
- Certificate on GIS competency;
- Planning, and time-management skills;
- Analytical skills;
- C or C1 Driving license.

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

- Security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies;
- Successful completion of CPCC Mission Security Officer Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Highly resilient under mental pressure.

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

- Ukrainian or Russian language skills.

<b>Position name:</b> Mission Security Analyst	<b>Employment regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Assistant Level (MSAL)
<b>Ref. number:</b> UAD 019	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Mission Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to analyse all relevant information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers, and other reports as required;
- To produce long-term assessments and forecasts of the security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations;
- To conduct risk analysis and threat assessments on security developments for persons and assets;
- To provide briefings to new Mission members on the security situation and ensure all members are prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances;
- To deputise in the absence of the Information Security Officer, as required;
- To perform security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and ensure that all necessary actions are taken, particularly in emergency cases;
- To provide timely, precise and accurate reports and analyses;
- Support and provide direction to Security Operations Room for monitoring security environment.

### 3. Mission Specific 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).

### **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:**

- Knowledge of the Mission area and the contemporary security threats;
- Ukrainian or Russian Language skills (minimum level B1/B2);
- Ability to contribute to the development of security policies and procedures.

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

- Security studies, security and defence studies, international security studies, peace and conflict studies, political sciences, intelligence or other related studies;
- Successful completion of CPCC Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Highly resilient under mental pressure;
- Civilian driving license class C/C1.

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

- Ability to use GIS – software
- Presentations skills (preparing and delivering presentations);
- Ukrainian or Russian language skills.



<b>Position name:</b> Adviser on Communications and Information Systems	<b>Employment regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSLM)
<b>Ref. number:</b> UAO 051	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/OAS Reform Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser on Communications and Information Systems reports to the Head of OAS and Reform 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 Ministry of Interior, Economic Security Bureau, State Bureau of Investigations, Security Service of Ukraine and other stakeholders on the area of Civil Security Sector Reform in the field of digitalization and information systems through advice, mentoring and practical support activities [insert as appropriate];
- To be the key interlocutor with the local stakeholders in the field of Civil Security Sector Reform;
- To develop policies in line with the local Civil Security Sector institutions on all matters related to Information and Communications Systems.

### 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:**

- Expertise of designing and implementing training for Information and Communications Systems;
- Project management experience in the field of radio communications and other communications network systems;
- Knowledge on the latest technical developments on the protection of critical communication network systems;
- Knowledge of applicable international standards with regard to Communications systems.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian or Russian language skills.