

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

| <b>EU Advisory Mission for Civilian Security Sector Reform Ukraine<br/>(EUAM Ukraine)<br/>3-2024 Call for Contributions<br/>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/<br/>vacancy notice:</b>  | <b>Ref.:</b>                | <b>Name of the post:</b>                                       | <b>Location:</b>     | <b>Availability:</b> |
|   | <b><u>Seconded (62)</u></b> |  |                      |                      |
|   | UAC 003                     | Executive Officer to the Deputy Head of Mission                | Kyiv                 | ASAP                 |
|   | UAC 005                     | MAC Analyst  | Kyiv                 | 04 Mar 2025          |
|   | UAC 008                     | Gender Adviser   | Kyiv                 | ASAP                 |
|   | UAC 026                     | Senior Adviser on EU Integration                               | Kyiv                 | ASAP                 |
|   | UAC 032                     | Planning and Evaluation Officer                                | Kyiv                 | ASAP                 |
|   | UAC 035                     | Reporting Officer  | Kyiv                 | ASAP                 |
|   | UAC 038                     | Planning and Reporting Officer                                 | Kyiv                 | ASAP                 |
|   | UAC 043                     | Project Management Officer                                     | Kyiv                 | ASAP                 |
|   | UAC 051                     | Press and Public Information Officer                           | Kyiv                 | ASAP                 |
|   | UAC 053                     | Strategic Communication Adviser                                | Kyiv                 | ASAP                 |
|   | UAM 001                     | Head of Mobile Unit  | Kyiv/<br>Countrywide | 01 Mar 2025          |
|   | UAM 004                     | Senior Adviser in Good Governance / Human Resources Management | Kyiv/<br>Countrywide | ASAP                 |
|   | UAO 002                     | Deputy Head of Operations                                      | Kyiv                 | 27 Apr 2025          |
|   | UAO 030                     | Head of Strategic Reform Component                             | Kyiv                 | 04 Nov 2024          |
|   | UAO 031                     | Head of Leadership and Education Unit                          | Kyiv                 | ASAP                 |
|   | UAO 037                     | Adviser on Strategic Leadership Education/Training             | Kyiv                 | ASAP                 |
|   | UAO 038                     | Adviser on Civilian Security Sector Education                  | Kyiv                 | ASAP                 |
|   | UAO 041                     | Adviser on Public Outreach                                     | Kyiv                 | 15 Nov 2024          |

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|--|---|----------------------|---|
| UAO 042  | Social Cohesion/Mediation Adviser                                   | Kyiv                 | 01 Jan 2025   |
| UAO 053  | Adviser on Communication and Information Systems                    | Kyiv                 | ASAP  |
| UAO 054  | Data Protection/GDPR Adviser  | Kyiv                 | ASAP  |
| UAO 055,<br>UAO 056  | Strategic Reform Adviser (2 positions)                              | Kyiv                 | ASAP  |
| UAO 057  | Head of Cross Cutting Unit  | Kyiv                 | ASAP  |
| UAO 076  | Adviser on Stability Policing                                       | Kyiv                 | ASAP  |
| UAO 077  | Senior Police Adviser   | Kyiv                 | ASAP  |
| UAO 084  | Strategic Customs Adviser   | Kyiv                 | ASAP  |
| UAO 085  | Adviser on IBM Quality Management                                   | Kyiv                 | ASAP  |
| UAO 086  | IBM Coordination Adviser  | Kyiv                 | ASAP  |
| UAO 087  | Adviser on Organised Crime - Smuggling                              | Kyiv                 | ASAP  |
| UAO 093  | Senior Adviser on Prosecutorial Reform                              | Kyiv                 | ASAP  |
| UAO 094  | Senior Adviser on Transitional Justice                              | Kyiv                 | ASAP  |
| UAO 098  | Senior Adviser on Criminal Justice (Judiciary)                      | Kyiv                 | ASAP  |
| UAO 100  | Head of Organised Crime Unit  | Kyiv                 | 01 Feb 2025   |
| UAO 111  | Senior Adviser on Prosecution (organised crime)                     | Kyiv                 | ASAP  |
| UAO 134  | Deputy Head of Component/ Senior Adviser on National Security       | Kyiv                 | 01 Jan 2025   |
| UAO 140  | Senior Adviser on Organised Crime                                   | Kyiv                 | ASAP  |
| UAO 141  | Senior Adviser on Organised Crime – Drugs                           | Kyiv                 | ASAP  |
| UAO 143  | Senior Adviser on Environmental Crimes                              | Kyiv/<br>Countrywide | ASAP  |
| UAO 144,<br>UAO 145  | Senior Adviser on Defence and Fair Trial Rights (2 Positions)       | Kyiv/<br>Countrywide | ASAP  |
| UAO 147  | Adviser on Oversight  | Kyiv                 | ASAP  |
| UAO 148  | Adviser on Hybrid Threats   | Kyiv                 | ASAP  |
| UAO 149  | Adviser on National Security  | Kyiv                 | ASAP  |
| LVO 003  | Senior Adviser on Organised Crime                                   | Lviv                 | 13 Dec 2024   |
| LVO 008  | Senior Adviser on General Policing                                  | Lviv                 | 13 Mar 2025   |
| ODC 001  | Planning and Reporting Officer                                      | Odesa                | ASAP  |
| ODO 012  | Head of Maritime / IBM Unit   | Odesa                | ASAP  |
| ODO 013  | Senior Maritime / IBM Adviser                                       | Odesa                | ASAP  |
| UAT 003<br>UAT 011<br>UAT 012<br>UAT 013<br>UAT 016<br>UAT 018 | Senior Adviser on Prosecution of International Crimes (6 Positions) | Kyiv/<br>Countrywide | ASAP<br>01 Mar 2025<br>ASAP<br>01 Jun 2025<br>ASAP<br>05 Mar 2025 |

|   |  |   |                      |             |
|---|--|---|----------------------|-------------|
|   | UAT 004,<br>UAT 039  | Senior Adviser on Open-Source Intelligence (OSINT)<br>(2 positions) | Kyiv/<br>Countrywide | ASAP        |
|   | UAT 020  | Senior Adviser on Investigation of Trafficking in Human Beings      | Kyiv                 | 26 Oct 2024 |
|   | UAT 022  | Senior Adviser on Prosecution Reform (Financial)                    | Kyiv/<br>Countrywide | ASAP        |
|   | UAT 026  | Senior Adviser on Criminal Investigation Analysis                   | Kyiv                 | ASAP        |
|   | UAT 031  | Senior Adviser on Witness Protection                                | Kyiv                 | ASAP        |
|   | UAT 033  | Senior Adviser on Complex Crime Scene Analysis                      | Kyiv                 | ASAP        |
|   | <b><u>Seconded/Contracted (1)</u></b>  |   |                      |             |
|   | UAC 044  | Project Management Officer  | Kyiv                 | ASAP        |
| <b>Deadline for applications:</b>         | <b>Monday, 11 November 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><br/> <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><br/> <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 style="text-align: center;"><b>Mr Zsolt FEJES</b><br/> <a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a></p>  |   |                      |             |

### **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 is 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**

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| <b>Position Name:</b><br>Executive Officer to the Deputy Head of Mission | <b>Employment Regime:</b><br>Seconded      |  |
| <b>Ref. Number:</b><br>UAC 003   | <b>Location:</b><br>Kyiv                   | <b>Availability:</b><br>ASAP                 |
| <b>Department/Component/Unit:</b><br>Head of Mission Office              | <b>Security Clearance Level:</b> EU SECRET | <b>Open to Contributing Third States:</b> No |

**1. Reporting Line:**

The Executive Officer to the Deputy Head of Mission reports to the Deputy Head of Mission (DHoM) and is administratively line managed by the Chief of Staff (CoS).

**2. Main Tasks and Responsibilities:**

- To support the management of the Deputy Head of Mission office;
- To ensure close cooperation with the Deputy Head of Mission office and/or other Mission members, drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
- To coordinate and liaise with relevant Mission components as required;
- To serve as the main point of contact for DHoM for necessary coordination and following up with EUAM senior staff, EEAS, other CSDP Missions, other international organisations and diplomatic Missions;
- To review documents, reports, and letters prepared for signature by DHoM in order to ensure quality and accuracy in substance;
- To draft speeches, key messages, talking points, background briefings, papers, and minutes from meetings;
- To liaise with local authorities, international partners, non-governmental organisations, and other external counterparts on behalf of DHoM;
- To replace the HoM's and CoS's Executive Officers, whenever required;
- To ensure follow-up within the Mission of any decisions taken by the DHoM and help facilitate the flow of information through maintaining contacts with all Components/Departments and Offices.

**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:**

- Political judgement and diplomatic skills;
- Personal skills (discretion, confidentiality, problem solving, flexibility, time management);
- Ability to build effective working relationships;
- Administrative skills (office management, event planning, project management).

**6. Desirable Qualifications and Experience:**

- Experience with protocol;
- Working experience in an assisting and advisory capacity to senior management.

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

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Mission Analytical Capability (MAC) Analyst | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>UAC 005                                       | <b>Location:</b><br>Kyiv                      | <b>Availability:</b><br>04 March 2025        |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office           | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

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

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

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

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

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

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

- Good understanding of the political, cultural, historical and security situation of the region where the Mission operates;
- Ukrainian and/or Russian language skills.

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| <b>Position name:</b><br>Gender Adviser                      | <b>Employment regime:</b><br>Seconded                           |   |
| <b>Ref. number:</b><br>UAC 008                               | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>ASAP                  |
| <b>Component/ Department /Unit:</b><br>Chief of Staff Office | <b>Security Clearance Level:</b><br>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(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 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 and/or Russian language skills.

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| <b>Position Name:</b><br>Senior Adviser on EU Integration  | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>UAC 026   | <b>Location:</b><br>Kyiv                      | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/Political, Analysis and Coordination Division | <b>Security Clearance Level:</b><br>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 the Operations Department.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan, by advising and mentoring Mission members on the aspects related to Ukraine's EU accession process;
- To provide analysis and recommendations to the Mission advisers and Senior Mission Management in the relevant subject matter areas and liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the Operations Department on delivering advice on the development of the EUAM's Ukraine's national counterparts in the harmonisation of relevant domestic legislation with the EU Acquis;
- In cooperation with relevant Mission colleagues to liaise with the Delegation of the EU to Ukraine (EUDEL) and DG NEAR on EU integration issues
- 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:**

- 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 and/or Russian language skills.



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| <b>Position name:</b><br>Planning and Evaluation Officer   | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAC 032   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/ Planning,<br>Reporting and Evaluation Division/<br>Planning Office | <b>Security Clearance Level:</b><br>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 participate in 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 in line with CPCC instructions;
- 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 and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the 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.

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

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

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| <b>Position Name:</b><br>Reporting Officer   | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAC 035   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Department/Component/Unit:</b><br>Chief of Staff Office/ Planning,<br>Reporting and Evaluation Division | <b>Security Clearance Level:</b> EU<br>CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

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

- Drafting and editing skills;
- Communication and presentation skills;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience:**

- *N/A*

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

- *N/A*

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|--|---|--|
| <b>Position name:</b><br>Planning and Reporting Officer  | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAC 038   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/Planning,<br>Reporting and Evaluation<br>Division | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing<br/>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 Reporting Officer will be working closely and directly with 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 and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

**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.

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

- N/A

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| <b>Position name:</b><br>Project Management Officer              | <b>Employment regime:</b><br>Seconded               |   |
| <b>Ref. number:</b><br>UAC 043                                   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                  |
| <b>Component/Department/Unit:</b><br>Chief of Staff/Project Cell | <b>Security Clearance Level:</b><br>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.



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| <b>Position Name:</b><br>Press and Public Information Officer                                    | <b>Employment Regime:</b><br>Seconded                              |  |
| <b>Ref. Number:</b><br>UAC 051   | <b>Location:</b><br>Kyiv   | <b>Availability:</b><br>ASAP                 |
| <b>Department/Component/Unit:</b><br>Chief of Staff Office/Press and Public Information Division | <b>Level of Security Clearance:</b><br>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 contribute to the implementation of the Mission Strategic Communications Plan;
- 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;
- 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;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state.

### 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 in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or 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.

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

- Knowledge of the Ukrainian media environment.
- Knowledge of Russian or/and Ukrainian language.

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| <b>Position name:</b><br>Strategic Communications Adviser   | <b>Employment regime:</b><br>Seconded                                     |  |
| <b>Ref. number:</b><br>UAC 053  | <b>Location:</b><br>Kyiv  | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/<br>Press and Public Information<br>Division | <b>Level of Security<br/>Clearance:</b><br>EU RESTRICTED or<br>equivalent | <b>Open to Contributing<br/>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/leadership level;
- Ability to mentor and motivate local counterparts.

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

- Experience in planning and delivering training;
- Experience in project management.

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

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Head of Mobile Unit                           | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>UAM 001   | <b>Location:</b><br>Kyiv/Countrywide          | <b>Availability:</b><br>01 March 2025        |
| <b>Department/Component/Unit:</b><br>Operations Department/Mobile Unit | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Head of Mobile Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Mobile Unit in accordance with the Mission Implementation Plan and relevant planning documents;
- To coordinate and contribute to the development and updating of the Mission Implementation Plan by identifying the Mobile Unit operational requirements;
- To ensure Mobile Unit Mission members are periodically updated about and contribute to the Mission mandate implementation progress;
- To coordinate the Mobile Unit contribution to the Mission internal and external reporting;
- To assess the consistency and sustainability of Mission operational activities in accordance with the Mission Operation Plan and provide recommendations for the improvement of Mission performance;
- To act as Mission focal point and direct counterpart to relevant Ukrainian authorities and civil society organisations in the assigned region according to EUAM HQ direction;
- To plan regular deployments to the Liberated and Adjacent Territories (LAT) and to coordinate all activities to be carried out in the LAT with the components of the Operations Department based in Kyiv and with the two field offices;
- To ensure close coordination with other Mission operational, horizontal advising and support functions;
- To coordinate the Mission Support related aspects of the Mobile Unit, under the guidance of the Head of Mission Support;
- To lead, coordinate and contribute to the Mobile Unit work with local authorities, and local EU/international actors in cooperation with the components of the Operations Department and with the Head of Operations;
- To ensure that Mobile Unit staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- 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 of 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 and to plan operational deployments;
- Ability to fully understand the security imperatives in the Liberated and Adjacent Territories of Ukraine and to work within parameters established by mission security;
- 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:**

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Senior Adviser on Good Governance / Human Resources Management | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>UAM 004  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability:</b><br>ASAP                  |
| <b>Department/Component/Unit:</b><br>Operations Department /Mobile Unit                 | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> Yes |

### 1. Reporting Line:

The Senior Adviser on Good Governance/Human Resources Management reports to the Head of the Mobile Unit.

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank, AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.



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| <b>Position Name:</b><br>Deputy Head of Operations        | <b>Employment Regime:</b><br>Seconded            |  |
| <b>Ref. Number:</b><br>UAO 002                            | <b>Location:</b><br>Kyiv                         | <b>Availability:</b><br>27 April 2025        |
| <b>Division/Department/Unit:</b><br>Operations Department | <b>Level of Security Clearance:</b><br>EU SECRET | <b>Open to contributing third States:</b> No |

### 1. Reporting Line:

The Deputy Head of Operations reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To support the Head of Operations in the implementation of Mission operational components and activities incl. Field Offices, units and teams, ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To deputise in the absence of the Head of Operations;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- 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;
- Proactively 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; AND
- A minimum of 10 years of relevant experience, after having fulfilled the education requirements, out of which minimum 5 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;
- Understanding of peace stabilisation mechanisms and conflict prevention.

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

- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational consideration;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Ukrainian or/and Russian Language skills.

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| <b>Position Name:</b><br>Head of Strategic Reform<br>Component                | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAO 030  | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>04 November 2024         |
| <b>Component/Department/Unit:</b><br>Operations/Strategic Reform<br>Component | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing<br/>Third States:</b> No |

### 1. Reporting Line:

The Head of Strategic Reform 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 OPLAN and 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 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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 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.

**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:**

- *N/A*

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| <b>Position name:</b><br>Head of Leadership and Education Unit   | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAO 031   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/Strategic Reform Component/Leadership and Education Unit | <b>Security Clearance Level:</b><br>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 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 Leadership and Education Unit to ensure it delivers on Mission's 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 Mission Components, relevant operational units and horizontal advisers 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 support Ukrainian counterparts in the Civilian Security Sector (CSS) in the reform process in the area of education, leadership development and human resources management in line with EU standards through strategic advise and practical support,;
- To act as the Mission's key focal point and direct interlocutor to the relevant Ukrainian authorities and counterparts on strategic human resources management, leadership development and educational reform process within the CSS;
- 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 closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of 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 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:**

- Ability to exercise collaborative, sound and effective leadership;
- Knowledge of human resources management as well as leadership and educational system reform, ideally in the context of CSS;
- Ability to communicate and engage with senior officials and governmental decision makers.
- Ability to establish, plan, and review priorities;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team.

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

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

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

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

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| <b>Position Name:</b><br>Adviser on Strategic Leadership Education/Training                              | <b>Employment Regime:</b><br>Seconded            |  |
| <b>Ref. Number:</b><br>UAO 037   | <b>Location:</b><br>Kyiv                         | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>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 Strategic Leadership Education/Training 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 counterparts 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 counterparts in the area of responsibility;
- To be embedded within a local relevant institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- 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 support the systematization of leadership educational programs within the CSS, including the development of related policies in line with the local institutions' needs and goals for modernisation and EU standards;
- To be the Mission's interlocutor with the relevant CSS beneficiaries on leadership education matters;
- To liaise closely with other horizontal advisers and staff from other Components as well as from Field Offices and the Mobile Unit in matters relating to Leadership education in the CSS;
- To facilitate study visits and exchanges of best practices for counterparts' representatives with similar relevant institutions from EU Member States.

### 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;
- Knowledge of CSS leadership education systems in EU Member States;
- Knowledge of advising on/supporting leadership development programs according to the international and EU standards, ideally with regard to the CSS;
- Knowledge on designing training programs and curriculum development and plan, organise and deliver trainings.

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

- Experience in communicating and engaging with senior officials and governmental decision makers;
- International experience, particularly in crisis areas with multinational and international organisations.

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

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



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| <b>Position Name:</b><br>Adviser on Civilian Security Sector Education                                   | <b>Employment Regime:</b><br>Seconded            |  |
| <b>Ref. Number:</b><br>UAO 038   | <b>Location:</b><br>Kyiv                         | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>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 counterparts 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 counterparts in the area of responsibility;
- To be embedded within a local relevant institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- 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 and EU standards;
- To be the Mission's 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 other horizontal advisers and 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(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;
- Knowledge of CSS education systems in EU Member States;
- Experience in advising on/supporting education reforms, ideally with regard to the CSS;
- Knowledge on designing training programs and curriculum development and plan, organise and deliver trainings.

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

- Experience in communicating and engaging with senior officials and governmental decision makers;
- International experience, particularly in crisis areas with multinational and international organisations.

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

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

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| <b>Position Name:</b><br>Senior Adviser on Public Outreach   | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>UAO 041   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>15 November 2024      |
| <b>Department/Component/Unit:</b><br>Operations Department/Strategic Reform Component/Cross Cutting Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> Yes |

### 1. Reporting Line:

The Senior Adviser on Public Outreach 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 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 areas of state-non-state partnerships and dialogue for community safety (offline and online), and decentralised/deconcentrated CSS reform;
- To develop and implement approaches and methodologies in the fields of (1) state-non-state partnerships and dialogue for community safety (offline and online), and (2) decentralised/deconcentrated CSS reform in the Liberated and Adjacent Territories of Ukraine;
- To be embedded within a local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts such as Ministry of Internal Affairs (MoIA), National Police of Ukraine (NPU), Regional Military Administrations (RMA), Local Self-Governments (LSG), and Civil Society Organisations (CSOs), incl. women organisations;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To develop the capacities of state agencies in methodologies of state-non-state partnerships and dialogue for community safety (offline and online), and decentralised/deconcentrated CSS reform (capacity assessment, training, curriculum development, coaching etc.);
- To visit regularly the Liberated and Adjacent Territories of Ukraine, to maintain and create new partnerships with relevant local state and non-state organisations, and to analyse the situation on the ground;
- To be the key interlocutor in the forementioned fields with international and local counterparts such as the EEAS, UNDP, NPU, RMA, LSG, and CSOs, incl. women organisations;
- To develop evidence-based policies with local institutions such as MoIA and NPU.

### 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, advise and motivate local counterparts;
- Knowledge of establishing and maintaining relationships with key stakeholders within civil society, local and national government, preferably with law enforcement agencies;
- Expertise in designing and delivering training, including capacity assessment and curriculum development;
- Expertise in designing and implementing strategies for fostering partnerships between state and non state actors, facilitating dialogue, and reforms.

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

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

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

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Social Cohesion/Mediation<br>Adviser                                     | <b>Employment Regime:</b><br>Seconded                      |   |
| <b>Ref. Number:</b><br>UAO 042  | <b>Location:</b><br>Kyiv                                   | <b>Availability:</b><br>1 January 2025            |
| <b>Department/Component/Unit:</b><br>Operations/Strategic Reform<br>Component/ Cross Cutting Unit | <b>Level of Security<br/>Clearance:</b><br>EU CONFIDENTIAL | <b>Open to Contributing<br/>Third States:</b> Yes |

### 1. Reporting Line:

The Social Cohesion/Mediation 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;
- 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 areas of social cohesion, conflict management, reintegration, peacebuilding and/or mediation;
- To be embedded within a 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 such as the National Police of Ukraine (NPU), Regional Military Administrations (RMA), Local Self Governments (LSG), CSOs and the Ukrainian expert community in conflict management and dialogue;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To develop and implement approaches and methodologies in the fields of social cohesion, conflict management, reintegration, peacebuilding and/or mediation in the Liberated and Adjacent Territories of Ukraine;
- To co-develop approaches, methodologies with local counterparts such as the National Police of Ukraine (NPU), Regional Military Administrations (RMA), Local Self-Governments (LSG), CSOs and the Ukrainian expert community in conflict management and dialogue;
- To develop the capacities of state agencies in methodologies of social cohesion, conflict management, reintegration, peacebuilding and/or mediation (capacity assessment, training, curriculum development, coaching etc.);
- To visit regularly the Liberated and Adjacent Territories of Ukraine, to maintain and create new partnerships with relevant local state and non-state organisations, and to analyse the situation on the ground;
- To provide support with respect to mission work in the Liberated and Adjacent Territories, particularly in the areas of conflict resolution, mediation and aspects of transitional justice;
- To be the key interlocutor in the forementioned fields with international and local counterparts such as the EEAS, UNDP, NPU, RMA, LSG, CSOs and the Ukrainian expert community in conflict management and dialogue.

### **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;
- Expertise of designing and delivering training, including capacity assessment and curriculum development;
- Expertise in the the fields of social cohesion, conflict management, reintegration, peacebuilding or mediation in crisis-affected and fragile environments;
- Expertise in developing methodologies in the fields above with national partners such as government agencies, CSOs and academia.

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

- Experience in leading or guiding discussions to manage conflicts or mediate in communities with high social tensions;
- Understanding of national or local reintegration strategies in conflict zones, including how dialogues used in transitional justice efforts.

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

- Ukrainian and/or Russian language skills.

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| <b>Position name:</b><br>Adviser on Communications and Information Systems                 | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAO 053   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/Strategic Reform Component/OAS Reform Unit | <b>Security Clearance Level:</b><br>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 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 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;
- Expertise of designing and implementing training;
- 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:**

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



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| <b>Position Name:</b><br>Data Protection/GDPR Adviser   | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAO 054  | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/Strategic Reform<br>Component/OAS Reform Unit | <b>Security Clearance Level:</b> EU<br>CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Data Protection/GDPR Adviser 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 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 civilian security sector actors (CSS) in the field of data protection through strategic advice and practical support, such as developing and implementing training;
- To be the key interlocutor with the Mission's CSS partners with regard to matters relating to data protection/GDPR;
- To develop policies in line with the local CSS institutions.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on digital transformation related aspects;
- To contribute and ensure timely reporting on digital transformation related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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;
- Proven knowledge of data protection and GDPR issues;
- Expertise of designing and delivering training;
- Expertise of designing policies and procedures.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Strategy Reform Adviser  | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>UAO 055<br>UAO 056   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                  |
| <b>Component/Department/Unit:</b><br>Operations/Strategic Reform<br>Component/OAS Reform Unit | <b>Security Clearance Level:</b> EU<br>CONFIDENTIAL | <b>Open to Contributing Third States:</b> Yes |

### 1. Reporting Line:

The Strategy Reform Adviser 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 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.
- 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.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on digital transformation related aspects;
- To contribute and ensure timely reporting on digital transformation related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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;
- Expertise of designing and delivering training;
- Knowledge of strategic matters relevant to Security Sector Reform matters;
- Knowledge of standard project management software systems to coordinate the reform activities under the Overarching Strategy Action Plan.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Head of Cross-Cutting Unit  | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAO 057   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Department/Component/Unit:</b><br>Operations/Strategic Reform<br>Component/Cross-Cutting Unit | <b>Security Clearance Level:</b><br>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 Cross-Cutting Unit to ensure it delivers on Mission mandate within its fields of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission, in particular regarding (1) multi-stakeholder dialogue, (2) conflict management for community safety (peacebuilding and reintegration) in the Liberated and Adjacent Territories (LAT), (3) gender, and (4) human rights;
- To ensure timely reporting on activities within the fields 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 cross-cutting fields of conflict management for community safety (peacebuilding and reintegration), multi-stakeholder dialogue, gender and human rights;
- To act as the representative of the Unit with external national and international interlocutors such as EEAS, EU Delegation, UNDP, Ministry of Internal Affairs, National Police of Ukraine and CSOs;
- To support Ukrainian counterparts, notably Law Enforcement Agencies, on how to mainstream the Mission's cross-cutting priorities including human rights, gender, conflict management for community safety (peacebuilding and reintegration) in the Liberated and Adjacent Territories, and multi-stakeholder dialogue into their work;
- To support the mission's work in the Liberated and Adjacent Territories, particularly in the areas of conflict management, mediation and aspects of transitional justice;
- To support the Mission in organising dialogue fora for key stakeholders in the civilian security sector, including civil society organizations;
- 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 mainstreaming cross-cutting measures such as human rights, gender equality, multi-stakeholder dialogue, peacebuilding and civil society outreach into activities and projects.

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

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

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

- Knowledge of the political, cultural and security situation of the mission area and/or other areas within the same geopolitical region;
- Experience in policy development and implementation of tools for transitional justice;
- Ukrainian and/or Russian language skills.

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|--|---|---|
| <b>Position Name:</b><br>Adviser on Stability Policing   | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>UAO 076   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                          |
| <b>Department/Component/Unit:</b><br>Operations/IBM and Law<br>Enforcement Component/ Police<br>Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to<br/>Contributing Third<br/>States:</b> Yes |

### 1. Reporting Line:

The Adviser on Stability 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 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 institutions – primarily Law Enforcement Agencies in the field of stability policing through training and advising activities
- To be the key interlocutor with the local and regional Ukrainian partners;
- To develop policies in line with the local institutions to support the adaptation of a service-minded and citizens-orientated approach through the development and implementation of Standard Operating Procedures (SOP) after best European practice.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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;
- Expertise of designing and delivering training;
- Knowledge and experience the concept of Stability Policing Project Management knowledge and experience.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.



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| <b>Position Name:</b><br>Senior Police Adviser   | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>UAO 077   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                          |
| <b>Department/Component/Unit:</b><br>Operations/IBM and Law<br>Enforcement Component/ Police<br>Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to<br/>Contributing Third<br/>States:</b> Yes |

### 1. Reporting Line:

The Senior Police Adviser 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 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 primarily Law Enforcement Agencies in the field of general policing and Community Policing through advising and training activities;
- To be the key interlocutor with the central, regional and local partners;
- To develop policies in line with the local institutions and to support the adaptation of a service-minded and citizens-orientated approach through the development and implementation of Standard Operating Procedures (SOP) after best European practice.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National 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;
- Expertise of designing and delivering training;
- Knowledge and experience in the field of general policing and community policing.

**6. Desirable Qualifications and Experience:**

- Project Management knowledge and expertise;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Strategic Customs Adviser   | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>UAO 084   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                          |
| <b>Department/Component/Unit:</b><br>Operations /IBM and<br>Law Enforcement Component/ IBM<br>Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to<br/>Contributing Third<br/>States:</b> Yes |

### 1. Reporting Line:

The Strategic Customs Adviser reports to the Head of Integrated Border Management (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 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 State Customs Service of Ukraine in the field of SCS strategic reform to meet EU Acquis customs requirements through activities;
- To be the key interlocutor with State Customs Service international cooperation department;
- To advise on developing policies, strategies and working instructions for SCS to meet EU standards and take into consideration EU customs best practice.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on general policing related aspects;
- To contribute and ensure timely reporting on general policing 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 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 on customs related topics as customs business plan;
- Knowledge of EU customs code and envisaged progress with CELBET.

**6. Desirable Qualifications and Experience:**

- Experience at customs HQ or at ministerial level;
- Experience with project management tools, in strategic planning, developing and implementing Action Plans;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Adviser on IBM Quality Management                                   | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAO 085   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Department/Component/Unit:</b><br>Operations /IBM and Law Enforcement Component/ IBM Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Adviser on IBM Quality Management reports to the Head of Integrated Border Management (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 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 IBM actors, mainly State Border Guard Service and State Customs Service of Ukraine in their capacity building effort to align UA IBM quality management with EU standards;
- To be the key interlocutor with IBM actors, mainly State Border Guard Service and State Customs Service related to Quality Management including Schengen Evaluation
- To advise in developing policies, strategies and working instructions to meet IBM quality management EU Acquis requirements.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on general policing related aspects;
- To contribute and ensure timely reporting on general policing 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 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 in IBM related Quality Management including Schengen Evaluation;
- Knowledge of Schengen Evaluation mechanism, IBM quality management.

**6. Desirable Qualifications and Experience:**

- Experience as quality manager at agency's HQ or ministerial level;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>IBM Coordination Adviser  | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAO 086   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                         |
| <b>Department/Component/Unit:</b><br>Operations /IBM and<br>Law Enforcement Component/ IBM<br>Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to<br/>Contributing Third<br/>States:</b> No |

### 1. Reporting Line:

The IBM Coordination Adviser reports to the Head of Integrated Border Management (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 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 all IBM actors, mainly State Border Guard Service, State Customs Service, State Migration Service and relevant LEA's to cooperate through activities as exchange of information, common risk analysis, joint operations;
- To be the key interlocutor with the departments of Ukrainian IBM actors responsible for inter-agency cooperation;
- To advise in developing policies, strategies, working instructions in line with the local institutions to meet EU Acquis requirements.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on general policing related aspects;
- To contribute and ensure timely reporting on general policing 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 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;
- Expertise of designing and delivering training;
- Knowledge of border management and customs related regulations, directives and EU best practice connected to inter-agency and international cooperation.

**6. Desirable Qualifications and Experience:**

- Experience on international cooperation on IBM agencies HQ or ministerial level;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.



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| <b>Position name:</b><br>Adviser on Organised Crime - Smuggling                              | <b>Employment regime:</b><br>Seconded               |   |
| <b>Ref. number:</b><br>UAO 087   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                  |
| <b>Component/Department/Unit:</b><br>Operations /IBM and Law Enforcement Component/ IBM Unit | <b>Security Clearance Level:</b><br>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;
- 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;
- expertise of designing and delivering training related to criminal investigations;
- Knowledge of European Integrated Border Management Regulations, Procedures and related EC documents.

**6. Desirable Qualifications and Experience:**

- Experience in assessing investigation units performance;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge and skills as investigator in organised crime;
- Ukrainian and/or Russian language skills.

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| <b>Position name:</b><br>Senior Adviser on Prosecutorial Reform   | <b>Employment regime:</b><br>Seconded                   |  |
| <b>Ref. number:</b><br>UAO 093  | <b>Location:</b><br>Kyiv                                | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Organised Crime and Criminal Justice<br>Component/ Criminal Justice Unit | <b>Security Clearance<br/>Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing<br/>Third States:</b> No |

### 1. Reporting Line:

The Senior Adviser on Prosecutorial 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 to the relevant Ukrainian partners in the field of implementing reforms in accordance with the agreed policies and guidelines;
- 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,
- 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 build capacities of the prosecution service through drafting training curricula, delivering trainings and organising study visit in the area of international cooperation, EU acquis in the area of criminal justice and other;
- Supporting activities of the OAS AP implementation concerning criminal justice not mentioned under other areas of engagement such as developing standards for conducting pre-trial investigations of criminal offences or development of a national criminal policy concept;
- 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:**

- Expertise 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.

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

- Ukrainian and/or Russian language skills.

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| <b>Position name:</b><br>Senior Adviser on Transitional Justice   | <b>Employment regime:</b><br>Seconded                   |  |
| <b>Ref. number:</b><br>UAO 094  | <b>Location:</b><br>Kyiv                                | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Organised Crime and Criminal Justice<br>Component/ Criminal Justice Unit | <b>Security Clearance<br/>Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing<br/>Third States:</b> No |

### 1. Reporting Line:

The Senior Adviser on Transitional Justice 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 in the field of transitional justice through activities such as legislative and policy advice and training;
- To be the key interlocutor with the Ministry of Justice and Parliament, public prosecution office, judiciary and law enforcement agencies;
- To develop policies in line with the local institutions on transitional 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;
- Experience of designing and delivering training;
- Knowledge of transitional justice mechanisms.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.

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| <b>Position name:</b><br>Senior Adviser on Criminal Justice (Judiciary)   | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAO 098  | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/<br>Organised Crime and Criminal Justice<br>Component/Criminal Justice Unit | <b>Security Clearance Level:</b><br>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
- To support relevant interlocutors in ensuring fair trial rights particularly in pre-trial proceedings as well as in implementing principles of restorative justice and alternative sentencing;
- To support relevant interlocutors in developing legislation in the area of criminal justice in line with EU acquis and other international 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 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;
- Experience with enhancing safeguards of fair trial rights particularly in pre-trial proceedings through legislation, training and other procedures;
- Experience with introducing and implementing principles of restorative justice and alternative sentencing;
- 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 and/or Russian language skills.



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| <b>Position Name:</b><br>Head of Organised Crime Unit  | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>UAO 100   | <b>Location:</b><br>Kyiv                      | <b>Availability:</b><br>01 February 2024     |
| <b>Component/Department/Unit:</b><br>Operations/Organised Crime and Criminal Justice<br>Component/Organized Crime Unit | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Head of Organised Crime Unit reports to the Head of Organised Crime and Criminal Justice Component.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on the Mission mandate within its field of responsibility and tasks as set out in the planning documents, the Mission Implementation Plan (MIP) and instructions issued by the Head of Mission;
- To guide the Unit's work in identifying and addressing structural needs in the performance of Ukrainian counterparts countering organised crime through strategies, legislation and institutional reform;
- To monitor and provide strategic advice and assistance to relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines in coordination with other international actors and stakeholders including in specific areas of trafficking in SALW, trafficking of human beings, drug related crimes; witness protection and strategic, operational and tactical criminal analysis (e.g. Intelligence Led Policing) cybercrimes and financial crimes;
- To support capacity development of Ukrainian Law Enforcement Agencies in the field of combating organised crime through mentoring, training, advising and equipment
- To be the key interlocutor on strategic level with the Heads of Ukrainian counterparts combating organised crime;
- 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;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To 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 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, out of which a minimum of 2 years at a management level, after having fulfilled the education requirements.

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

- Expertise in criminal investigations, including investigating organised crime cases and dismantling criminal organisations;
- Expertise in leading organised crime unit / department and in coordination with other Law Enforcement Agencies and the prosecution service;
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL.
- Knowledge of the EU Policy Cycle, its implementation and knowledge of serious and organised crime threat assessment;
- Knowledge of strategic, operational and tactical criminal analysis.

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

- 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 and/or Russian language skills.

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| <b>Position Name:</b><br>Senior Adviser on Prosecution<br>(Organised Crime)  | <b>Employment Regime:</b><br>Seconded                   |  |
| <b>Ref. Number:</b><br>UAO 111   | <b>Location:</b><br>Kyiv                                | <b>Availability:</b><br>ASAP                     |
| <b>Department/Component/Unit:</b><br>Operations/<br>Organised Crime and Criminal<br>Justice Component/ Organised<br>Crime Unit | <b>Security Clearance<br/>Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing<br/>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;
- Expertise in prosecution in relation to organised crime and/or complex crime cases;
- Knowledge in drafting Organised Crime Policies/Strategies/Action Plans;
- Knowledge of drafting legislation related to strategic aspects of fighting Organised Crime;
- Expertise in designing and delivering training.

**6. Desirable Qualifications and Experience:**

- Experience in project management;
- 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 and/or Russian language skills.

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| <b>Position name:</b><br>Deputy Head of Component/Senior Adviser on National Security | <b>Employment regime:</b><br>Seconded         |  |
| <b>Ref. number:</b><br>UAO 134  | <b>Location:</b><br>Kyiv                      | <b>Availability:</b><br>1 January 2025       |
| <b>Component/Department/Unit:</b><br>Operations /National Security Component          | <b>Security Clearance Level:</b><br>EU SECRET | <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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 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;
- Experience in strategic analyses, planning and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

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| <b>Position Name:</b><br>Senior Adviser on Organised Crime   | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAO 140   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/Organised Crime and Criminal Justice<br>Component/Organised Crime Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Senior Adviser on 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 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 organised crime through mentoring and advising;
- To serve as a 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 organised crime;
- To advise and support the LEAs in inter-agency cooperation in combatting organised crime;
- To advise on drafting and amending legislation related to practical aspects of countering 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; 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;
- Expertise of designing and delivering training;
- Expertise in fight against Organised Crime in coordination with other LEA and the prosecution and the judiciary service (e.g. task forces);
- Expertise of working with Justice and Home Affairs agencies;
- 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;
- Knowledge of Serious and Organised Crime Threat Assessment (SOCTA).

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

- 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 and/or Russian language skills.



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| <b>Position name:</b><br>Senior Adviser on Organised Crime - Drugs   | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAO 141   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/Organised Crime and Criminal Justice<br>Component/Organised Crime Unit | <b>Security Clearance Level:</b><br>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 serve as a 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 drafting and amending legislation related to practical aspects of countering drug related 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; 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;
- Expertise of designing and delivering training;
- Expertise 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);
- Knowledge of Justice and Home Affairs agencies;
- 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 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 Skills and Abilities:**

- Ukrainian or/and Russian language skills.

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| <b>Position Name:</b><br>Senior Adviser on Environmental Crimes  | <b>Employment Regime:</b><br>Seconded               |   |
| <b>Ref. Number:</b><br>UAO 143   | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability:</b><br>ASAP                  |
| <b>Component/Department/Unit:</b><br>Operations/International Crimes<br>Component/International Crimes<br>Legal Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> Yes |

### 1. Reporting Line:

The Senior Adviser on Environmental 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 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 the Office of the Prosecutor General of Ukraine and in particular the Special Environmental Prosecutor's Office ('SEPO') as well as Ukrainian law enforcement institutions in the field of the investigation and prosecution of environmental war crimes and ecocide through activities including capacity building, advising, training and mentoring;;
- To be the key interlocutor with the Office of the Prosecutor General of Ukraine and in particular the Special Environmental Prosecutor's Office ('SEPO') as well as Ukrainian law enforcement institutions;
- To develop policies 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 environmental war crimes and ecocide 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 as it relates to environmental war crimes and ecocide.

### 3. General Tasks and Responsibilities:

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

- To take account of gender equality and human rights mainstreaming in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**4. Essential Qualifications and Experience:**

- Successful completion of university studies in law of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience after having fulfilled the educational requirements.

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

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of environmental war crimes and ecocide gained as a prosecutor, lawyer, judge, academic or within another relevant professional field;
- Sound knowledge of international humanitarian law and international criminal law.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.

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| <b>Position name:</b><br>Senior Adviser on Defence and Fair Trial Rights                                       | <b>Employment regime:</b><br>Seconded               |   |
| <b>Ref. number:</b><br>UAO 144<br>UAO 145  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability:</b><br>ASAP<br>ASAP          |
| <b>Component/Department/Unit:</b><br>Operations/International Crimes Component/International Crimes Legal Unit | <b>Security Clearance Level:</b><br>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;
- Expertise 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 and/or Russian language skills.

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| <b>Position name:</b><br>Adviser on Oversight                                   | <b>Employment regime:</b><br>Seconded                   |  |
| <b>Ref. number:</b><br>UAO 147  | <b>Location:</b><br>Kyiv                                | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Operations /National Security<br>Component | <b>Security Clearance<br/>Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third<br/>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 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 design and deliver training, as appropriate
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- 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 be the key interlocutor with the Ukrainian security and intelligence services and other relevant stakeholders in the field of oversight (including international interlocutors).

### 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;
- Expertise 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 and/or Ukrainian Language skills.



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| <b>Position Name:</b><br>Adviser on Hybrid Threats                              | <b>Employment Regime:</b><br>Seconded                   |  |
| <b>Ref. Number:</b><br>UAO 148  | <b>Location:</b><br>Kyiv                                | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Operations /National Security<br>Component | <b>Security Clearance<br/>Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing<br/>Third States:</b> No |

### 1. Reporting Line:

The Adviser on Hybrid Threats 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 levels;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To ensure timely reporting on activities as per planning documents;
- To facilitate support and liaison of Member States and like-minded state institutions countering hybrid threats;
- According to operational needs, to liaise with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on hybrid threats, including foreign information manipulation and interference;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to strengthen resilience to hybrid threats;
- To identify and advise on the capacity building and training opportunities on hybrid threats for the counterparts of the component.
- To advise, support and facilitate the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To design and deliver training and assist in the implementation of external training activities on hybrid threats;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers.
- To be the key interlocutor on the hybrid threats.

### 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 (relevant with international relations, strategic studies or intelligence/security topics etc.) of at least 5 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. 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 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Good knowledge of hybrid threats including concrete experience on either strategic or operational levels gained in a governmental agency or equivalent;
- Ability to mentor, advise and motivate local counterparts;
- Knowledge on influence operations in the digital era;
- Experience of designing and delivering training;

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

- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats;
- Experience of developing hybrid scenarios;
- Knowledge and practical experience to use existing world-known software solutions detecting disinformation campaigns, identifying the source of these campaigns and elaborating possible ways to counteract them;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Russian and/or Ukrainian Language skills.

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| <b>Position Name:</b><br>Adviser on National Security                        | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAO 149   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations /National Security Component | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Adviser on National Security 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 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 Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), the National Security and Defence Council of Ukraine (NSDC), and other relevant services in the field of intelligence and security issues, including the Ukraine National Security Strategy and its sectoral strategies, SSU reform strategy, and the draft SSU law and related laws through activities of advising and training;
- To be the key interlocutor with the SSU, the FISU, and the NSDC;
- To develop policies in line with the local institutions Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), and the National Security and Defence Council of Ukraine (NSDC).

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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;
- Expertise in designing and delivering training;
- Knowledge of national security and intelligence-related matters;
- Ability to work with security/intelligence services and related stakeholders, such as civil society groups.

**6. Desirable Qualifications and Experience:**

- Experience working in an intelligence service;
- International experience, particularly in crisis areas with multinational and international organisations.

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

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

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| <b>Position name:</b><br>Senior Adviser on Organised Crime  | <b>Employment regime:</b><br>Seconded               |   |
| <b>Ref. number:</b><br>LVO 003  | <b>Location:</b><br>Lviv                            | <b>Availability:</b><br>13 December 2024      |
| <b>Component/Department/Unit:</b><br>Operations/Field Office Lviv/Criminal Investigation and Organised Crime Unit | <b>Security Clearance Level:</b><br>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 and/or Russian language skills.

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| <b>Position Name:</b><br>Senior Adviser on General Policing   | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>LVO 008  | <b>Location:</b><br>Lviv                            | <b>Availability:</b><br>13 March 2025                |
| <b>Department/Component/Unit:</b><br>Operations/Field Office<br>Lviv/Criminal Investigation and<br>Organised Crime Team | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to<br/>Contributing Third<br/>States:</b> No |

### 1. Reporting Line:

The Senior Adviser on General Policing reports to the Head of Field Office Lviv.

### 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 on general policing, including through human resources management, service-minded and citizen-oriented Community Safety Strategies, specifically police command and control, patrolling, investigations, crime scene management, among other areas;
- To be the key interlocutor with the relevant Ukrainian partners;
- To develop policies with the local institutions on general policing.

### 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 educational requirements.

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

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering trainings;
- Knowledge of general policing issues;
- Leadership skills of leading larger teams within a national police force.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of recent developments in policing and management and awareness of the recent developments and European best practices;
- Ukrainian and/or Russian language skills.



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| <b>Position name:</b><br>Planning and Reporting Officer  | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>ODC 001   | <b>Location:</b><br>Odesa                           | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/Planning,<br>Reporting and Evaluation Division<br>/Field Office Odesa | <b>Security Clearance Level:</b><br>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 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 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 and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the 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.

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

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

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| <b>Position name:</b><br>Head of Maritime/IBM Unit                          | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>ODO 012  | <b>Location:</b><br>Odesa                           | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/Field Office Odesa/IBM Unit | <b>Security Clearance Level:</b><br>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 and/or Russian language skills.

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

### 1. Reporting Line:

The Senior Maritime/IBM (Integrated Border Management) Adviser reports to the Head of Maritime/Integrated Border Management (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 State Border Guard Service's /Maritime Border Guard Directorate in Odesa in the maritime environment;
- 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;
- Knowledge on 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 and/or Russian language skills.

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| <b>Position name:</b><br>Senior Adviser on Prosecution of International Crimes                                       | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAT 003<br>UAT 011<br>UAT 012<br>UAT 013<br>UAT 016<br>UAT 018 (6 Positions)                  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability:</b><br>ASAP<br>01 March 2025<br>ASAP<br>01 June 2025<br>ASAP<br>05 March 2025 |
| <b>Component/Department/Unit:</b><br>Operations/International Crimes<br>Component/International Crimes<br>Legal Unit | <b>Security Clearance Level:</b><br>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 and other international organisations;
- 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 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 the Ukrainian law enforcement institutions that conduct international crimes investigations;
- 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:**

- Expertise in the investigation, prosecution, adjudication or other conduct of complex criminal cases;
- Excellent skills in legal drafting in English;
- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Sound knowledge of international humanitarian law and international criminal law.

### **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 and/or Russian language skills.



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| <b>Position name:</b><br>Senior Adviser on Open Source Intelligence (OSINT)  | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAT 004<br>UAT 039 (2 Positions)  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability</b><br>ASAP                  |
| <b>Component/Department/Unit:</b><br>Operations/International Crime Component/International Crime Investigation Unit | <b>Security Clearance Level:</b><br>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 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 a key interlocutor with Ukrainian prosecutorial and law enforcement bodies that collect and analyse OSINT within international crimes investigations;
- To develop policies in line with 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; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Knowledge of intelligence data research including open source;
- Comprehensive knowledge of research and analytical tools, software and techniques used for OSINT research and analysis;
- 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 legislation;
- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.

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| <b>Position name:</b><br>Senior Adviser on Investigation of Trafficking in Human Beings                                 | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAT 020  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability</b><br>26 October 2024       |
| <b>Component/Department/Unit:</b><br>Operations/Organised Crime and Criminal Justice<br>Component/ Organised Crime Unit | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 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 Office of the Prosecutor General (OPG), National Police of Ukraine (NPU), State Bureau of Investigation (SBI) and Security Service of Ukraine (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.

### 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;
- Experience of the investigation and prevention of THB, either as a police officer or a policing expert, dealing with investigations on THB and/or any other THB-related issues.

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

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

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

- Ukrainian and/or Russian language skills.

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| <b>Position name:</b><br>Senior Adviser on Prosecutorial Reform (Financial)   | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAT 022  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/Organised Crime and Criminal Justice<br>Component/Criminal Justice Unit | <b>Security Clearance Level:</b><br>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);
- To support cooperation between investigators and prosecutors in the area of financial crimes;
- Support to developing SOPs, methodology with regards to financial crimes and investigations;
- Support improvement of the system and the practice of confiscation of property (in criminal proceedings and non-conviction based) and promote "confiscation - not a punishment" principle;
- Provide strategic advice on improving the practice of criminal responsibility of legal entities.

### 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 and/or Russian language skills.

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| <b>Position Name:</b><br>Senior Adviser on Criminal Investigation Analysis  | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>UAT 026  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations/Organised Crime and Criminal Justice<br>Component/Criminal Investigation Unit | <b>Security Clearance Level:</b> EU<br>CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Senior Adviser on Criminal Investigation Analysis reports to the Head of the 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 support the development of the local institution such as all relevant Ukrainian Law Enforcement Agencies and the OPG in the field of criminal analysis through activities such as trainings, training of trainers, development of training curricula and strategic documents.
- To be the key interlocutor with the relevant Ukrainian Law Enforcement Agencies and the OPG;
- To develop policies in line with the local institutions.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

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

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.



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| <b>Position name:</b><br>Senior Adviser on Witness Protection   | <b>Employment regime:</b><br>Seconded               |   |
| <b>Ref. number:</b><br>UAT 031  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability:</b><br>ASAP                  |
| <b>Department/Component/Unit:</b><br>Operations/Organised Crime and Criminal Justice Component/<br>Organised Crime Unit | <b>Security Clearance Level:</b><br>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 the area of responsibility.

### 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;
- Expertise with national witness protection programs 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.

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

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

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| <b>Position name:</b><br>Senior Adviser on Complex Crime Scene Analysis   | <b>Employment regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>UAT 033  | <b>Location:</b><br>Kyiv/Countrywide                | <b>Availability:</b><br>ASAP                 |
| <b>Department/Component/Unit:</b><br>Operations Department/Organised Crime and Criminal Justice Component/Criminal Investigation Unit | <b>Security Clearance Level:</b><br>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 the EU JHA agencies, 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, after 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 and/or Russian language skills.

## Seconded/Contracted

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| <b>Position name:</b><br>Project Management Officer              | <b>Employment regime:</b><br>Seconded/Contracted    | <b>Post Category:</b><br>Mission Support –<br>Management Level<br>(MSML) |
| <b>Ref. number:</b><br>UAC 044                                   | <b>Location:</b><br>Kyiv                            | <b>Availability:</b><br>ASAP   |
| <b>Component/Department/Unit:</b><br>Chief of Staff/Project Cell | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing<br/>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.