

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Advisory Mission in Ukraine EUAM Ukraine 3-2025 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Advisory Mission in Ukraine			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (48)</u>			
	BSE 001	Policy Support Officer - Operations (Brussels Support Element)	Brussels	25 Mar 2026
	LVO 012	Senior Border/IBM Adviser	Lviv	ASAP
	ODC 001	Planning and Reporting Officer	Odesa	ASAP
	ODO 006	Adviser Trainer on Community Policing	Odesa	06 Feb 2026
	ODO 007	Adviser Trainer on Criminal Investigations	Odesa	ASAP
	ODO 014	Adviser/ Trainer on Community Policing	Odesa	02 Feb 2026
	UAC 007	Legal Adviser	Kyiv	ASAP
	UAC 020	Head of Political, Analysis and Coordination Division	Kyiv	01 Dec 2025
	UAC 024	Political Adviser	Kyiv	03 Apr 2026
	UAC 040	Head of Project Cell (*)	Kyiv	20 Feb 2026
	UAC 041	Project Management Officer (**)	Kyiv	11 Mar 2026
	UAC 044			23 Feb 2026
	UAC 045			ASAP**
	UAC 051	Press and Public Information Officer	Kyiv	ASAP
	UAC 053 UAC 054	Strategic Communication Adviser	Kyiv	ASAP
	UAD 013	Mission Security Assistant	Kyiv/ Countrywide	04 Jan 2026
	UAO 011	Gender Adviser (Operations)	Kyiv	ASAP
	UAO 021	Adviser on Anti-Corruption	Kyiv	01 Jan 2026
	UAO 031	Head of Leadership and Education Unit	Kyiv	ASAP

	UAO 033	Human Resources Reform Development Adviser Trainer	Kyiv	ASAP
	UAO 038	Adviser on Civilian Security Sector Education	Kyiv	ASAP
	UAO 044	Human Rights/Civil Society Adviser	Kyiv	05 Nov 2025
	UAO 053	Adviser on Communication and Information Systems	Kyiv	ASAP
	UAO 054	Adviser on CSSR/Reintegration	Kyiv	ASAP
	UAO 063	Adviser on General Policing	Kyiv	27 Jan 2026
	UAO 082	Senior Adviser on Border/IBM and Customs	Kyiv	02 Feb 2026
	UAO 085	Adviser on IBM Quality Management	Kyiv	ASAP
	UAO 090	Head of Organised Crime and Criminal Justice Component	Kyiv	01 May 2026
	UAO 113	Senior Adviser on Counter Terrorism	Kyiv	ASAP
	UAO 116	Senior Adviser on Financial Crimes	Kyiv	ASAP
	UAO 130	Head of National Security Component	Kyiv	ASAP
	UAO 139	Senior Adviser on Complex Crime Scene Analysis	Kyiv/ Countrywide	ASAP
	UAO 141	Senior Adviser on Organised Crime – Drugs	Kyiv	ASAP
	UAO 143	Senior Adviser on Environmental Crimes	Kyiv/ Countrywide	ASAP
	UAO 145	Senior Adviser on Defence and Fair Trial Rights	Kyiv/ Countrywide	ASAP
	UAO 146	Senior Adviser on Adjudication of International Crimes	Kyiv/ Countrywide	ASAP
	UAO 149	Adviser on Hybrid Threats (*)	Kyiv	ASAP
	UAT 001 UAT 018	Senior Adviser on Prosecution of International Crimes	Kyiv/ Countrywide	ASAP
	UAT 004 UAT 039	Senior Adviser on Open Sources Intelligence (OSINT)	Kyiv/ Countrywide	ASAP
	UAT 008	Senior Adviser on Investigation of International Crimes	Kyiv/ Countrywide	01 Jan 2026
	UAT 025	Senior Adviser on Criminal Analysis	Kyiv/ Countrywide	ASAP
	UAT 034	Senior Adviser on Forensics	Kyiv/ Countrywide	ASAP
	UAT 035	Senior Adviser on Complex Crime Scene Analysis	Kyiv/ Countrywide	ASAP
	UAT 036 UAT 040	Senior Adviser on OSINT	Kyiv/ Countrywide	15 Apr 2026 22 Apr 2026
	<u>Seconded/Contracted (1)</u>			
Job titles/ vacancy notice:	UAS 030	Head of Communication and Information Systems (CIS)	Kyiv	ASAP

Deadline for applications:	Friday, 14 November 2025, at 17:00 (Brussels time)
Applications must be submitted to:	1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do 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. <i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i>
Information:	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): Mr Bruno FERREIRA Bruno.FERREIRA@eeas.europa.eu +32 460 846 242

*Pending outcome of extension confirmation

** Subject to approval of Deployment Plan

*** Pending acceptance of deployment

Please note that the Country Treath Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

High/Critical Threat Non-Family Mission - EUAM Ukraine bears a High/Critical Threat Non-Family Mission status due to the present threat rating of the mission area as high/critical. 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).

Seconded personnel from Contributing Third States – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual

basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission ("cooling off period") at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

EUAM Ukraine. For the purpose of counting the maximum cumulative period referred in the paragraphs above, the date from which this period should be counted is 9 March 2022 when the mission was re-classified from low to critical risk environment.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

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 Operation 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 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) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official

document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

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 (CivOpCdr 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 and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP

missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims 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 CivOpsHQ 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 via 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-learning>.

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/CivOpsHQ 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. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

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 POSITIONS

Position name: Policy Support Officer – Operations (Brussels Support Element)	Employment regime: Seconded	
Ref. number: BSE 001	Location: Brussels	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To liaise and maintain close coordination between the Mission and CivOpsHQ, the European Union External Action Service and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CivOpsHQ Desk and liaise with Point of Contact CivOpsHQ.3;
- To provide analysis on the Mission mandate implementation;
- To inform and advise CivOpsHQ on relevant aspects of Mission operations;
- To contribute to reporting, drafting and planning of Mission documents;
- To support CivOpsHQ Operations desk and contribute to briefings, reports, meetings, read-outs, and notes etc.
- To contribute to CivOpsHQ presentations to Brussels-based working groups and other actors;
- To support Mission visits to Brussels, EU capital's and vice versa;
- To be embedded within Civilian Operations Head Quarters (CivOpsHQ);
- To visit the Mission area of operations regularly

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical and reporting skills;
- Networking skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position name: Senior Border/ IBM Adviser	Employment regime: Seconded	
Ref. number: LVO 012	Location: Lviv	Availability: ASAP
Component/Department/Unit: Operations Department /Field Office Lviv	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution Customs, State Border Guard Service, Economic Security Bureau and other related law enforcement agencies in the field of Integrated Border Management (IBM) through activities advise, mentor, capacity building activities as appropriate;
- To be the key interlocutor with the Regional Customs Houses in Western Ukraine;
- To develop policies in line with the local institutions' Integrated Border Management Strategy and the IBM Strategy Implementation Action Plan;
- To support the key interlocutors with the Western Regional Border Guard Directorate/Regional Customs Houses in Western Ukraine.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of European Integrated Border Management, EU Customs Code, EU Schengen Regulation and Standards (Border and Customs).

6. Desirable Qualifications and Experience:

- Knowledge of EU integration and approximation processes;
- Expertise in prevention and fighting of cross-border and 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.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To advise and support the Head of the Field Office in reporting on the activities in the region in line with the relevant planning documents and reporting guidelines. 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 Mission Implementation Plan (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 Cell;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience in planning and progress assessment;
- Experience in project management.

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.

Position name: Adviser/Trainer on Community Policing	Employment regime: Seconded	
Ref. number: ODO 006	Location: Odesa	Availability: 06 February 2026
Department/Component/Unit: Operations Department /Field Office Odesa/LAT Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP), by advising and mentoring local counterparts at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and to propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of community policing through trainings;
- To be a key interlocutor with the regional/local Ukrainian partners;
- To develop policies in line with the local institutions to support the adoption of a service-minded and citizen-oriented approach through the development and implementation of Standard Operating Procedures (SOPs) and manuals;
- To support relevant regional/local Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effective trainings;
- To provide expertise to strengthen the capabilities in the community policing field;
- To identify, analyse, and disseminate information on all regional/local community policing activities within her/his area of responsibility as required;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct trainings;
- To provide input to the development and regular updating of the MIP in the field of training.
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3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise, and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of criminal investigations.
- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position Name: Adviser/Trainer on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: ODO 007	Location: Odesa	Availability: ASAP
Component/Department/Unit: Operations Department /Field Office Odesa/LAT Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Adviser/Trainer on Criminal Investigations reports to the Head of LAT Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan, by advising and mentoring local counterparts at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and to propose relevant solutions
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver trainings;
- To support the development of the local Ukrainian Law Enforcement Agencies (LEAs) in the field of criminal investigations, through mentoring and advice;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to modernise and render criminal investigations more effective;
- To manage and lead projects on 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 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 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise, and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of criminal investigations.
- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;

- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: ODO 014	Location: Odesa	Availability: 02 February 2026
Department/Component/Unit: Operations Department/Field Office Odesa/LAT Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of Community Policing;
- To be the key interlocutor with the relevant regional/local Ukrainian partners;
- To develop policies in line with the local institutions.
- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Leadership and Education Unit and the Head of Strategic Reform Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise, and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of criminal investigations.
- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian Language skills

Position Name: Legal Adviser	Employment Regime: Seconded	
Ref. Number: UAC 007	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight and perform compliance and due diligence in all legal aspects of Mission operations, including contracts related to legal or financial issues, European public procurement, employment contracts and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Operations Headquarters and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, special service agreements, including advice on public procurement;
- To advise the Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts, secondment and rules pertaining to the martial law exceptions etc., in line with applicable CivOpsHQ guidelines and instructions;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements and arrangements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities, prospective external donors and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant domestic bodies concerning legal matters;
- To advise on Mission personal data protection, act as Mission Personal Data Protection Adviser, and to advise on artificial intelligence awareness;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor and provide due diligence on the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance, including legal risk assessments on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on Code of Conduct and Discipline and administrative decisions;
- To deliver training material on legal issues to the Mission and other organisations;
- Ensure compliance with and provide clarifications on CivOpCdr instructions, EU legislation, Mission internal rules, including Standard Operating Procedures and their drafting;
- Participate as Board member in the Mission Claims/Property Survey Board (C/PSB) on Mission asset write-off and cost recovery.

3. General Tasks and Responsibilities:

- To contribute and ensure timely reporting on activities within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in law OR a qualification in the National Qualifications Framework in law which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area in law, e.g. Master's Degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contract drafting and review, compliance due diligence etc.);
- Excellent drafting skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Head of Political, Analysis and Coordination Division	Employment Regime: Seconded	
Ref. Number: UAC 020	Location: Kyiv	Availability: 01 December 2025
Component/Department/Unit: Chief of Staff Office/Political, Analysis and Coordination Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Division in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Division's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements in particular with regard to political and strategic aspects of the mission's mandate implementation;
- To oversee the Division'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 Division with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM (Head of Mission), DHOM (Deputy Head of Mission), and Senior Mission Management;
- To advise HoM, DHOM, and Senior Mission Management on political matters relating to or influencing on the Mission and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To lead and support the Mission's activities with the Parliament, including with regard to the legislative drafting, and in view of the implementation of the Mission's mandate;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate;
- To coordinate the political input and to review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts, including to support the Integrated Approach of the EU action;
- To work closely with the EU Delegation to ensure that activities are consistent with an overall EU Integrated Approach;
- To oversee the political contribution to the Mission's Reporting Division in particular in reference to mandatory reporting to EEAS and EU Member States;
- 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 The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics), Business Administration/Management or other related field 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;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of working with diplomacy or political affairs.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in implementation of reform programmes including a proven ability to establish/review priorities.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Political Adviser	Employment regime: Seconded	
Ref. number: UAC 024	Location: Kyiv	Availability: 03 April 2025
Component/Department/Unit: Chief of Staff Office/Political Analysis and Coordination Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, Geopolitics, International Security, Law, Social Sciences or any other related field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position Name: Head of Project Cell	Employment Regime: Seconded	
Ref. Number: UAC 040	Location: Kyiv	Availability: 20 February 2026
Component/Department/Unit: Chief of Staff Office/Project Cell	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

- The Head of Project Cell reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and other relevant planning documents;
- To ensure project proposals are coordinated within the Mission, as well as with external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development, and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on their feasibility and sustainability in cooperation with the Finance Unit, Procurement Unit, operational elements and all Heads of Unit;
- To establish and maintain contacts with international organisations and non-governmental organisations to identify potential project partners and funding together with the Mission Coordination, as applicable;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post-project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of 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 towards 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 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound, and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Project management skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU financial regulations.

Position Name: Project Management Officer	Employment Regime: Seconded	
Ref. Number: UAC 041 (*) UAC 044 UAC 045 (**) (3 positions)	Location: Kyiv	Availability: 11 Mar 2026* 23 Feb 2026 ASAP**
Component/Department/Unit: Chief of Staff/Project Cell	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation and implementation of project proposals, budgets, project changes, notes of understanding and project agreements, among other things.;
- To ensure project proposals are in line with Mission projects Master List and programmes, and that this is coordinated both internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting, evaluation and monitoring of donations;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with international partners, in close coordination with the Mission Coordination.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU financial regulations.

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: UAC 051	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Press and Public Information Division	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: 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 act as Mission spokesperson and communicate the work of the Mission to the public as required;
- 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 any another 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.

Position name: Strategic Communications Adviser	Employment regime: Seconded	
Ref. number: UAC 053 UAC 054 (2 positions)	Location: Kyiv	Availability: ASAP ASAP
Component/Department/Unit: Chief of Staff Office/ Press and Public Information Division	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: 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 manage other communication-related projects, including budgeting and reporting, and to initiate and participate in tender procedures assigned to the Press and Public Information Division.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and experience in extracting and deducting recommendations;
- Expertise in delivering strategic 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.

Position name: Mission Security Assistant	Employment regime: Seconded	
Ref. number: UAD 013	Location: Kyiv/Countrywide	Availability: 04 January 2026
Component/Department/Unit: Mission Security and Duty of Care Department/Security Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

In line with the Security and Duty of Care Policy in Civilian CSDP Missions dated 30 June 2025:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Expertise in field security;

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

6. Desirable Qualifications and Experience:

- Successful completion of a Mission Security Officer Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Valid civilian driving license class C/C1.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Gender Adviser (Operations)	Employment Regime: Seconded	
Ref. Number: UAO 011	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Strategic Reform Component/Cross Cutting Unit	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Gender Adviser reports to the Head of Cross Cutting Unit, and coordinates closely with the Gender Adviser in the Chief of Staff Office.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Adviser on Anti-Corruption	Employment Regime: Seconded	
Ref. Number: UAO 021	Location: Kyiv	Availability: 01 January 2026
Component/Department/Unit: Operations Department/Strategic Reform Component/OAS Reform Unit	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Adviser on Anti-Corruption reports to the Head of OAS 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 a local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and to propose relevant solutions;
- To provide analysis and recommendations to the local counterparts on anti-corruption initiatives in the law enforcement sector;
- To ensure the mainstreaming of anti-corruption and building integrity in all internal and external activities of the mission in line with the applicable CivOpsHQ guidelines
- To provide support and advice to selected civilian security sector institutions, specifically Law Enforcement Agencies. The advice and support will *inter alia* cover institution and capacity building and the provision of the best international anti-corruption practices in accordance with international anti-corruption standards and recommendations;
- To 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 maintain dedicated contacts and build relationships with relevant civil society actors;
- To provide written advice, drafts, justifications and speaking points, as required, on the development and implementation of legislative initiatives, strategies and their implementation in the area of anti-corruption;
- To implement and participate in projects in the anti-corruption field, including planning, drafting, preparations, tendering, reporting and practical preparation of meetings, seminars, and other events.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g.

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

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Good understanding of advising or building capacity in the field of anti-corruption;
- Legislative drafting skills;
- Good knowledge of international anti-corruption practices and recommendations.

6. Desirable Qualifications and Experience:

- Expertise in designing and delivering training;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position name: Head of Leadership and Education Unit	Employment regime: Seconded	
Ref. number: UAO 031	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Strategic Reform Component/Leadership and Education Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: 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 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;
- 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 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;
- Proven knowledge of leadership and educational system reform, ideally in the context of CSS;
- Experiences with human resources management in the CSS;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to establish, plan, and review priorities even under time pressure
- Ability to professionally manage, mentor and motivate a diversified and multicultural team.

6. Desirable Qualifications and Experience:

- Sound experience in working within or with the CSS;
- Experience in change management 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.

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 033	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/Strategic Reform Component/Leadership and Education Unit Component	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Human Resources Development Adviser/Trainer reports to the Head of Leadership and Education Unit.

2. Main Tasks and Responsibilities:

- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to the local counterparts to strengthen the capabilities in the Human Resources field;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula within Human Resources Development and deliver training;
- To support developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Leadership and Education Unit and the Head of Strategic Reform Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level

6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of Human Resources management;
- Expertise of designing, delivering and evaluating training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Ability to plan, multitask and manage time effectively.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian Language skills.

Position Name: Adviser on Civilian Security Sector Education	Employment Regime: Seconded	
Ref. Number: UAO 038	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Strategic Reform Component/Leadership and Education Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

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;
- 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.

Position Name: Human Rights/Civil Society	Employment Regime: Seconded	
Ref. Number: UAO 044	Location: Kyiv	Availability: 05 November 2025
Component/Department/Unit: Operations/ Strategic Reform Component/Cross-Cutting Unit	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Civil Society/Human Rights Adviser reports to the Head of Cross-Cutting Unit.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advice, and motivate local counterparts;
- Good knowledge of human rights, their subsequent instruments, mainstreaming human rights related issues and tools;
- Knowledge and ability to conduct comparative legal analysis with EU regulations and national legislation.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position name: Adviser on Communications and Information Systems	Employment regime: Seconded	
Ref. number: UAO 053	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Strategic Reform Component/OAS Reform Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Adviser on Communications and Information Systems reports to the Head of OAS 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;
- Experience in the field of communications network systems;
- Experience in advising on and implementing digital transformation

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Knowledge on the latest technical developments on the protection of critical communication network systems;
- Knowledge of applicable international standards with regard to Communications systems.
- Project Management experience in the field of communication network systems

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Adviser on Civilian Security Sector Reform/Reintegration	Employment Regime: Seconded	
Ref. number: UAO 054	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/Strategic Reform Component/OAS Reform Unit	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Adviser on Civilian Security Sector Reform/Reintegration reports to the Head of the OAS 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 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 provide advice and support to Ukrainian counterparts on the development and implementation of strategies and policies in all areas of civilian security reform, including veteran affairs;
- To liaise with international counterparts on civilian security sector reform, including on veteran affairs and to facilitate links and partnerships with EU member states and third countries in order to facilitate exchange and dialogue;
- To organise and participate in workshops and training sessions on all areas of civilian security sector reform, including on veteran affairs.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;

- Knowledge of civilian-military cooperation, and reintegration frameworks in post-conflict or transitional justice contexts;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Knowledge of social/veteran reintegration frameworks, including psychosocial support, rehabilitation programmes, and employment integration measures.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAO 063	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/IBM and Law Enforcement Component/ Police Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local 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 protection of critical infrastructures, the National Police of Ukraine (NPU) and National Guard of Ukraine (NGU), in the field of first line policing/law enforcement (direct contact with public) through activities such as advising, supporting, training, educating, and purchasing equipment needed for policing tasks;
- To be the key interlocutor with the NPU and NGU at operational and tactical level;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the 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;
- 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 first line policing through functions such as uniformed patrolling, community policing.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Border/IBM and Customs	Employment Regime: Seconded	
Ref. Number: UAO 082	Location: Kyiv	Availability: 02 Feb 2026
Department/Component/Unit: Operations/IBM and Law Enforcement Component/IBM Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Border/IBM and Customs reports to the Head of the IBM Unit.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned 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 advise local counterparts;
- Profound knowledge of customs management and Integrated Border Management;
- Experience of designing and delivering trainings;

6. Desirable Qualifications and Experience:

- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.
- Experience in Schengen Action Plan drafting

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.

Position Name: Adviser on IBM Quality Management	Employment Regime: Seconded	
Ref. Number: UAO 085	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/IBM and Law Enforcement Component/ IBM Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: 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 related to Quality Mechanism design and implementation on local, regional and national level and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts regarding to Schengen Evaluation Mechanism, Quality Management systems including governing the implementation of an action plan, Management cycle including measurable indicators;
- 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 EIBM;
- 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;
- Expertise in designing and delivering relevant training;
- Knowledge of Schengen Evaluation mechanism, IBM quality management.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Organised Crime and Criminal Justice Component	Employment Regime: Seconded	
Ref. Number: UAO 090	Location: Kyiv	Availability: 01 May 2026
Component/Department/Unit: Operations/Organised Crime and Criminal Justice Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, manage, and coordinate the work and staff of the units and teams of the Organised Crime and Criminal Justice Component;
- To ensure close coordination with other Mission operational units and advisers, including on cross-cutting issues and support functions;
- To oversee the Organised Crime and Criminal Justice 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 the effective use of the Component's resources and quality of outputs, including the quality of the analytical products, plans, recommendations and reports;
- To coordinate, guide and ensure the quality and relevance of the Component's contribution to reporting, briefings, talking points, etc.;
- To engage with relevant Ukrainian authorities (President's administration, Parliament, Ministries, Security and Intelligence Services, prosecution service and Law Enforcement Agencies) to develop the reform agenda, notably EU accession;
- To support the development of the rule of law institutions, security and intelligence services and investigative bodies as set out in the planning documents and Mission Implementation Plan;
- To oversee and follow up on review of legislation to ensure compliance with EU acquis as well as European standards and best practices, with a view to furthering Ukraine's accession to the EU;
- To provide support with respect to the reintegration of the war affects areas in terms of policy design and legislative drafting;
- To coordinate and supervise the Component to identify and advise the relevant Ukrainian partners on capacity building and training opportunities;
- To coordinate, supervise and ensure quality in the implementation of sustainable training activities focusing on the development of training material, curricula and capacity building at the Academies, Universities and training centres, focusing to the training of trainers,
- To participate in the steering and development of projects and act as the Project Manager or project activity owner, if required;
- To participate in steering of the projects of external funding, if applicable;
- To deputise the Head of Operations and Deputy Head of Operations, if required.
- To ensure that Head of Units and their staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- To ensure Standard Operating Procedures are implemented within the Component;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National 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;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to represent the Mission at the highest levels of local counterparts.

6. Desirable Qualifications and Experience:

- Senior management experience in a relevant organisation on the national level with tasks of strategic nature;
- Management experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the political, cultural and security situation of the Mission's area and other areas within the same geopolitical region;
- Knowledge Public Administration organisation at managerial level in a relevant service within Civilian Security Sector of a Member State;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Counter Terrorism	Employment Regime: Seconded	
Ref. Number: UAO 113	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/National Security Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Counter Terrorism reports to the Head of National Security Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To provide strategic advice and assistance to relevant Ukrainian partners, notably the Security Service of Ukraine (SSU) and the Foreign Intelligence Service of Ukraine (FISU), with a focus on countering terrorism and radicalisation;
- To mentor and provide advice on counter terrorism operations within its specific legal framework and in line with human rights standards;
- To identify and advise relevant Ukrainian partners on capacity and training opportunities on counter terrorism and terrorism-related crimes;
- To support the above counterparts in the drafting of strategic analysis products, in particular Terrorism Threat Assessment, Hybrid Threat Assessment etc. in accordance with the methodology used by EUROPOL and other EU institutions;
- To advise on improvement of the national counter-terrorism system, including inter-agency cooperation, private-public cooperation, international cooperation with EU Member States security authorities and EU institutions;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effectively on counter terrorism, in implementing externally funded projects or initiatives in his/her field of expertise;
- To facilitate the support of European Security services and European multilateral bodies for cooperation on the fight against international terrorism;
- To provide expertise in the delineation of competencies among the different Law Enforcement Agencies on counter terrorism;
- To provide expertise to strengthen capabilities on counter terrorism;
- To provide expertise in the development of a national strategy and its implementation;
- To advise and provide expertise in the development of risk assessments;
- To assist in the implementation of training activities on counter terrorism;
- To manage and lead projects on counter terrorism.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on Mission related aspects;
- To contribute and ensure timely reporting on Mission related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of counter terrorism matters from a security service perspective;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.
- Knowledge in intelligence analysis

Position Name: Senior Adviser on Financial Crimes	Employment Regime: Seconded	
Ref. Number: UAO 116	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/Organised Crime and Criminal Justice Component/Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Financial Crimes 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of economic and financial crimes and financial investigations through activities of training;
- To be the key interlocutor with the relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed for effective economic and financial crime investigations;
- 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 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;
- Ability to engage with senior officials/governmental-level decision makers;
- Expertise in designing and delivering trainings;

6. Desirable Qualifications and Experience:

- Experience in project management;

- International experience, particularly in crisis areas with multinational and international organisations
- Experience with investigations of financial crimes and money laundering and/or smuggling
- Experience with using digital tools for cryptocurrency investigations
- Knowledge of EU legislation related to economic and financial crimes (the EU anti-money laundering directives, among other legislation).

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Head of National Security Component	Employment regime: Seconded	
Ref. number: UAO 130	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/National Security Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Component in the implementation of the Mission mandate as set out in the relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 7 years of relevant professional experience, out of which a minimum of 3 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Adviser on Complex Crime Scene Analysis	Employment Regime: Seconded	
Ref. Number: UAO 139	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department /International Crimes Component/International Crimes Investigations Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Complex Crime Scenes reports to the Head of Unit IC Investigations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution the Office of the Prosecutor General (OPG), National Police Unit (NPU) and the Security Services of Ukraine (SSU) in the field of International Crimes through activities Workshops/Training events etc.;
- To be the key interlocutor with the OPG, NPU SSU;
- To develop policies in line with the local institutions such as the OPG, NPU SSU .

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police 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 forensics matters and techniques, in particular with regard to criminal investigations and analysis at complex crimes scenes;

- Ability to reconstruct complex crime scenes;
- Expertise in dealing with scenes of major incidents and crimes.

6. Desirable Qualifications and Experience:

- Experience in CBRNE (chemical, biological, radiological, nuclear and explosive)-related crime scenes;
- Experience in working at larger crime scenes, trace analyses and recovery (e.g., DNA, blood), identifying of bodies, or parts of bodies;
- Experience in capturing, visualising, and reconstructing crime scenes;
- Experience in crime scene work in high-risk areas (involving IEDs, EODs, and UXO's);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Senior Adviser on Organised Crime – Drugs	Employment regime: Seconded	
Ref. number: UAO 141	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Organised Crime and Criminal Justice Component/Organised Crime Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: 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 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 Ministry of Internal Affairs and Office of the Prosecutor General;
- To promote specific Organised Crime concepts, which build Ukrainian institutional resilience, and conduct needs assessment at key beneficiaries, including: Office of the Prosecutor General, 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 Office of the Prosecutor General 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.

Position Name: Senior Adviser on Environmental Crimes	Employment Regime: Seconded	
Ref. Number: UAO 143	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Legal Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: 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;
- 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.

Position name: Senior Adviser on Defence and Fair Trial Rights	Employment regime: Seconded	
Ref. number: UAO 145	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department /International Crimes Component/International Crimes Legal Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: 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.

Position name: Senior Adviser on Adjudication of International Crimes	Employment regime: Seconded	
Ref. number: UAO 146	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Legal Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on Adjudication of International Crimes reports to the Head of International Crimes Legal Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution the judiciary of Ukraine in the field of the adjudication of international crimes proceedings (war crimes, crimes against humanity, crime of genocide, crime of aggression) through activities that include giving advice, training and mentoring;
- To be the key interlocutor with the judiciary of Ukraine;
- To develop policies in line with the local institutions namely the judiciary of Ukraine.
- To enhance the capacity of Ukrainian judges to adjudicate international crimes proceedings in a manner that is effective, transparent and in accordance with fair trial and victim and witness rights standards.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of adjudicating international crimes proceedings as an investigative and/or trial judge within national or international jurisdictions;
- Knowledge of international humanitarian law and international criminal law;
- Legal drafting skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Adviser on Hybrid Threats	Employment Regime: Seconded	
Ref. Number: UAO 149	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations /National Security Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: 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 analysis and recommendations to the local counterparts in the area of responsibility;
- To support the development and operational capabilities of the relevant Ukrainian counterparts in the field of countering hybrid threats, including in the area of foreign information manipulation and interference;
- To develop as required action plans or implementations plans on countering hybrid threats;
- To advise on intelligence collection and analysis from a variety of sources, taking into account a whole of government and society approach;
- To provide operational 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 design and deliver training and assist in the implementation of external training activities on hybrid threats;
- To 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 advise, support and facilitate the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To liaise closely with other horizontal advisers;
- To be one of the key interlocutors 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 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 the field of national security and/or foreign information manipulation and interference, and relevant knowledge of the work of security and intelligence agencies;
- Good knowledge of hybrid threats including concrete experience on operational levels gained in a governmental agency or equivalent;
- Knowledge on influence operations in the digital era;
- Expertise of designing and delivering training.

6. Desirable Qualifications and Experience:

- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats;
- Experience in threat analysis, risk assessments, risk management, planning and reporting;
- Experience of developing hybrid scenarios;
- Knowledge on world-known software solutions, analytical tools, software and techniques, including for detecting online recruitment and 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.

Position Name: Senior Adviser on Prosecution of International Crimes	Employment Regime: Seconded	
Ref. Number: UAT 001 UAT 018 (2 positions)	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/ International Crimes Component/ International Crimes Legal Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: 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 investigation and prosecution of international crimes (war crimes, crimes against humanity, crime of aggression, and genocide) through activities including capacity building, advising, training and mentoring;
- To be a key interlocutor with the Office of the Prosecutor General of Ukraine as well as the Ukrainian law enforcement institutions that conduct international crimes investigations;
- To develop standards, guidelines and 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 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; 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;
- Sound knowledge of international humanitarian law and international criminal law;
- Experience in the investigation, prosecution, adjudication or other conduct of complex criminal cases.

6. Desirable Qualifications and Experience:

- Experience of prosecuting international crimes at the national and/or the international level;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Senior Adviser on Open Source Intelligence (OSINT)	Employment regime: Seconded	
Ref. number: UAT 004 UAT 039 (2 positions)	Location: Kyiv/Countrywide	Availability ASAP
Component/Department/Unit: Operations Department /International Crime Component/International Crime Investigation Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

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:

- Ability to mentor, advise and motivate local counterparts;
- 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.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Senior Adviser on the Investigation of International Crimes	Employment regime: Seconded	
Ref. number: UAT 008	Location: Kyiv/Countrywide	Availability: 01 January 2026
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Investigations Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position Name: Senior Adviser on Criminal Analysis	Employment Regime: Seconded	
Ref. Number: UAT 025	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Investigations Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Senior Adviser on Forensics	Employment regime: Seconded	
Ref. number: UAT 034	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Investigation Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in 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 Ukrainian Law Enforcement Agencies (LEAs) in the field of forensic capability, through activities pertaining to forensic investigations;
- To be the key interlocutor with the Ukrainian Law Enforcement in the area of responsibility;
- To advise, mentor, and provide expertise on strengthening forensic capabilities of the Ukrainian LEAs on forensic investigations, including in the field of recovery, documentation, examination, and identification of human remains, and to advise on the management of forensic processes related to missing persons ;
- To facilitate support of European Union agencies, e.g., Europol, and of EU Member States' LEAs to Ukrainian counterparts;
- To support relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance forensic investigations, including in missing persons;
- To manage and lead projects on forensic investigations, including in missing persons cases, and to advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise.

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 6 in the European Qualifications Framework OR a qualification of the second

cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR police or military equivalent education or training and rank; AND

- A minimum of 6 years of relevant professional experience, 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 forensic matters, including missing persons, in order to contribute to criminal investigations;
- Knowledge of forensic techniques at crime scenes and ability to reconstruct crime scenes;
- Familiarity with international legal frameworks related to missing persons, humanitarian law, and forensic best practices.

6. Desirable Qualifications and Experience:

- Knowledge of military weaponry used in the areas of operations, with a focus on USSR and Warsaw Pact-era systems;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Senior Adviser on Complex Crime Scene Analysis	Employment regime: Seconded	
Ref. number: UAT 035	Location: Kyiv/Countrywide	Availability: 16 December 2025
Department/Component/Unit: Operations Department/Organised Crime and Criminal Justice Component/Criminal Investigation Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience in CBRNE
- Experience in crime scene management;
- Experience in capturing, visualising and reconstructing crime scene;
- Experience in crime scene work in high risk areas (IED, EOD, and UXO's).
- Knowledge of various systems of forensic expertise in EU MS
- Experience with forensic system reform

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position name: Senior Adviser on OSINT (Open Source Intelligence)	Employment regime: Seconded	
Ref. number: UAT 036 UAT 040 (2 positions)	Location: Kyiv/Countrywide	Availability 15 April 2026 22 April 2026
Component/Department/Unit: Operations Department/Organised Crime and Criminal Justice Component/Criminal Justice Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To advise how to establish and implement a monitoring system of the investigative/intelligence research actions and processes conducted by Ukrainian authorities in relation to organised and serious crime cases, to track the progress towards national objectives and provide accurate and timely information to guide national decisions;
- To advise on how to collate, analyse and develop intelligence from a variety of sources relating to Persons of Interest;
- To advise on how to research open and internal sources of information and all relevant databases and records, how to best collect, handle and use intelligence, how to best report on findings and how to update line management on situations that need immediate action;
- To advise on criteria on how to prioritise cases;
- To advise on the implementation of an action plan deriving from the National Organised Crimes Investigation/Prosecution Strategy;
- To be the key interlocutor with the Office of the Prosecutor General (OPG), Public Prosecutor's Office (PPO) National Police Unit (NPU), State Bureau of Investigations (SBI), Economic Security Bureau of Ukraine (ESBU), Security Service of Ukraine (SSU) and other relevant Law Enforcement Agencies (LEAs).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the

European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Supervisory/management/coordination experience in investigations into serious/complex crimes;
- Experience in organised and serious crimes investigations and/or monitoring of such investigations;
- Extensive practical experience on how to use various digital tools for OSINT Knowledge in how to trace and secure admissible evidence through OSINT
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations.

7. Desirable Knowledge Skills and Abilities:

- Ukrainian or Russian language skills.

SECONDED/CONTRACTED POSITION

Position Name: Head of Communication and Information Systems (CIS)	Employment Regime: Seconded / Contracted	Post category for Contracted: Expert
Ref. Number: UAS 030	Location: Kyiv	Availability: 01 November 2025
Department/Component/Unit: Mission Support/CIS	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line

The Head of Communication and Information Systems reports to the Head of Mission Support.

2. Main Tasks and Responsibilities

- To lead, manage and coordinate the work and staff of the Communication and Information Systems (CIS) Unit;
- To advise the Head of Mission Support on development and implementation of Communication and Information Systems strategy and operational matters;
- To set the overall technology direction through strategic planning and development of multiyear work plans for CIS in line with organisational technology requirements in coordination with the IT Mission Support Platform in Civilian Operations Headquarters;
- To establish and monitor the CIS budget to maintain operational capabilities and ensure continuing evolution of technology implementation;
- To establish and maintain strategic service provider partnerships to provide best-in-class services to the Mission and optimize costs of services through a mix of internal and external resources;
- To coordinate all information technology activities and services, including management services, information systems services, systems administration services, network services, regional support services and communications in the Mission;
- To ensure the implementation and monitoring of information systems security measures to safeguard the Mission
- critical data and systems from cyber threats;
- To manage contracts and vendor relations related to outsourced/procured goods and services, such as hardware, software, network connectivity services, satellite communication services, internet services, telephony services, expert consultancies and external support services;
- To identify, manage and report the risks arising from the implementation of specific processes, systems, projects under the area of responsibility;
- 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;
- 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 any of the fields of Information Technology, Computer Science, Communications, Engineering or other related field; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, including 2 years of experience in the coordination of IT projects.

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;
- Extensive knowledge of current technologies for information systems, networking systems, and communication systems;
- Extensive knowledge of industry best practices in IT strategy, governance, radio and satellite communication technology and cloud services solutions;

6. Desirable Qualifications and Experience:

- Experience managing technical environments and operating Microsoft Office 365 servers running on the premises or on Microsoft Azure cloud;
- Certified training in industry best practices for IT service management (ITIL) or IT governance (COBIT);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of organisational technology needs and solutions, with ability to communicate to end users as well as IT and communications specialists;