

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### European Union Civilian CSDP Mission in Ukraine

<b>Organisation:</b>	European Union Civilian CSDP Mission in Ukraine			
<b>Job Location:</b>	Kiev			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u></b>			
	UA02	Deputy Head of Mission	Kiev	ASAP
	UA25	Strategic Advice Coordinator	Kiev	ASAP
	UA31	Strategic Public Order Policing Adviser	Kiev	ASAP
	UA37	Domestic Security Adviser	Kiev	ASAP
	<b><u>Seconded/Contracted</u></b>			
	UA50	Chief Human Resources	Kiev	ASAP

<b>Deadline for applications:</b>	Close of Business on Tuesday 9 September 2014 at 1700 Brussels time
<b>E-mail address to send the Job Application Form:</b>	<b>CPCC-Ukraine@eeas.europa.eu</b>
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability ( CPCC)</p> <p style="text-align: center;"><b>Mr Joern Laursen</b>  <a href="mailto:Lars-jorn.laursen@eeas.europa.eu">Lars-jorn.laursen@eeas.europa.eu</a></p> <p style="text-align: center;">or</p> <p style="text-align: center;"><b>Ms Piret Palusoo</b>  <a href="mailto:Piret.palusoo@eeas.europa.eu">Piret.palusoo@eeas.europa.eu</a></p>

**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 document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract <sup>(1)</sup>. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by EU Member States.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision establishing the Mission Mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

**Co-location of Strategic Advisers** – posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location with those authorities with the normal daily place of work of the post holder being within the premises of those they are advising. Personnel nominated should be made aware of this and that whilst generally working conditions within the premises of Ukrainian authorities are good, the Mission has little influence over them.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert positions for the envisaged European Union Civilian CSDP Mission in Ukraine, according to the requirements and profiles described below:

#### **A. Essential requirements**

EU Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – Citizenship of a Member State of the European Union (EU).

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

**Negotiation Skills** – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

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<sup>1</sup> Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

**Language Skills** – Language requirements are specified in the respective job descriptions.

**Computer Skills** – Skills in word processing, spread sheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

**Training** – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) is required.

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

## **B. Recommended requirements**

**Knowledge of EU and CFSP/CSDP** – To have a sound understanding of the aims, purposes and functioning of the EU's Common Foreign and Security Policy (CFS) and Common Security and Defence Policy (CSDP) missions

**Knowledge of Ukraine** – To have a good knowledge of the history, culture, social and political situation of the region; to have knowledge of the police, judiciary and governmental structures (distinct advantage)

**Knowledge and experience of SSR: to be acquainted with Security Sector Reform concepts and practices, especially in eastern and south Eastern Europe, Central Asia and the Caucasus (distinct advantage)**

**Training and experience** – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable)

## **C. Essential documents for selected candidates**

**Passport** – The participants must obtain a passport from their respective national authorities valid for at least 2 years. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – EU Member States and Mission members 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 en route to the Mission.

**Security Clearance** - Unless mentioned otherwise in the specific job description, the necessary level of security clearance is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. To be vaccinated according to the required immunizations for the Mission area.

**Medical certificate** – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member States. A copy of this certification must accompany deployed seconded/contracted personnel.

**Driving license** – Be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is desirable.

#### **D. Additional information on the selection process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages EU Member States and European Institutions to take this into account when offering contributions.

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels for interviews, the EU Member State will bear any related costs.

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

#### **E. Additional information**

During the start-up phase of the mission, the deployment as part of the Core Team is based on a strictly non-family policy.

Mission members may be asked to contribute towards the overall cost of the accommodation provided by the Mission.

#### **F. Job descriptions**

The initial work of the selected candidates will be in the framework of the so-called "Core Team" that will be entrusted with the following tasks:

- To prepare all logistic and infrastructure arrangements in view of full deployment of the Mission;
- To establish contacts with the relevant Ukrainian stakeholders/counterparts and to start an immediate preparatory assessment and mapping work with them for further implementation;
- To establish contacts with the relevant international actors and to start an immediate assessment of further measures and a framework for cooperation/coordination;
- To contribute continuously to CONOPS, OPLAN and BIS 2

Each member of the Core team will contribute to these tasks within respective competencies as well as adapted reporting lines where applicable.

**The indicated reporting lines in the enclosed job descriptions are subject to modification in the context of ongoing operational planning for the Mission in Ukraine and will be finalised in the CONOPS.**

### Seconded positions:

Position Name: <b>Deputy Head of Mission</b>	Employment Regime: Seconded	
Ref. Number: UA02	Location: Kiev	Availability: ASAP
Component/Department/Unit: N/A	Level of Security Clearance: EU Secret	Open to Invited Third States: No

#### **Reporting Line:**

The Deputy Head of Mission reports to the HoM.

#### **Main Tasks:**

- To deputise for the Head of Mission during his/her absence;
- To contribute to the development of the mission overarching policy and relevant mission implementation strategy.
- To contribute to the overall planning of the Mission activities in the field of civilian Security Sector reform and to the development of mission reports, including lesson observations, in accordance with HoM's instructions and without prejudice for the prerogatives of the Chief of Staff.
- To contribute to the proper implementation of the mission mandate by following the day-to-day operational activities, in accordance with HoM's instructions and without prejudice for the prerogatives of the Head of Operations.
- To support the HoM in the duty of care of mission personnel.
- To exercise disciplinary control and direct internal investigations over mission personnel in accordance with the applicable code of conduct and disciplinary regulations. He/she takes disciplinary decisions in the first instance.
- To contribute to the induction training of mission personnel, as required.
- To execute the tasks directly assigned to him/her by the HoM on a permanent, temporary or ad hoc basis.
- To provide instructions and receive reports on specific subjects delegated to him by the HoM.
- To fulfill any other tasks delegated to him/her by the HoM.

#### **Qualifications and Experience:**

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, Security, Military Affairs, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police or/and Military education and or equivalent professional education.
- At least 15 years of relevant and proven professional experience after having completed his/her studies, including at least 5 years at senior management level progressively.
- Experience in governance of civilian security sector institutions (e.g. Ministries, Police, Gendarmerie, Justice, Intelligence, Armed Forces) and related democratic oversight structures and processes (e.g. independent inspectorate, parliamentary oversight committee or ombudsman);

- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region is desirable.
- Be able to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent interpersonal and managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff, to review and edit the work of others.
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Familiarity with diplomatic protocol.

**Language Skills:**

- Fluent written and spoken English language skills are a requirement.
- Written and spoken Ukrainian and/or Russian language skills would be an asset

Position Name: <b>Strategic Advise Coordinator</b>	Employment Regime: Seconded	Post Category:
Ref. Number: UA25	Location: Kiev	Availability: ASAP
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

### **Reporting Line:**

The Strategic Advise Coordinator reports to the Head of Operations.

### **Main Tasks:**

- To provides strategic security sector reform related advice to the National Security and Defence Council (NSDC) on a daily basis as the overarching national policy coordination body for national security and related coordination;
- To support and assist the NSDC in its security sector reform related work to achieve harmonisation, and coherence of reforms and the inclusion of EU best practices and standards;
- To support the NSDC in enhancing command and control within the civilian security sector and within a framework of comprehensive and harmonised reform;
- To assist the NSDC to establish the administrative and planning mechanisms and processes, including the establishment of thematic, ministerial/agency and cross sectorial working groups, to support the design, planning, implementation and monitoring of security sector reforms;
- With the support of the Mission Planning and Evaluation officers, to ensure the coherent planning, and implementation of activities within the Line of Operations to achieve the tasks and objectives set for the Strategic Advice Line of Operations;
- To lead, manage and provide guidance and direction to the Mission's Strategic Advisers including those embedded within Ukrainian security sector structures;
- To establish and manage mechanisms to constantly assess progress, to identify actual and potential risks to attainment of the Strategic Advice Line of Operations objectives, tasks or activities or delays against the Mission Implementation Plan and to develop and apply mitigating measures and solutions in a timely manner, escalating issues to the Head of Operations as required;
- To ensure coherence and consistency of approach in delivery across the Line of Operation;
- To continually monitor and report progress in Strategic Advisory related mission implementation;
- To ensure operational coherence and consistency of approach across the activities of the Line of Operations;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To supervise the conduct of mission activities and to ensure their orientation and operational coherence towards the end state;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To take into account overall Security Sector Reform issues in order to ensure coherence between mission activities and wider SSR aspects;

- To ensure close cooperation with Ukrainian authorities in charge of the Security Sector Reform at ministerial level and to monitor the relations between the Mission's SSR advisers and their Ukrainian counterparts. Address issues in a timely and diplomatic manner;
- To implement proper coordination with and support other international actions within the scope of mission mandate;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that his/her supervised personnel contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that the MHQ Staff are periodically updated on mission implementation progress;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

### **Qualifications and Experience:**

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police or/and Military education and/or equivalent professional education.
- At least **15 years** of relevant and proven professional experience after having completed his/her studies, including at least **5 years** at senior management level progressively. Possess operational and strategic experience with, or in assistance of, Security Sector agency (Police, Gendarmerie, Intelligence, Armed Forces and/or related democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);
- Occupied a role as a first level adviser to, or member of, a national cross governmental security sector coordination body for a period of at least two years;
- Experience of advising on security Sector Reform at the national level, preferably within the CIS, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management;
- Be able to demonstrate political and diplomatic acumen;
- Experience in leading and coordinating international efforts to inform host nation development of national level security sector visions, concepts, implementation monitoring and management frameworks;
- Qualified project manager with knowledge and experience of leading multi-thematic and multi-layered security, rule of law or stabilisation related programme and project management;
- Proven ability to address these subjects to national, governmental level decision makers;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- International experience in the senior management in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams (offices or mobile teams) is essential;
- Knowledge of the political, cultural and security situation of Ukraine and the wider mission area is desirable.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.



- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Familiarity with diplomatic protocol.
- Experience in dealing with the coordination of public institutions at top management levels.

**Language Skills:**

- Fluent written and spoken English language skills are a requirement.
- Written and spoken Ukrainian and/or Russian language skills are not a requirement, but would be an asset

Position Name: <b>Strategic Public Order Policing Adviser</b>	Employment Regime: Seconded	
Ref. Number: UA31	Location: Kiev	Availability: ASAP
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

### **Reporting Line:**

The Strategic Public order Policing Adviser reports to the Head Strategic Adviser to MoIA.

### **Main Tasks**

- To provide public order policing (crowd management and riot control) advice to the MoIA and national level uniformed police commanders of Ukraine in support of the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- To enhance the national MoIA and police command awareness, related EU public order policing standards and models and use of force;
- To assist the Ukrainian police commanders responsible at the national level for shaping, developing and implementing public order policing policy in identifying reform choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian police reforms and their implementation;
- To promote, encourage and advise the police commanders responsible for public order policing to make rapid changes in the existing approaches of crowd management, riot control policing in order to help address the serious lack of public confidence in police and therefore the rule of law generally;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to, Ministry of Internal Affairs reforms;
- To support the relevant national police commanders to plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry reform policy development and planning events;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the MoIA Advisory Units tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Head of Unit;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

### **Qualifications and Experience:**

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police and/or Military education or equivalent professional education.
- At least 10 years of relevant and proven professional experience.
- Presently hold, or have held, the rank of Lieutenant Colonel/Chief Superintendent or above in an operational role;
- Has experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources management and career management and development;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Experience of managing police/public relations and community outreach;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable.
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

**Language Skills:**

- Fluent written and spoken English language skills are a requirement.
- Written and spoken Ukrainian and/or Russian language skills are not a requirement, but would be an asset

Position Name: <b>Domestic Security Advisor</b>	Employment Regime: Seconded	
Ref. Number: UA37	Location: Kiev	Availability: ASAP
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

### **Reporting Line:**

The Domestic Security Adviser reports to the Strategic Advice Coordinator.

### **Main Tasks:**

- To provide strategic reform related advice to the National Security Service of Ukraine in support of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines. This advice will include advice on policy relating to such matters as management structures, division of competences, examples of National Intelligence Models, coordination and management, professional ethos, resource management and training;
- To enhance the awareness of senior management of the Security Service of relevant EU governance standards;
- To assist the Ukrainian authorities in assessing and tailoring Security Service and Intelligence management models; to assist them in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian security and law enforcement reforms and their implementation in consideration of EU human rights, freedoms data protection and accountability standards and best practice;
- To provide awareness and advice to the national level Security Service leadership relating to the establishment of robust and effective internal investigations and discipline.
- To support Mission staff in advising relevant Ukrainian Security Sector agencies, including law enforcement agencies, in promoting, developing and incorporating analytical criminal intelligence structures and processes within the design of strategic SSR;
- To inform and otherwise contribute towards the Mission's policy and advisory input into harmonised Ukrainian SSR at the cross governmental level;
- To support the national Security Service to plan and prepare for participation in, and follow up to, international and national level multi-agency and internal SSR policy development and planning events;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the MoIA Advisory Units tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Strategic Advice Coordinator;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To take into account overall Security Sector Reform issues in order to ensure coherence between the Unit's activities and wider SSR aspects;

- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

### **Qualifications and Experience:**

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police and/or Military education or equivalent professional education.
- At least **15 years** of relevant and proven professional experience, of which at least 5 years within the last **7 years** in a special policing command position.
- Presently hold, or have held, the rank of Lieutenant Colonel/Chief Superintendent or above in an operational role;
- Has experience of operational command of Border Police units;
- Has experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources management and career management and development;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Experience of managing police/public relations and community outreach;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable.
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

### **Language Skills:**

- Fluent written and spoken English language skills are a requirement.
- Written and spoken Ukrainian and/or Russian language skills are not a requirement, but would be an asset

**Seconded/contracted position:**

Position Name: <b>Chief of Human Resources</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Management Level (MSML)</b>
Ref. Number: <b>UA50</b>	Location: <b>Kiev</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Invited Third States: <b>No</b>

**Reporting Line:**

The Chief of Human Resources reports to the Head of Mission Support.

**Main Tasks:**

- To manage and co-ordinate all Human Resources matters;
- To create and update a Human Resource Policy for International and National staff in accordance with the OPLAN and Standard Operating Procedures;
- To update and follow the deployment plan of the Mission members on a constant basis;
- To provide advice and support to the HoM and D/HoM, line managers as well as all staff members on Human Resources related matters;
- To create, manage and follow up the personnel database, lists and files for the Mission members as well as to provide statistics and figures about Mission members;
- To organize and to put into practice the Mission's transparent and merit based recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission members in accordance with the CPCC Staff Selection Procedures;
- To manage the HR administration according to applicable rules and regulations and best practises;
- To establish the guidelines for transparent and objective performance assessment and evaluation system for the Mission;
- To be responsible for weekly, monthly and six months reports concerning all Human Resources and personnel issues;
- To liaise with CPCC and the European Commission on Human Resources related matters;
- To develop and implement the existing personnel administration rules for CSDP operations;
- To supervise all special projects related to Human Resources;
- To co-ordinate with the relevant functions in relation to personnel disciplinary and code of conduct matters;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

**Qualifications and Experience**

- Completion of a full course of university studies attested by a degree in Human Resources, Social Sciences, Business or Public Administration, Law or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 5 years of relevant and proven professional experience including 2 years in management, preferably in the field of human resources and/or administration management, legal, administrative and operational aspects of human resources and training. Such experience must be gained after having obtained the relevant degree;

- Good working knowledge of MS Office;
- Experience in planning and implementing projects is essential;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous experience in CSDP missions would be an advantage.

**Language Skills:**

- Fluent written and spoken English language skills are a requirement.
- Written and spoken Ukrainian and/or Russian language skills are not a requirement, but would be an asset