

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2016 Call for Contributions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (23)</u>			
	UAC 01*	Chief of Staff	Kyiv	14 Sep 2016
	UAC 05	Executive Assistant to the Chief of Staff	Kyiv	ASAP
	UAC 13	Mission Analytical Capability (MAC) Analyst	Kyiv	ASAP
	UAC 15	Senior Political Adviser	Kyiv	ASAP
	UAC 21	Senior Reporting Officer	Kyiv	ASAP
	UAC 32	Senior Planning and Evaluation Officer	Kyiv	ASAP
	UAO 01	Head of Operations	Kyiv	ASAP
	UAO 03	Senior Adviser to the Head of National Police	Kyiv	1 Aug 2016
	UAO 21	Senior Adviser on Public Administration	Kyiv	ASAP
	UAO 24	Senior Adviser on Communications and Information Systems	Kyiv	ASAP
	UAO 26	Senior Adviser on Border Guards and Customs	Kyiv	ASAP
	UAO 44	Lead Adviser on Community Policing	Kyiv	ASAP
	UAO 51	Lead Adviser on Public Order (Crowd Management)	Kyiv	ASAP
	UAO 57	Domestic Security Adviser/Trainer	Kyiv	ASAP
	UAO 72	Lead Adviser on Prosecution	Kyiv	ASAP
	UAO 74	Senior Adviser on Prosecution (Management)	Kyiv	1 Aug 2016
	UAO 75	Senior Adviser on Prosecution (Organised crime)	Kyiv	ASAP
	UAO 80	Senior Adviser on Criminal Investigations	Kyiv	ASAP
	UAO 84	Senior Adviser on Counter Terrorism	Kyiv	ASAP
	UAO 85	Senior Adviser on Witness Protection	Kyiv	ASAP
	BSE 02	Brussels Support Element - Human Resources and Administration	Brussels	ASAP

	KHO 07	Adviser/Trainer on Rule of Law – Kharkiv	Kharkiv	ASAP
	LVO 05	Adviser/Trainer on Public Order – Lviv	Lviv	ASAP
	<u>Seconded/Contracted (2)</u>			
	UAD 06	Mission Security Analyst	Kyiv	ASAP
	UAS 45	CIS Assistant (IT Systems Administrator)	Kyiv	ASAP
Deadline for Applications:	24 June 2016 at 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form to:	CPCC-Ukraine@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Caroline Swagemakers cpcc-ukraine@eeas.europa.eu +32 (0)2 584 50 56			

* The availability of this post may be earlier than presented in this CfC.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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

Co-location of Strategic Advisors – Posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location 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 Operations Commander requests that contributing States propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

A. Essential Requirements

Contributing 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 an EU Member State or of a contributing third State.

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

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Physical and Mental Health – The 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. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in contributing States.

Language Skills¹ – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – e-Hest² or equivalent.

Education – European Qualifications Framework (EQF)³.

¹ [Common European Framework of References for Languages](#)

² <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

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

B. Recommendable Requirements

Knowledge of the EU Institutions – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of Ukraine – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

Knowledge and Experience of SSR – The candidates should 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 – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

C. Essential Documents for Selected Candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. 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 en route to the Mission.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driving Licence – The selected 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. Category C driving licence is desirable or as specified in the respective job description.

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States 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 shortlisted 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/Mission Headquarters for interviews, the contributing States will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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

SECONDED POSITIONS

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: UAC 01*	Location: Kyiv	Availability: 14 Sep 2016
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Chief of Staff reports to the Head of Mission.

Main Tasks and Responsibilities:

- To supervise the Chief of Staff's Office, including the Reporting Section, and the following Mission Headquarters' (MHQs) Departments: Planning and Evaluation, Analysis, Security, Political, Legal, Public Information;
- To exercise the day-to-day coordination of the MHQs' Departments, including Mission Support, in order to ensure that all aspects are globally considered when preparing for the Head of Mission's decision-making and when analysing the internal reporting of Mission activities;
- To ensure that all Mission activities are consistently planned, supported and executed according to Head of Mission's directions (quality control);
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that the MHQs' Staff are periodically updated on Mission implementation progress as well as on the political and security situation of the Mission area;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, (*"the Office of the EUSR,"* if established) the representatives of EU Member States and contributing third States in the Area of Responsibility, according to the Head of Mission's instructions;
- To ensure that liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders, according to the Head of Mission's instructions;
- To coordinate all contributions to the Mission's external reporting;
- To contribute to the induction training of new Mission personnel as required;
- To ensure that all Mission components contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To fulfil any other related tasks delegated to him/her by the Head of Mission.

Education and Experience:

Essential

- Successful completion of university studies of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the educational requirements, a minimum of 12 years of relevant professional experience, with at least 5 years of experience at senior management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, Security, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the Head of Mission, to establish priorities, to plan and to exercise control;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, whilst taking into account possible new guidance as situations evolve;
- Excellent leadership and managerial skills - ability to mentor and motivate staff, to review and edit the work of others;
- An outstanding team player able to unite staff;
- Excellent interpersonal and communication skills - highly resilient under physical and mental pressure;
- Ability to establish priorities and to plan, coordinate and monitor work of others;
- Experience in monitoring and co-ordinating a broad set of activities and ensuring overall coherence;
- Be able to work well on his/her own initiative and as part of a team;
- Work methodically, accurately and with attention to detail;
- Have excellent communication skills;
- Previous international experience;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

Position Name: Executive Assistant to the Chief of Staff	Employment Regime: Seconded	
Ref. Number: UAC 05	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing third States: Yes

Reporting Line:

The Executive Assistant reports to the Chief of Staff (CoS).

Main Tasks and Responsibilities:

- To assist the Chief of Staff in his/her daily work, including taking minutes at meetings and conferences, as well as preparing draft reports, documents, speeches for the Chief of Staff;
- To assist the Chief of Staff in preparing the agenda for all meetings chaired by the Chief of Staff;
- To receive, filter, oversee and file incoming and outgoing correspondence and to maintain an interoffice filing system;
- To this end, to maintain contacts with the different organisational units under the Chief of Staff Office as well as equivalent staff in other parts of the Mission to contribute to a smooth flow of information, particularly with the Office of the Head of Mission;
- To review documents, reports, letters and "notes verbales" prepared for signature by the Chief of Staff in order to ensure quality and accuracy in substance;
- To request, coordinate and prepare briefing materials for the Chief of Staff prior to meeting with the EUAM staff and external interlocutors;
- To attend internal and external meetings on behalf of the Chief of Staff to obtain the information necessary for fostering the Chief of Staff's activities;
- To coordinate visits to the Mission and act as a protocol officer of EUAM, as required;
- To assist the Chief of Staff in his/her functions by ensuring the smooth running of the Office, including by following up on taskings independently and assist in the coordination of tasks, especially those involving the cooperation between various Departments and Operations;
- To assist the Chief of Staff in operationalising the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To perform any other related task as requested by the Line Manager.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant and proven professional experience, out of which 3 years in administrative tasks;

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law or Public Administration;
- Strong communication skills;
- Excellent drafting, time and resource management, interpersonal and good computing skills;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work on a multitude of activities at the same time with limited supervision.

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: UAC 13	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/ Political, Analysis and Reporting/ MAC Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Political, Analysis and Reporting Department.

Main Tasks and Responsibilities:

- To provide analytical assessments of a mid to long-term nature regarding developments affecting opportunities and challenges to mandate implementation, including contributions to early warning of potential threats;
- To contribute identifying and mapping relevant entities related to the Mission mandate;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by Head of Political, Analysis and Reporting Department;
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the Head of Political, Analysis and Reporting Department, and to ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To support the efficiency of information within the Mission;
- To act upon the Mission's information and analysis requirements;
- To support the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all the Mission various components as well as external sources;
- To contribute to lessons identification;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which at least 3 years of analytical experience in handling, processing and analysis of information from various sources.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- Excellent interpersonal skills and ability to work on his/her own initiative in a methodical manner;
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment;
- 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.

Desirable

- Significant experience in the use of analytical IT packages and processes;
- International experience, particularly in crisis areas with multinational and/or international organisations.

Position Name: Senior Political Adviser	Employment Regime: Seconded	
Ref. Number: UAC 15	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/ Political, Analysis and Reporting/ Political Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Senior Political Adviser reports to the Head of Political, Analysis and Reporting Department.

Main Tasks and Responsibilities:

- To act as Senior Political Adviser to the Head of Mission;
- To coordinate the work of the Political Advisers;
- Under the supervision of the Head of Political, Analysis and Reporting Department, to ensure the liaison with counterparts in Headquarters;
- To follow the political developments in Ukraine and the region and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- Under the coordination of the Head of Political, Analysis and Reporting Department, to liaise with relevant political actors, parliamentarians, local authorities, civil society, EU actors, third States and international organisations;
- To advise, provide guidance and support the Head of Political, Analysis and Reporting Department on issues in order to ensure coherence between Mission activities and the wider political context;
- To prepare briefings and notes to ensure timely information for the Head of Political, Analysis and Reporting Department;
- To assist in clearance of draft press releases, public statements and articles;
- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To assist in conducting and coordinating official visits according to protocol rules;
- To conduct briefings for Mission staff and other individuals or groups;
- To contribute to lessons identification;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in the at least one of the following fields of expertise: Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- Excellent drafting skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

- 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.

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAC 21	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/ Political, Analysis and Reporting/ Reporting Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Reporting Officer reports to the Head of Political, Analysis and Reporting Department.

Main Tasks and Responsibilities:

- To act as Senior Reporting Officer coordinating the work of the Reporting Officers;
- Support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- To develop management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission in relation to reporting;
- To ensure, in close cooperation with the Head of Political, Analysis and Reporting Department together with Head of Operations, that the Section's output is timely, quality-checked, focused and value added vis-à-vis Mission decision-making and goals;
- In close coordination with senior management, to prioritise Section's tasks;
- To implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To supervise information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- To coordinate regular meetings and exchange with Political Advisors, Security Office, Press and Public Information Department, other key analytical functions, as well as with Operations Department for optimised coordination and synergy;
- To contribute to drafting the Mission's reports for EU Institutions in Brussels and Member State capitals, working to tight deadlines and guidelines;
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Kyiv and external visitors up to Ministerial level;
- To liaise with external partners in order to enhance information collection and analysis;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 years of experience at management level.

- Analytical capacity, political awareness and judgement;
- Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner;
- Excellent analytical capability and profound knowledge of information collection and analytical methods.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration.

Desirable

- A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge and experience of working in the Analysis and Reporting Department;
- Previous experience in crisis management Missions, including in the area of Security Sector Reform (including policing, rule of law), or in the political/diplomacy field;
- International experience, particularly in crisis areas with multinational and/or international organisations.

Position Name: Senior Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 32	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/ Planning, Coordination and Cooperation/ Planning Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Planning and Evaluation Officer reports to the Head of Planning, Coordination and Cooperation Department.

Main Tasks and Responsibilities:

- To act as Senior Planning and Evaluation Officer coordinating the work of the Planning and Evaluation Officers;
- To help ensuring that Mission operational activities are executed according to the Head of Mission's directions. To this effect, he/she is responsible to develop and review on regular basis the Mission Implementation Plan (MIP) under supervision of the Head of Planning, Coordination and Cooperation Department and in coordination with other relevant organisational units of the Mission;
- To help ensuring that Mission operational activities are executed according to the MIP. To this effect, he/she is responsible to monitor, evaluate and report on the state of play of mandate implementation, including through benchmarking, analysis and evaluation;
- To ensure that Mission personnel is regularly updated on the progress of MIP implementation;
- To contribute to ensure that planning Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to identifying, collecting and disseminating of lessons and best practices;
- To design, develop and contribute to the induction training of Mission personnel and Mission internal trainings as required in co-operation with Mission Support Department;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 5 years of experience in strategic analyses, planning, evaluating and reporting.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- Sound understanding of strategic and operational considerations;

- 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;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: UAO 01	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Operations reports to the Head of Mission.

Main Tasks and Responsibilities:

To manage and coordinate the Mission operations through involving the Deputy Head of Operations, the Heads of Components and the Lead Advisers in the Department of Operations, including the Mission's Regional Presences;

- To report on a regularly basis to the Head of Mission on the achievements and challenges deriving from the conduct of the operations;
- To identify and plan activities fully in line with the Mission's Implementation Plan (MIP), and to feedback results to the MIP to ensure its continued development;
- To support 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 coordinate the implementation of Mission operational activities while ensuring their orientation and operational coherence towards the Mission end-state;
- To cooperate closely with and fully support the Chief of Staff on the Chief of Staff Office responsibilities on analysis, planning, project management, external donor coordination, strategic communication and reporting.
- To ensure close cooperation with Ukrainian authorities in charge of the Civilian Security Sector Reform at the appropriate level;
- To ensure that his/her supervised personnel contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To perform any other related tasks as requested by the Line Manager.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, at least 12 years of relevant professional, experience, out of which at least 7 years of experience at senior management level acquired progressively.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- To possess operational and strategic experience with, or in assistance of, Civil Security Sector agencies 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 Civilian 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;
- Experience of project management 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 Head of Mission, 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;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- 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;
- 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.

Desirable

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

Position Name: Senior Adviser to the Head of National Police of Ukraine	Employment Regime: Seconded	
Ref. Number: UAO 03	Location: Kyiv	Availability: 01 Aug 2016
Component/Department/Unit: Operations	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Adviser to the Head of National Police reports to the Head of Operations.

Main Tasks and Responsibilities:

- To assist the Head of Operations in operationalising the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) in the area of its executive mandate;
- To be co-located within the Office of the Head of National Police of Ukraine and ensure smooth collaboration between the Mission and the National Police of Ukraine;
- To provide advice to the Head of National Police on EU best-shared practices, standards and principles;
- To assist the Head of National Police in his/her functions by following up on tasking independently and assist in the coordination of tasks;
- To draft documents at the request of the Head of National Police;
- To accompany the Head of National Police as required to meetings and events and make necessary preparations;
- To coordinate, as appropriate, with relevant stakeholders at the appropriate level;
- To report on activities to the Head of Operations;
- To assist the Head of Operations with aspects of Mission visibility, e.g. preparing presentations and materials;
- To assist the Head of Operations in ensuring timely and accurate reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law or Public Administration;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

Desirable

- The experience must be acquired particularly through managing complex operations and large scale organisations;
- Strong managerial track record, including in change management and programme/project delivery;
- International experience, particularly in crisis areas with multinational and/or international organisations.

Position Name: Senior Adviser on Public Administration	Employment Regime: Seconded	
Ref. Number: UAO 21	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Civilian Security Sector Reform	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Adviser on Public Administration reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To ensure a comprehensive understanding of the current state of play in public administration and decentralisation by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in public administration and decentralisation, including in analysis, planning, designing, programming, budgeting and implementing strategies and increasing citizen participation in the aforementioned processes, decentralisation of administration related responsibility and accountability, including human resources management, budget, finance and accounting, and assisting the Ukrainian authorities in identifying good governance requirements relevant to their reform programme;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in public administration and decentralisation;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public administration and decentralisation;
- To manage and lead projects in public administration and decentralisation;
- To assist in the implementation of training activities for public administration and decentralisation;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all public administration and decentralisation activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To contribute to lesson identification;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Administration, Social Sciences, Economy, Law, Political Science, International Relations or Diplomacy;
- At least 5 years of the above-mentioned experience must be acquired in Public Administration-related matters;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Senior Adviser on Communications and Information Systems	Employment Regime: Seconded	
Ref. Number: UAO 24	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Civilian Security Sector Reform	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Adviser on Communications and Information Systems reports to the Head of the Strategic Civilian Security Sector Reform (CSSR) Component.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To advise the relevant Ukrainian partners on Information and Communication Technology (ICT) development and the related Standard Operating Procedures;
- To assist the relevant Ukrainian partners on improving the ICT infrastructure, its management and the maintenance procedures;
- To make recommendations, based on expert knowledge, for improvements to and interoperability between Law Enforcement Agencies and prosecutorial services information systems, including making recommendations for establishment of relevant data bases and data management;
- To liaise with MoIA, Regional and Local Government authorities, Law Enforcement Agencies, prosecutorial services and the Ministry of Finance on enhancements to planning, budgeting, accounting and implementation monitoring systems in order to increase accessibility and use of data;
- To assess potential for useful interoperability between various Law Enforcement Agencies and prosecutorial services information systems, and analyse bottlenecks to interoperability and how they can be addressed;
- To provide advice and assistance to MoIA, Regional and Local Government authorities, Law Enforcement Agencies and prosecutorial services on improvement of and interoperability between human resources information systems, and enhanced use of information in human resources policy making and planning;
- To identify and advise on the capacity and training opportunities of the administrative and internal support policing units;
- To support, as appropriate, the relevant Ukrainian partners to identify the appropriate equipment and infrastructure needed;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Computer Science/Communications, Information Technology or IT Engineering;
- At least 5 years of the above-mentioned experience must be acquired in Information Technology and information systems architecture;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Senior Adviser on Border Guards and Customs	Employment Regime: Seconded	
Ref. Number: UAO 26	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Civilian Security Sector Reform	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Adviser on Border Guards and Customs reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- 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 strategic customs and/or border policing reform related advice to the relevant Ukrainian counterparts, in accordance with the Mission mandate;
- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies, in particular EUBAM Moldova/Ukraine;
- In partnership and cooperation with EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of special border policing and immigration control in the EU;
- To promote, encourage and advise the commanders and decision makers responsible for the State Fiscal Service Customs Administration and Border Guard to identify and take rapid changes;
- To advise the leadership of the Border Guard and/or State Fiscal Service Customs Administration on harmonisation of reforms with broader civilian security sector reforms;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow;
- To contribute to lessons identification;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested customs, police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience of operational command of Border Police and/or Customs units, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

- Solid knowledge of Customs Management and Integrated Border Management;
- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

Position Name: Lead Adviser on Community Policing	Employment Regime: Seconded	
Ref. Number: UAO 44	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Law Enforcement Agencies	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Lead Adviser on Community Policing reports to the Head of Law Enforcement Agencies Component.

Main Tasks and Responsibilities:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To advise and support in the management of the activities related to community policing;
- To act as Mission focal point and direct counterpart to the relevant UA authorities on community policing matters;
- To direct and supervise the work of the Mission staff associated to the community policing development including in Regional Presences;
- To guide the community policing team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To this end, to proactively support the Ukrainian partners in the implementation of the activities related to community policing;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the community policing team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience, out of which at least 5 years of experience in community policing related matters.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- The above-mentioned experience must demonstrate increasing responsibility at management level in particular with regards to community policing;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Lead Adviser on Public Order (Crowd Management)	Employment Regime: Seconded	
Ref. Number: UAO 51	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Law Enforcement Agencies	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Lead Adviser on Public Order reports to the Head of Law Enforcement Agencies Component.

Main Tasks and Responsibilities:

- To operationalise – within his/her field of responsibility – the Mission mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To advise and support in the management of the activities related to crowd management;
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on public order matters;
- To direct and supervise the work of the Mission staff associated to the public order development including in Regional Presences;
- To guide the public order team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To this end, to proactively support the Ukrainian partners in the implementation of the activities related to crowd management;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the crowd management team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant and proven professional experience, out of which at least 5 years of experience in public order field.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- The above-mentioned experience must demonstrate increasing responsibility at management level in particular in the field of public order;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable:

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

Position Name: Domestic Security Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 57	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Law Enforcement Agencies	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Domestic Security Adviser/Trainer reports to the Head of Law Enforcement Agencies Component.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the National Security Service of Ukraine in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders; This will include advice on policy relating to such matters as management structures, division of competences, good practices in internal and inter-agency coordination and sharing of intelligence products, examples of National Intelligence Models, management of security related investigations, professional ethos, resource management and training;
- To support Mission staff in advising relevant Ukrainian Civilian Security Sector agencies in promoting, developing and incorporating analytical criminal intelligence structures and processes within the design of strategic SSR;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the domestic intelligence field;
- To support in developing and implementing in-service trainings;
- 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 relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on intelligence-related matters;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which at least 3 years of experience in intelligence-related matters.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Lead Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: UAO 72	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Rule of Law	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Lead Adviser on Prosecution reports to the Head of Rule of Law Component.

Main Tasks and Responsibilities:

- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on prosecution matters;
- To advise and support the management of the activities related to prosecution;
- To operationalise – within his/her field of responsibility – the Mission's mandate and tasks as set out in the planning documents, CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To direct and supervise the work of the Mission staff associated to the prosecution development including in Regional Presences;
- To guide the prosecution team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To this end, to proactively support the Ukrainian partners in the implementation of the activities related to prosecution;
- To ensure timely reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To ensure compliance with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the prosecution team;
- To closely collaborate with the Office of the Chief of Staff on donor coordination, evaluation and the implementation of projects;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Managers.

Qualifications and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience, out of which 5 years of experience in the prosecution field.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- The above-mentioned experience must demonstrate increasing responsibility at management level in particular with regards to prosecution;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Senior Adviser on Prosecution (Management)	Employment Regime: Seconded	
Ref. Number: UAO 74	Location: Kyiv	Availability: 01 Aug 2016
Component/Department/Unit: Operations/ Rule of Law	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Adviser on Prosecution (Management) reports to the Head of the Rule of Law Component.

Main Tasks and Responsibilities:

- To contribute at an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- 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 strengthen capabilities in the prosecution; this will include advice on policy relating to such matters as prosecutorial ethos, structural and operational organisation of the Public Prosecutor's Office, independence and self-governance, resource management and the vetting process of prosecutors;
- To provide awareness and advice to the national level Ukrainian prosecutorial leadership relating to the establishment of robust and effective internal communication, human resources and discipline procedures;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To support Mission Regional Presences where relevant;
- To manage and lead projects in the prosecution field;
- To assist in the implementation of training activities for the prosecution;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all prosecution activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Managers.

Qualifications and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, preferably as a prosecutor, lawyer or legal adviser, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law or Public Administration;
- Experience of change management within the Public Prosecutor's Office;
- Experience of managing the interface between the Public Prosecutor's Office and the general public;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Senior Adviser on Prosecution (Organised Crime)	Employment Regime: Seconded	
Ref. Number: UAO 75	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Rule of Law	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing third States: Yes

Reporting Line:

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of the Rule of Law Component.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- 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 strengthen capabilities in the prosecution;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To support Mission Regional Presences where relevant;
- To manage and lead projects in the prosecution field;
- To assist in the implementation of training activities for the prosecution;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all prosecution activities within his/her area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Manager.

Qualifications and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Social Sciences, Business Administration, Economy, Law or Public Administration;
- At least 5 years of experience must be acquired in the field of fighting organised crime;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Senior Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: UAO 80	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Rule of Law	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Adviser on Criminal Investigations reports to the Head of the Rule of Law Component.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- 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 strengthen capabilities on criminal investigations;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on criminal investigations;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on criminal investigations;
- To support Mission Regional Presences where relevant;
- To manage and lead projects on criminal investigations;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on criminal investigations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- At least 4 years of experience must be acquired in the field of criminal investigations;
- The above-mentioned experience must demonstrate increasing responsibility at management level in particular with regards to criminal investigations;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Senior Adviser on Counter Terrorism	Employment Regime: Seconded	
Ref. Number: UAO 84	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Rule of Law	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Adviser on Counter Terrorism reports to the Head of the Rule of Law Component.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- 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 strengthen capabilities on counter terrorism;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on counter terrorism;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on counter terrorism;
- To manage and lead projects on counter terrorism;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To assist in the implementation of training activities on counter terrorism;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- At least 5 years of the above-mentioned experience must be acquired in the field of counter terrorism;
- The above-mentioned experience must demonstrate increasing responsibility at management level in particular with regards to counter terrorism;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Senior Adviser on Witness Protection	Employment Regime: Seconded	
Ref. Number: UAO 85	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Rule of Law	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Adviser on Witness Protection reports to the Head of the Rule of Law Component.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- 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 strengthen capabilities on witness protection;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on witness protection;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on witness protection;
- To manage and lead projects on witness protection;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To assist in the implementation of training activities on witness protection;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 6 years of relevant and proven professional experience, out of which at least 3 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- The above-mentioned experience must demonstrate increasing responsibility at management level in particular with regards to witness protection;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

Desirable

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

Position Name: Brussels Support Element - Human Resources and Administration	Employment Regime: Seconded	
Ref. Number: BSE 02	Location: Brussels	Availability: As soon as possible
Component/Department/Unit: Mission Support	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Brussels Support Element - Human Resources and Administration reports to the Head of Mission Support but is embedded in the CPCC in Brussels and functionally cooperates closely with the Mission Administration Team.

Main Tasks and Responsibilities:

- To prepare the Calls for Contributions and participate in their distribution;
- In coordination with EEAS/CPCC, to participate in the recruitment, selection, deployment and rotation of international seconded staff; process applications and maintain rosters and databases as appropriate;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate;
- Establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- To carry out assignments in management and coordination of all Human Resources-related issues;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions;
- To advise in the development of Standard Operating Procedures;
- To implement the staff selection policies and processes job applications as per CPCC rules;
- To maintain records related to the staff selection;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the process of improving recruitment channels for international staff;
- To participate in the assessment of the costs of covering the needs of the Mission, liaising with the Commission and Contributing States;
- To participate in the preparation of administration related plans and reports;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which at least 3 years of experience in Human Resources or other fields of Mission Support.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Human Resources, Business/Public Administration, Law or Social Sciences.

Desirable

- Postgraduate studies or advanced training in European studies;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP, particularly in the field of Mission Support;
- Professional experience from/with international organisations (e.g. EU, UN, OSCE or NATO) and crisis management/peacekeeping operations;
- Very good ability to operate Windows application;
- Knowledge of and experience in relevant processes and procedures of the European Union Institutions;
- Good understanding of Mission Support for civilian CSDP Missions.

Position Name: Adviser/Trainer on Rule of Law (Regional Presence)	Employment Regime: Seconded	
Ref. Number: KHO 07	Location: Karkhiv	Availability: As soon as possible
Component/Department/Unit: Operations/ Regional Presence Kharkiv	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Adviser/Trainer on Rule of Law reports to the Regional Presence Coordinator.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the criminal justice field, focusing on pre-trial investigations and case management;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities, including police-prosecution cooperation when conducting investigations.
- To support in the development of curricula concerning criminal justice related reforms and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local 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 as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local criminal justice activities within her/his area of responsibility as required;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which 3 years of experience in criminal justice related matters.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to address these subjects at regional level.

Desirable

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

Position Name: Adviser/Trainer on Public Order (Regional Presence)	Employment Regime: Seconded	
Ref. Number: LVO 05	Location: Lviv	Availability: As soon as possible
Component/Department/Unit: Operations/ Regional Presence Lviv	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Adviser/Trainer on Public Order reports to the Regional Presence Coordinator.

Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction;
- To provide expertise to strengthen the capabilities in the Public Order field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal investigations field;
- To support in the development of curricula for Public Order and deliver training as per EUAM HQ direction;
- To support in implementing in-service trainings as per EUAM HQ direction;
- To support the relevant regional/local 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 as per EUAM HQ direction;
- To ensure timely reporting and information flow within the Mission;
- To identify, analyse and disseminate information on all regional/local Public Order activities within her/his area of responsibility as required;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which 3 in public order (crowd management)-related matters.

Specification of Education and Experience

- The above mentioned university degree must be in a relevant field of expertise;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects at regional level.

Desirable

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

SECONDED/CONTRACTED POSITIONS

Position Name: Mission Security Analyst	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: UAD 06	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Mission Security and Safety	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) to whom he/she reports, the Mission Security Analyst manages the security and safety of the Mission staff deployed to the areas of operation through the design and implementation of appropriate security policies and procedures.

Main Tasks and Responsibilities:

- To implement security requirements for EU-led civilian crisis management operations;
- To assist the Mission Security Officers (MSOs) in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- To assess the security situation and analyse all relevant information;
- To generate and elaborate precise and accurate reports on information received that impacts upon the Mission, providing appropriate analyses and assessment of all pertinent information;
- To prepare, analyse and distribute daily, weekly, monthly working papers;
- To prepare security incident background papers;
- To produce long term assessments, forecasts of the upcoming security situation;
- To assist the MSOs in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of the Mission's staff and assets within the Mission area;
- To conduct risk analysis and threat assessments regarding security developments in the area of operations;
- To provide briefings to new staff members on the Mission wide security situation;
- To ensure the quick dissemination of security related information;
- To maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice under the supervision of the MSO;
- To conduct or initiates security surveys of Mission Member's personal protective security requirements, transport security, residential and office security;
- To establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the Mission might operate alongside;
- To contribute to lessons identification;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, including in security information analysis in a civilian security sector or in the military/police.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Security Management or Public/Business Administration, Political/Social Sciences, International Relations or other fields with focus on security management;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors;
- To be in possession of civilian driving license class C;
- Ability and experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical skills;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

Desirable

- Successful completion of the EU Mission Security Officer Certification Course;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in basic life support (medical training);
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- International experience, particular in crisis areas with multinational and international organisations.

Position Name: CIS Assistant (IT Systems Administration)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: UAS 45	Location: Kyiv	Availability: As soon as possible
Component/Department/Unit: Mission Support Department/ CIS	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The CIS Assistant (IT Systems Administration) reports to CIS Officer-IT.

Main Tasks and Responsibilities:

- To assist and advise on matters related to server and data systems administration and data centre operations;
- To write technical service or maintenance reports; and operating instructions, guidelines, and procedures for the proper operation of EUAM's data centres, servers, and data storage equipment;
- To assist in the identification of budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to data centre equipment, software, works, and services;
- To ensure to maintain an adequate stock of server equipment and spares, and organise repair and replacement of equipment as necessary to maintain operational readiness;
- To perform an accurate administration of EUAM's Active Directory and identity management services, Exchange and SharePoint services, and Lync services;
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission, including Windows Server, Exchange Server, SQL Server, SharePoint, and Lync;
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of Mission-critical data centre services throughout the Mission;
- To organise the prompt delivery of data centre services and system administration services by assigning the available technical resources, including maintenance and support for standard Mission applications;
- To perform any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma
AND EITHER
- Relevant specialised training
OR
- After having fulfilled the educational requirements, a minimum of 1 year of relevant experience in server administration and management of data centre operations.

Specification of Education and Experience

- Project management skills and practical experience with project management tools;
- Strong self-motivation for achieving results on time and ability to work with minimal supervision;
- Ability to work independently as well as to establish and maintain effective working relations as part of a team in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

Desirable

- A combination of other relevant industry certification including: IT service management (e.g. ITIL V3/Foundation/Practitioner); project management (PMP, PRINCE2); and Cisco certifications;
- A qualification in combination of relevant Microsoft certifications (e.g. MCSA Windows Server 2008/2012, SQL Server 2012; MCSE Server Infrastructure, Exchange Server, SharePoint Server, SQL Server, Lync Server) would be a distinctive asset;
- Technical skills and hands-on experience in troubleshooting server hardware and software issues in a Microsoft Windows environment (Windows 8, Windows Server 2008/2012 R2, Active Directory, Exchange Server 2013, Lync Server and SharePoint 2013 Server);
- Experience in administering Active Directory, Microsoft Exchange, and Microsoft SharePoint. Experience with Microsoft Lync strongly desirable;
- Experience with Hyper-V virtualisation solutions;
- Experience with high-availability configurations and solutions;
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations;
- International experience, particular in crisis areas with multinational and international organisations.