

## EUROPEAN EXTERNAL ACTION SERVICE



### Annex 1 - Requirements and Job Descriptions

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2021 Extraordinary Call for Contributions</b>				
<b>Organisation:</b>	EUAM Ukraine			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice:</b>	<b>Ref:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (21)</u></b>			
	UAC 003	Executive Officer to the Deputy Head of Mission	Kyiv	ASAP
	UAO 030	Head of Governance Component	Kyiv	17 Aug 2021
	UAO 050	Digital Transformation Team Coordinator	Kyiv	ASAP
	UAO 061	Head of Police Unit	Kyiv	1 Sep 2021
	UAO 074	Public Order (Crowd Management) Adviser/Trainer	Kyiv	ASAP
	UAO 080	Head of Integrated Border Management (IBM) Unit	Kyiv	ASAP
	UAO 083	Senior Adviser IBM	Kyiv	1 Sep 2021
	UAO 110	Senior Adviser on Organised Crime	Kyiv	ASAP
	UAO 114	Senior Adviser on Witness Protection	Kyiv	ASAP
	UAO 130	Head of National and State Security	Kyiv	1 Sep 2021
	ODO 005	Adviser/Trainer on Community Policing	Odesa	17 Jun 2021
	ODO 009	Adviser/Trainer in Rule of Law	Odesa	1 Sep 2021
	ODO 011	Senior Border/IBM Adviser	Odesa	1 Sep 2021
	LVO 002	Adviser/Trainer on Community Policing	Lviv	7 Aug 2021
LVO 003	5 Jun 2021			

	LVO 006	Adviser/Trainer in Rule of Law	Lviv	1 Sep 2021
	LVO 010	Senior Border/IBM Adviser	Lviv	1 Sep 2021
	MAO 005	Adviser/Trainer on Community Policing	Mariupol	2 Jul 2021
	MAO 006			2 Jun 2021
	MAO 009	Adviser/Trainer in Rule of Law	Mariupol	1 Sep 2021
	KHO 007	Adviser/Trainer in Rule of Law	Kharkiv	1 Sep 2021
<b><u>Seconded/Contracted (4)</u></b>				
	UAC 015	Internal Auditor	Kyiv	1 Sep 2021
	UAS 012	Finance Officer	Kyiv	1 Jun 2021
	UAS 034	Cyber Security Analyst	Kyiv	1 Jun 2021
	UAO 084	Strategic Customs Adviser	Kyiv	1 Sep 2021
<b>Deadline for Applications:</b>	<b>Wednesday, 23 June 2021 at 17:00 Brussels time</b>			
<b>Applications must be submitted via:</b>	<ol style="list-style-type: none"> <li>1. For <b>seconded candidates from EU Member States:</b> <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></li> <li>2. For <b>contracted candidates from EU Member States:</b> <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></li> <li>3. For <b>seconded candidates from Invited/Contributing Third States (Annex 3 Application Form attached and available also on the EEAS website):</b> <a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a></li> </ol>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Jacinta Hogan</b> <a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a></p>			

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/invited/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.

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 / embedding with those authorities. The usual daily place of work of the respective strategic advisers will therefore be at the premises of those institutions 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:

## **I. GENERAL CONDITIONS**

**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. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

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

**Physical and Mental Health** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the

Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

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

## **II. REQUIREMENTS**

### **II.A Essential Requirements**

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

#### **1. Education and Training**

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions.

#### **2. Knowledge**

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### **3. Skills and abilities**

**Language Skills<sup>2</sup>** – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

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

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

### **II.B Desirable Requirements**

**Knowledge of the Mission area** – 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 as well as to be aware of gender perspectives as per UNCHR 1325.

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<sup>1</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

<sup>2</sup> [Common European Framework of References for Languages](#)

**Knowledge and Experience of SSR** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Some proficiency in local language(s).

**Driving Licence** - Category C driving licence.

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

**Passport** – The selected candidates must have 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, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

**Education diploma(s)/certificate(s) or/and professional certificate(s)** – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

**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. They also must be vaccinated according to the required immunisations for the Mission area.

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

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

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

### **IV. ADDITIONAL INFORMATION**

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance UNSCR 1325. CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

**Application Form** – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form for third states in Annex 3.

**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 (Third) States will bear any related costs.

**N.B** 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.

**Training** – The selected candidates should complete E-SAFE<sup>3</sup> and "Missionwise" modules, or equivalent.

**Pre-Deployment Training (PDT)** – The Candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

**Data Protection** - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (eu) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The Privacy statement is available on the EEAS website as well as in the Goalkeeper system.

## **V. JOB DESCRIPTIONS**

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

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<sup>3</sup> <https://webgate.ec.europa.eu/eeas/security-e-learnings>

## Seconded

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

### 1. Reporting Line

The Executive Officer reports to the Deputy Head of Mission

### 2. Main Tasks and Responsibilities

- To support and advise DHoM in the execution of his/her functions;
- To serve as the main point of contact for DHoM for necessary coordination and following up with EUAM senior staff, EEAS, other CSDP Missions, other international organisations and diplomatic Missions;
- To present incoming requests to DHoM for consideration and help ensure that timely and appropriate action and follow-up is taken on his/her behalf;
- To assist the DHoM, notably as regards
  - To review documents, reports, and letters prepared for signature by DHoM in order to ensure quality and accuracy in substance;
  - To prepare and manage incoming and outgoing letters, memos, and other correspondence;
  - To draft speeches, key messages, talking points, background briefings, papers, and minutes from meetings;
  - To manage the calendar of DHoM, including making travel arrangements for the DHoM;
- To ensure the DHOM is kept abreast of any developments and information pertaining to the execution of his/her tasks and responsibilities
- To liaise with local authorities, international partners, non-governmental organisations, and other external counterparts on behalf of DHoM;
- To prepare and accompany as directed the DHoM to meetings, visits, and other engagements.
- To ensure the correct handling of confidential documentation (EUCI) and related information passing through DHoM's Office;
- To replace the HoM's and CoS's Executive Officers, whenever required;
- To coordinate visits to the Mission and act as a protocol officer of EUAM;
- To ensure follow-up within the Mission of any decisions taken by the DHoM and help facilitate the flow of information through maintaining contacts with all Components/Departments and Offices;
- To ensure the correct handling of confidential documentation (EUCI) and related information passing through DHoM's Office;

### **3. General Tasks and Responsibilities**

- Contribute to mission reporting in the area of competence
- Contribute to the identification of lessons and best practice in the area of competence
- Take account of gender equality and human rights aspects in the execution of tasks
- Perform any other tasks assigned by the line manager

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

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

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

- Ability to build effective working relationships;
- Personal skills (discretion, confidentiality, problem solving, flexibility, time management);
- Political judgement and diplomatic skills
- Attention to detail;
- Ability to work to tight deadlines with minimal supervision;
- Excellent communication skills both in written and oral English;
- Organisational skills (office management, event planning, project management).

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

- Working experience as in an assisting and advisory capacity to senior management;
- Experience of diplomacy and crisis management, in particular CSDP.

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

- Ukrainian or Russian Language skills.
- Political judgement and diplomatic skills



<b>Position Name:</b> Head of Governance Component	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 030	<b>Location:</b> Kyiv	<b>Availability:</b> 17 Aug 2021
<b>Department/Component/Unit:</b> Operations/ Governance Component	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to contributing third States:</b> No

## 1. Reporting Line

The Head of Governance Component reports to the Head of Operations.

## 2. Main Tasks and Responsibilities

- To ensure the Component's work towards advancing digital transformation and innovation within Ukrainian law enforcement agencies;
- In coordination with the Mission's Operational Department and other components, oversee the horizontal coordination/cooperation of the Component's responsibility.
- To guide the Component's work in the field of Human Resources Development for Ukrainian law enforcement agencies;
- To guide the Component's work in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development in relation to good governance including civil society, digitalisation and innovation and human resources development (external);
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-component cooperation;
- To ensure, at operational level, coordination, in particular with the other Heads of Components, Head of Field Offices and Head of Mobile Unit;
- To ensure compliance with instructions from his/her line manager within his/her field of responsibility and to issue clear instructions at the operational level to the Component;
- To travel within the Mission's area of operations as required;
- To lead, direct and manage the work and staff of the Component so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Component;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To work in close cooperation with the other Mission Components if directed;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;

## 4. General Tasks and Responsibilities:

- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To ensure that Mission staff members working in the Component identify and report lessons and best practices within their respective fields of responsibility;

- To ensure the mainstreaming of human rights and gender aspects into the Component's activities;
- Perform any other tasks assigned by the line manager

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, including experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes, after having fulfilled the education requirements out of which a minimum of 5 years at management level.
- Strong managerial track record, including in change management and programme/project delivery.

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

- 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;
- Excellent interpersonal and communication skills, both written and oral.

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

- Experience/knowledge of transforming or providing advice in advising on digital transformation and innovation within the civilian security sector;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- Presentation skills;
- Innovative thinking.

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

- Knowledge of Ukraine, as well as challenges within law enforcement, human resources development, digital transformation and innovation;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region;
- Knowledge of legal aspects in relation to the portfolio.

<b>Position Name:</b> Digital Transformation Team Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 050	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/ Governance Component/Good Governance & Digital Transformation and Innovation Unit/Digital Transformation & Innovation Team	<b>Security Clearance Level:</b> CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Digital Transformation Team Coordinator reports to the Head of Good Governance & Digital Transformation and Innovation Unit.

### 2. Main Tasks and Responsibilities:

- To act as key interlocutor with local beneficiaries on digital transformation initiatives;
- To coordinate the activities of the Digital Transformation and Innovation (DT/I) Team;
- To set clear team goals and an activity plan according to the Operational Implementation Framework (OIF) and in close coordination with the Head of Unit;
- To establish and maintain networks with digital transformation leads in the civilian security sector, including DT leads in the regions;
- To provide expert input on digital transformation and innovation concepts/strategies/roadmaps within the civilian security sector;
- Together with the DT/I Advisers, develop policies and initiatives with the local law enforcement agencies, on how to advance the digital transformation and innovation agenda in the sector;
- To support and advise the Heads of Field Offices on promoting the Digital Transformation and Innovation agenda in the regions;
- To prepare, chair and/or take part in briefings, roundtables or trainings related to digital transformation internally and externally;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the OIF by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide advice, analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To coordinate activities with other relevant Mission staff, and where required, local and international interlocutors with regard to the civilian security sector;
- To produce reports on activities within the field of responsibility.
- To design and deliver training, as appropriate;
- To travel within the Mission's area of operations as required;

### **3. General Tasks and Responsibilities:**

- To identify best practice and lessons learned within the field of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related task as requested by the Line Manager(s).

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

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

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

- Strategic and operational planning, including impact and risk assessments;
- Ability and proven experience in managing reforms in the public sector;
- Ability to plan, multi-task and manage time effectively;

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

- Experience/knowledge of transforming or providing advice on digital transformation within the security sector;
- Advanced ICT skills;
- Presentation skills;
- Confident with data analysis and visualization;
- Innovative thinking.

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

- Knowledge of Ukraine and its digital transformation challenges;
- Knowledge of legal aspects in relation to the portfolio;
- Knowledge of ICT systems.
- Ukrainian or Russian language skills.

<b>Position Name:</b> Head of Police Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 061	<b>Location:</b> Kyiv	<b>Availability:</b> 1-Sep-2021
<b>Component/Department/Unit:</b> Law Enforcement Agencies Component/Operations Department/ Police Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line

The Head of Police Unit reports to the Head of Law Enforcement Agencies Component.

## 2. Main Tasks and Responsibilities

- To support the development of the National Police of Ukraine in the field of general and community policing through advising on strategic level, coordination and cooperation with counterparts and other national and international actors and specific hands-on advice;
- To be a key interlocutor with the (Senior) Management of the National Police of Ukraine;
- To enhance the awareness of the NPU partners of EU policing standards, models and approaches, specifically in the field of Public Order (Crowd and Riot Control) and general and community policing;
- To coordinate and supervise the Police unit to assist them in identifying choices, making informed decisions, analysing implications and planning in the context of shaping Ukrainian police reforms and their implementation;
- To coordinate and supervise the Police Unit to provide expertise to advise on service-minded and citizen-oriented policing in (specifically Police Management traffic enforcement-education-engineering, operations planning etc.) and community policing;
- To coordinate and supervise the Police Unit to identify and advise the relevant Ukrainian partners on capacity building and training opportunities;
- To coordinate and supervise the Police Unit to support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure;
- To coordinate and supervise decided projects in the Police Unit;
- To plan, coordinate, supervise and to assist in the implementation of training activities decided by the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure, at operational level, coordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;

### **3. General Tasks and Responsibilities**

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To identify best practice and lessons identified/learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s);

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

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

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

- Very good leadership/ managerial skills in leading of teams, staff guiding, mentoring and motivating;
- Ability to manage and coordinate a diversified team;
- In-depth knowledge of the relevant general and community policing issues from Police managerial level;
- Ability to engage with senior officials/ governmental level decision makers (specifically from NPU and MoIA);
- Ability to mentor and motivate local counterparts;
- Very good knowledge of project management and ability to apply project management tools and procedures.

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

- Experience in strategic analyses, planning and reporting.
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience of workflow and decision-making in central Police institutions.

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

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Public Order (Crowd Management) Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 074	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/ Law Enforcement Agencies Component/ Police Unit/Public Order Team	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Public Order (Crowd and Riot Control) Adviser/Trainer reports to the Head of the Police Unit.

### 2. Main Tasks and Responsibilities

- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public order field;
- To provide expertise to strengthen the capabilities in the field, of public order issues;
- To develop curricula for public order and deliver training including in-service training;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed;
- To contribute operationally in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To support host state authorities in implementing the new public order concept, developing strategies/policies/plans/curricula/ trainings institutions as directed by the Head of Police Unit;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of public order implementation;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed internal and external training curricula;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

### 3. General Tasks and Responsibilities

- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's public order activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons identified/learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled in the last 10 years a minimum of 4 years of relevant professional experience in Public Order Policing at a minimum level of a Silver commander/Middle management Level, including Experience in national/international training units/programmes for law enforcement agencies.

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

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

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

- Professional Training Qualification/Certification;
- Experience in national implementation of public order concepts or international efforts to support host state reforms in the area of Security Sector/Rule of Law.

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

- Ukrainian or Russian Language skills.



<b>Position Name:</b> Head of Integrated Border Management (IBM) Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 080	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Law Enforcement Agencies Component /IBM Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line

The Head of IBM Unit reports to the Head of Law Enforcement Agencies Component.

## 2. Main Tasks and Responsibilities

- To develop and 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, especially in the field of IBM;
- To support the development of the State Customs Service of Ukraine and State Border Guard Service in the field of civilian security sector related tasks through drafting evaluations, gap analysis, comparable analysis with EU Standards and Best Practices, strategic advice, development and implementation plans of strategies, standard operational procedures', roadmaps, action plans, training materials, presentations, speaking points, background materials, summaries and memos, including plans and reports related to the projects, and guiding and ensuring the quality of the draft products of the members of the Unit;
- To be the key interlocutor with the State Customs Service of Ukraine and State Border Guard Service, and other relevant agencies;
- Responsible for the reporting and coordination of inputs to the Operational Implementation Framework (OIF), ensuring timely, correct and substantial reporting of the Unit and activities in the responsibility of the Unit and providing input for other Mission's reports;
- To promote, encourage and advise the commanders and decision makers of the IBM related Agencies in Ukraine to identify and take rapid changes in order to help address the lack of public confidence in law enforcement agencies in general;
- To advise the Ukrainian authorities and other Mission staff regarding the development, implementation of IBM;
- To facilitate effective and timely coordination and cooperation in relation to IBM between relevant international stakeholders in Ukraine ;
- To coordinate IBM Advisers in the Field Office, in close cooperation with the respective Head of the Field Offices, with a view to ensuring a coherent and consistent Mission approach to IBM activities;
- To coordinate all activities closely with all other EU instruments, especially SGUA, EUDEL, DG NEAR, EUBAM, JHA Agencies, ICMPD (EU4IBM) and other international actors working in support of the Ukrainian border security;
- To coordinate all IBM activities closely with the Mission's other activities in terms of organised crime;
- To travel within the Mission's area of operations as required;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) to the daily work of the staff in the Unit and provide the guidance to Field Offices and the Mobile Unit in terms of IBM related tasks;
- To lead, direct, supervise and manage the daily work and staff of the Unit to ensure it delivers effectively on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission and the Mission Management;

- To ensure, at operational level, coordination with other relevant operational Units within the Mission;
- To ensure compliance with instruction and direction from Mission management and to issue clear instructions, requirements, professional standards and guidance for the requirements of the deliverables to the members of the Unit, ensuring content and the quality of the products before submitting them along the line of Command;
- To identify, manage, mitigate and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;

### **3. General Tasks and Responsibilities**

- To identify best practice and lessons identified and lessons learned within the field of responsibility and produce evaluations, gap analysis, recommendations and initiatives to develop the operational activities of the Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, **OR** equivalent and attested customs, police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience in the IBM related tasks in the law enforcement, border guard, customs or an agency with similar national competences, and experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.
- Experience on the development and implementation of the Integrated Border Management Strategy on national or European level

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

- Excellent drafting skills and ability to produce plans, reports and recommendations in English language;
- Solid knowledge of Customs or Border Management and Integrated Border Management;
- Practical knowledge on the operational work within EU MS border management or customs enforcement with demonstrated managerial experience and expertise;
- Knowledge of Schengen standards and European best practices in External Border Control or knowledge of European and International Customs standards;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate local counterparts and mission subordinated staff;
- Ability to manage and coordinate a diversified team;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively;
- Excellent interpersonal and communication skills;
- Highly resilient under physical and mental pressure;

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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

- Experience in the European agencies, institutions or bodies in the area of Justice and Home Affairs or Customs Policy;
- Experience in project management;
- Experience in the developing strategies, action plans, benchmarking, evaluation, legislative works and working in the central level of the agency or in a ministry;
- Experience in international efforts to support host state reforms in the area of Security Sector Reform or Rule of Law advisory.

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

- Solid knowledge of Migration Control, Cost Guard Functions and inter-agency cooperation;
- Ukrainian or Russian language skills.

<b>Position Name:</b> Senior Adviser IBM (Integrated Border Management)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 083	<b>Location:</b> Kyiv	<b>Availability:</b> 1 Sept 2021
<b>Component/Department/Unit:</b> Law Enforcement Agencies Component/ IBM Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser IBM reports to the Head of IBM Unit.

### 2. Main Tasks and Responsibilities:

- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies;
- In partnership and cooperation with international actors in the field of Integrated Border management (IBM), e.g. EU4IBM, EUDEL, ICMPD, IOM, and EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of special border policing, customs tasks, and immigration control in the EU;
- To promote, encourage and advise the commanders and decision makers responsible for the State Customs Service and Border Guard Service to identify and take rapid changes;
- To support and advise the IBM stakeholders, especially State Border Guard Service (including Coast Guard), Customs Service, State Migration Service, National Police of Ukraine, State Security Service, and Port Authorities, if applicable, in developing sustainable business processes, quality management and evaluation processes, as well as on coordination and cooperation with other authorities, related to IBM;
- Drafting of advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU best practices;
- To plan and implement projects to promote IBM and national and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross-border crime and anti-corruption;
- To advise the leadership of the Border Guard and/or State Customs Service on harmonisation of reforms with broader civilian security sector reforms;
- To travel within the Mission's area of operations as required.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction and directions from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design, produce training material, presentations and training plans, and deliver trainings, as appropriate;

### **3. General Tasks and Responsibilities:**

- To identify and report on lessons identified/learned and best practices within the respective field of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related task as requested by the Line Manager(s).

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

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

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

- Extensive experience and knowledge in Integrated Border Management related issues, at national level from Border Police/Guards, Customs, Migration or Police;
- Ability to mentor and motivate local counterparts;
- Knowledge of Customs Management and Integrated Border Management;
- Ability to represent the Mission at the highest levels of local counterparts;
- Excellent written English and drafting skills.

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

- International or European experience in CSDP missions, JHA-agencies operations or equivalent;
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in the developing strategies, action plans, benchmarking, evaluation, legislative works and working in the central level of the agency or in a ministry;
- Experience in project management.

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> Senior Adviser on Organised Crime	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 110	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/ Criminal Investigation & Organised Crime Unit/ Organised Crime Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Senior Adviser on Organised Crime reports to the Head of CI and Organised Crime Unit

## 2. Main Tasks and Responsibilities

- To support the development of the Law Enforcement Agencies (LEA) in the field of combating organised crime through mentoring and advising;
- To be the key interlocutor on strategic and operational level with LEAs combating organised crime and other key partners;
- To advise and support the development of strategic documents (policies, strategies and action plans) with the LEAs taking part in combatting organised crime;
- To advise and support the LEAs in inter-agency cooperation in combatting organised crime;
- To advise on Organised Crime strategy development and the development of Ukrainian Serious and Organised Crime Threat Assessment (SOCTA Ukraine);
- To advise on drafting and amending legislation related to practical aspects of countering organised crime;
- To advise on operational level to set up and implement countrywide Organised Crime Task Forces;
- To advise LEAs on the action/implementation plans including on activities combatting structured, hierarchical criminal organisations;
- To contribute to leadership development of senior Ukrainian Organised Crime officers;
- To promote specific Organised Crime concepts which build Ukrainian institutional resilience.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational levels as appropriate;
- To support the Mission's efforts in addressing structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;

## 3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress
- To identify best practice and lessons learned within the field of responsibility;

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

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

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

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

- Ability to mentor and motivate local counterparts;
- Knowledge of EU Policy Cycle and its implementation;
- Experience in fight against Organised Crime and in coordination with other LEA and the prosecution service (e.g. task forces);
- Knowledge in drafting Organised Crime Policies/Strategies/Action Plans;
- Knowledge of drafting legislation related to strategic aspects of fighting Organised Crime;
- Knowledge of Intelligence-led Policing principles;
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL.

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

- Experience of designing and delivering training;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations;
- Experience of international cooperation in combatting organised crime.

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

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on Witness Protection	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 114	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Rule of Law Component/ Criminal Investigation & Organised Crime Unit/ Organised Crime Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Senior Adviser on Witness Protection reports to the Head of CI and Organised Crime Unit.

## 2. Main Tasks and Responsibilities

- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide expertise and strategic advice to strengthen capabilities on witness protection and organised crime;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on witness protection and organised crime;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on witness protection and organised crime;
- To manage and lead projects on witness protection and organised crime;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To travel within the Mission's area of operations as required.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver trainings in the area of responsibility, as appropriate;

## 3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).



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

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

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

- Ability to mentor and motivate local counterparts;
- Professional knowledge of managing witness protection programmes;
- Ability to engage with senior officials/ governmental level decision makers.

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

- Experience of designing and delivering training;
- Experience in project management.
- Experience of international cooperation in the field of witness protection and organised crime.

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

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

<b>Position Name:</b> Head of National and State Security Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 130	<b>Location:</b> Kyiv	<b>Availability:</b> 1 Sept 2021
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/ National and State Security Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line:

The Head of National and State Security Unit reports to the Head of Rule of Law Component.

## 2. Main Tasks and Responsibilities:

- To support the development of, and to be the key interlocutor with, Ukrainian counterparts, notably the Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), and the National Security and Defence Council of Ukraine (NSDC);
- To provide strategic advice and assistance to the above counterparts and relevant Parliamentary Committees, in close coordination and cooperation with other international stakeholders, including the EU-delegation, NATO and the US Embassy;
- To ensure the quality of the Mission's advice on key strategies and reform initiatives relating to intelligence and security issues, including the Ukraine National Security Strategy and its sectoral strategies, the SSU reform strategy, and the draft SSU-law and related laws;
- To ensure the quality of the Mission's advice and support to SSU in improving the agency's intelligence analyses and management capabilities as well as improving its decision-making process toward an intelligence-based model;
- To ensure the quality of the Mission's advice and support on internal and external oversight, including on the establishment of a Parliamentary Oversight Committee;
- To render support to relevant Ukrainian counterparts on digitalisation;
- To support the development of the SSU's capability to counter hybrid threats and information operations;
- To direct and supervise the assistance to relevant Ukrainian authorities in identifying and analysing SSR-related legislative needs, challenges, options and solutions;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Unit when tasking possible subject matter experts in the Field Offices and the Mobile Unit.
- To lead, direct, and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the OIF and instructions issued by Head of Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To co-ordinate with other relevant operational Units within the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;

### **3. General Tasks and Responsibilities:**

- To identify best practice and lessons identified/learned within the field of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the OIF and benchmarking in the relevant Line of Operation;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank **AND**
- A minimum of 7 years of relevant professional experience, preferably in the national intelligence or security service, dealing also with strategic work and international cooperation, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

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

- Experience at the senior level from a modern and effective security or intelligence service;
- Practical understanding of legal reform processes including the development of legal policy and legislation;
- Ability to mentor, motivate, and lead staff;
- Ability to manage and coordinate a diverse team.

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

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Ukrainian and/or Russian language skills;
- Experience of reform of a security/intelligence service;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- Experience of providing strategic advice to international interlocutors and moving reform processes forward;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations.

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

- Language skills (if applicable);
- Understanding of Ukrainian law;
- Understanding and knowledge of Ukrainian challenges in the area of intelligence.

<b>Position Name:</b> Adviser/Trainer on Community Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 005	<b>Location:</b> Odessa	<b>Availability:</b> 17 Jun 2021
<b>Department/Component/Unit:</b> Operations Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- 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 provide expertise to strengthen the capabilities in the community policing 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 community policing field;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required;
- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

### 3. General Tasks and Responsibilities

- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

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

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

- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Public Security on national and regional level, in particular in the field of community safety, crime prevention and road traffic safety.

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

- Ukrainian or Russian language skills.

<b>Position Name:</b> Adviser/Trainer on Rule of Law	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 009	<b>Location:</b> Odesa	<b>Availability:</b> 1 Sep 2021
<b>Department/Component/Unit:</b> Operations Department /Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Rule of Law reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal justice field, including on RoL-related matters and on police-prosecution cooperation when conducting investigations;
- 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 contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and the mission's Operation Implementation Framework (OIF);
- To provide expertise to strengthen the capabilities of the host authorities in the criminal justice chain (law enforcement, prosecution and courts), 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, analyse and disseminate information on all regional/local criminal justice/RoL activities within her/his area of responsibility as required.
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

### 3. General Tasks and Responsibilities

- To contribute to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement/RoL agencies, after having fulfilled the education requirements.

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

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Mediation skills;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

- Master's Degree in Law;
- Experience as a judge, prosecutor or lawyer or from working in a ministry;
- Experience of handling relationships/coordination between criminal justice institutions;
- Project management experience;
- Professional Training Qualification/Certification;
- Knowledge of the training of trainers concept;
- Experience from planning and/or delivering online trainings;
- Experience in international efforts to support host state reforms in the area of criminal justice/RoL.

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

- Ukrainian or Russian language skills.

<b>Position Name:</b> Senior Border/IBM Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 011	<b>Location:</b> Odesa	<b>Availability:</b> 1 Sep 2021
<b>Department/Component/Unit:</b> Operations Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Senior Adviser on Integrated Border Management (IBM) reports to the Head of Field Office.

## 2. Main Tasks and Responsibilities

- To provide advice and assistance to the relevant regional and local Ukrainian partners in implementing of the Integrated Border Management (IBM) and institutional reforms in accordance with the EUAM HQ policies, priorities and direction in the area of National Integrated Border Management Strategy, Action Plan and other strategic and operational plans;
- To support and advise the regional IBM stakeholders (especially State Border Guard Service and Customs Service, as well as State Migration Service, National Police of Ukraine and State Security Service, also Port Authorities, if applicable) in developing sustainable Business processes, quality management and evaluation processes, as well as on coordination and cooperation with other regional authorities, related to IBM;
- Drafting of advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU Best Practices;
- To plan and implement projects especially in the harbour environment, to promote IBM and local and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross border and organised crime, especially trafficking of human beings, and anti-corruption;
- To support, advice and manage, if applicable, EUAM Ukraine's other projects, liaise and support partner projects of the other EU instruments, regional visibility measures and EUAM Ukraine's other Security Sector Reform related activities, in the region and nearby regions;
- To travel within the Mission's area of operations as required.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Operational Implementation Framework (OIB) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of Ukrainian counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction and directions from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;
- To deputize the Head of Field Office in his/her absence;



### **3. General Tasks and Responsibilities**

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested formal Customs, Border Guards, Police and/or military education or training in a MS; **AND**
- A minimum of 6 years of relevant professional experience in the field of relevant IBM agency in a EU MS or partner country, especially customs, but possible also in other agency with similar competences, such as border guards, or equivalent agency, which is nationally responsible to border and customs management, with experience of managerial tasks at least on operational level
- Extensive knowledge of European Best Practices, especially in the Customs matters and World Customs Organisation Standards and relevant knowledge of border management, including Schengen Catalogue, Handbooks and Integrated Border Management development and implementation on national level.

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

- Extensive knowledge of European Best Practices, especially in the Customs matters and World Customs Organisation Standards and relevant knowledge of border management.
- Experience working in a harbour and maritime environment including procedures in border checking places in seaports;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to mentor and motivate local counterparts;
- Excellent written English and drafting skills.

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

- International or European experience in CSDP missions, JHA-agencies operations or equivalent
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organization operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in project management;
- Senior status and a Senior Grade, or equivalent in Member State's Border Guard, Police or Customs organisation, or other relevant Agency.

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> Adviser/Trainer on Community Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 002 LVO 003	<b>Location:</b> Lviv	<b>Availability:</b> 7 Aug 2021 5 June 2021
<b>Department/Component/Unit:</b> Operations Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- 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 contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required.
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

### 3. General Tasks and Responsibilities

- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

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

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

- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Public Security on national and regional level, in particular in the field of community safety, crime prevention and road traffic safety.

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

- Ukrainian or Russian Language skills.

<b>Position Name:</b> Adviser/Trainer on Rule of Law	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 006	<b>Location:</b> Lviv	<b>Availability:</b> 1 Sep 2021
<b>Department/Component/Unit:</b> Operations Department /Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Adviser/Trainer on Rule of Law reports to the Head of Field Office.

## 2. Main Tasks and Responsibilities

- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal justice field, including on RoL-related matters and on police-prosecution cooperation when conducting investigations;
- 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 contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and the mission's Operation Implementation Framework (OIF);
- To provide expertise to strengthen the capabilities of the host authorities in the criminal justice chain (law enforcement, prosecution and courts), 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, analyse and disseminate information on all regional/local criminal justice/RoL activities within her/his area of responsibility as required.
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

## 3. General Tasks and Responsibilities

- To contribute to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement/RoL agencies, after having fulfilled the education requirements.

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

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Mediation skills;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

- Master's Degree in Law;
- Experience as a judge, prosecutor or lawyer or from working in a ministry;
- Experience of handling relationships/coordination between criminal justice institutions;
- Project management experience;
- Professional Training Qualification/Certification;
- Knowledge of the training of trainers concept;
- Experience from planning and/or delivering online trainings;
- Experience in international efforts to support host state reforms in the area of criminal justice/RoL.

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

- Ukrainian or Russian Language skills.

<b>Position Name:</b> Senior Border/IBM Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 010	<b>Location:</b> Lviv	<b>Availability:</b> 1 Sep 2021
<b>Department/Component/Unit:</b> Operations Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

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

## 2. Main Tasks and Responsibilities

- To provide advice and assistance to relevant regional and local Ukrainian partners in implementing the Integrated Border Management (IBM) and institutional reforms in accordance with the EUAM HQ policies, priorities and direction in the area of National Integrated Border Management Strategy, Action Plan and other strategic and operational plans;
- To support and advise the regional IBM stakeholders (including State Border Guard Service, Coast Guard, Customs Service, State Migration Service, National Police of Ukraine, State Security Service and Port Authorities, if applicable) in developing sustainable business processes, quality management and evaluation processes, as well as coordination with other regional authorities, related to IBM;
- To support, advise and manage, if applicable, EUAM Ukraine's other projects, liaise and support partner projects of the other EU instruments, regional visibility measures and EUAM Ukraine's other Security Sector Reform related activities, in the region;
- To operationalise, according to EUAM HQ direction, the Mission mandate and tasks as set out in the planning documents, OPLAN and the Operational Implementation Framework (OIF);
- To draft advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU Best Practices;
- To plan and implement projects especially in the harbour environment, to promote IBM at local and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross border crime and anti-corruption;
- To travel within the Mission's area of operations as required.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Operational Implementation Framework (OIB) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide advice, analysis, and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;
- To deputize the Head of Field Office in his/her absence;

### **3. General Tasks and Responsibilities**

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested formal Customs, Border Guards, Police and/or military education or training in a MS; **AND**
- A minimum of 6 years of relevant professional experience in the field of relevant IBM agency in a EU MS or partner country, such as border guards, customs or equivalent agency, nationally responsible to border or customs management, with experience of managerial tasks at least on operational level

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

- Extensive knowledge of European Best Practices, including Schengen Catalogue, Handbooks and Integrated Border Management development and implementation on national level or World Customs Organisation Standards
- Extensive experience and knowledge in Integrated Border Management related issues, at national level from Border Police/Guards, Customs, Migration or Police;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to mentor and motivate local counterparts;
- Excellent written English and drafting skills.

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

- International or European experience in CSDP missions, JHA-agencies operations or equivalent
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organization operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in project management;
- Senior status and a Senior Grade, or equivalent in Member State's Border Guard, Police or Customs organisation, or other relevant Agency.

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;



- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> Adviser/Trainer on Community Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MAO 005 MAO 006	<b>Location:</b> Mariupol	<b>Availability:</b> 2 Jul 2021 2 June 2021
<b>Department/Component/Unit:</b> Operations Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- 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 identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required.
- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

### 3. General Tasks and Responsibilities

- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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

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

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

- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Public Security on national and regional level, in particular in the field of community safety, crime prevention and road traffic safety.

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

- Ukrainian or Russian Language skills.

<b>Position Name:</b> Adviser/Trainer on Rule of Law	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MAO 009	<b>Location:</b> Mariupol	<b>Availability:</b> 1 Sep 2021
<b>Department/Component/Unit:</b> Operations Department /Field Office	<b>Security Clearance Level:</b> EU CONFIDENTAIL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Rule of Law reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal justice field, including on RoL-related matters and on police-prosecution cooperation when conducting investigations;
- 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 contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and the mission's Operation Implementation Framework (OIF);
- To provide expertise to strengthen the capabilities of the host authorities in the criminal justice chain (law enforcement, prosecution and courts), 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, analyse and disseminate information on all regional/local criminal justice/RoL activities within her/his area of responsibility as required.
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

### 3. General Tasks and Responsibilities

- To contribute to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement/RoL agencies, after having fulfilled the education requirements.

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

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Mediation skills;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

- Master's Degree in Law;
- Experience as a judge, prosecutor or lawyer or from working in a ministry;
- Experience of handling relationships/coordination between criminal justice institutions;
- Project management experience;
- Professional Training Qualification/Certification;
- Knowledge of the training of trainers concept;
- Experience from planning and/or delivering online trainings;
- Experience in international efforts to support host state reforms in the area of criminal justice/RoL.

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

- Ukrainian or Russian Language skills.

<b>Position Name:</b> Adviser/Trainer on Rule of Law	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KHO 007	<b>Location:</b> Kharkiv	<b>Availability:</b> 1 Sep 2021
<b>Department/Component/Unit:</b> Operations Department /Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Rule of Law reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal justice field, including on RoL-related matters and on police-prosecution cooperation when conducting investigations;
- 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 identify, analyse and disseminate information on all regional/local criminal justice/RoL activities within her/his area of responsibility as required.
- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and the mission's Operation Implementation Framework (OIF);
- To provide expertise to strengthen the capabilities of the host authorities in the criminal justice chain (law enforcement, prosecution and courts), 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 support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

### 3. General Tasks and Responsibilities

- To contribute to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement/RoL agencies, after having fulfilled the education requirements.

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

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Mediation skills;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

- Master's Degree in Law;
- Experience as a judge, prosecutor or lawyer or from working in a ministry;
- Experience of handling relationships/coordination between criminal justice institutions;
- Project management experience;
- Professional Training Qualification/Certification;
- Knowledge of the training of trainers concept;
- Experience from planning and/or delivering online trainings;
- Experience in international efforts to support host state reforms in the area of criminal justice/RoL.

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

- Ukrainian or Russian Language skills.

**Seconded/Contracted**

<b>Position Name:</b> Internal Auditor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management level
<b>Ref. number:</b> UAC 015	<b>Location:</b> Kyiv	<b>Availability:</b> 1 Sep 2021
<b>Component/Department/Unit:</b> Chief of Staff Office/ Financial Controls Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Internal Auditor reports to the Head of Mission.

**2. Main Tasks and Responsibilities:**

- To establish a risk-based audit function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable in the EU and EC policies/guidelines;
- To produce annual reports on the conducted audits and monitoring reports every semester and present them to Head of Mission;
- To check the segregation of duties principle appliance and the delegation of authorities compliance;
- To cooperate with other internal control organs and monitor their control findings;
- To design the audit plan taking into account areas with the higher risks.

**3. General Tasks and Responsibilities:**

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 1 year of experience in working with computerised financial systems in the area of accounting or financial management and with Audit management software.

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

- Ability to produce high-quality audit reports including recommendations;
- Data mining, analytical, research and problem-solving skills;
- Priority-setting and ability to react quickly to new demands;
- Knowledge of EC Financial Regulation and audit practices;
- Language skills (if applicable).



**6. Desirable Qualifications and Experience:**

- University and/or Master's degree in Economics, Audit, Finance, or other related fields;
- Experience in setting up an internal audit capability in a big and complex organisation;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is Desirable;

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

- Ukrainian language skills are desirable

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> UAS 012	<b>Location:</b> Kyiv	<b>Availability:</b> 1 Jun 2021
<b>Component/Department/Unit:</b> Mission Support Department/Finance Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to contributing Third States:</b> No

## 1. Reporting Line

The Finance Officer reports to the Head of Finance (HoF).

## 2. Main Tasks and Responsibilities

- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To monitor expenditures on budget execution, and to make recommendations for corrective actions to the budget if needed;
- To maintain any financial control as appropriate and tasked by the HoF.
- To assist the HoF in maintaining the financial operations of the Mission;
- To manage the accounts and control of Mission finances in close cooperation with the HoF;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the HoF in drafting the Mission budget;
- To liaise and cooperate on financial issues with the relevant actors (banks etc.) under the supervision of the HoF;

## 3. General Tasks and Responsibilities

- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- Contribute to the identification of lessons and best practice in the area of competence
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

## 4. Essential Qualifications and Experience

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

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

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software

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

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related or relevant field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA) or Chartered Accountant (CA);;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;

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

- Ukrainian or Russian language skills;
- Previous experience in CSDP missions or other international civilian deployment would be an advantage;
- Be familiar with the EU financial regulations;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

<b>Position Name:</b> Cyber Security Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management Level (MSML)
<b>Ref. Number:</b> UAS 034	<b>Location:</b> Kyiv	<b>Availability:</b> 01 June 2021
<b>Department/Component/Unit:</b> Mission Support Department/Communications and Information Systems (CIS) Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line

The Cyber Security Analyst reports to the Cyber Security Officer (CIS).

## 2. Main Tasks and Responsibilities

- Support the design, implementation and maintenance of the IT Security Architecture and Plan, perform installation, configuration, and use of security tools (e.g. firewalls, data encryption, IDS), and implement IT security standards and best practices;
- Monitor appropriate IT security metrics, create and manage baselines, and provide periodic status reports for both technical and non-technical stakeholders.
- Perform network monitoring and log analysis to timely detect suspicious activity or unusual behaviour of systems.
- Manage, assess, and disseminate threat intelligence information from various sources in areas such as disinformation campaigns, social media activities or websites that can potentially harm or undermine the Mission.
- Evaluate new methodologies to support cyber security investigations, provide reviews, recommendations and develop new procedures or capabilities to enhance detection and analysis.
- Conduct threat hunting, review and create detection rules to further enhance the cyber security capabilities.
- Perform incident response activities following forensic principles, maintain chain of custody, order of volatility.
- Develop analytical threat models and define countermeasures or mitigation plans to reduce risk.
- Support the Mission's proactive structures and policies regarding strategic communications and public relations, and maintain enhanced situational awareness in close collaboration with the Mission's Press and Public Information Department (PPID) and Mission Analytical Capability (MAC).
- Support the Mission's cybersecurity management program.
- Liaise with external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions;
- Support the operational hardening of IT and communication systems, services and networks;
- Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners;
- Provide training, advice and easy to follow user guidelines on maintaining IT and cyber security;

### **3. General Tasks and Responsibilities**

- Contribute to mission reporting in the area of competence
- Contribute to the identification of lessons and best practice in the area of competence
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related field **OR** a minimum of 8 years of relevant experience in an IT Security/Cyber Security/IT related position (in case aforementioned educational requirements are not met); **AND**
- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in an IT Security/Cyber Security role, after having fulfilled the education requirements; Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, e.g. Next Generation firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.

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

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards.
- Knowledge of the current and emerging threat landscape, ability to understand and utilize threat intelligence, attack methodologies, detection techniques.
- Knowledge of all phases of cyber incident response.

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

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; **OR** a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- A combination of professional and relevant certifications in Microsoft, Cisco, and NextGen Firewall products and technologies;
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ ITIL, MOF);
- International experience, particular in crisis areas with multi-national and international organisations;
- Experience in any of the following: malware analysis, reverse engineering, network traffic analysis.

- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, or similar);

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

- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Ability to correlate events from various data sources using SIEM solution;
- Practical knowledge on scripting languages (i.e. Python, BASH, Powershell);
- Ability to collect, research and understand threat intelligence; Expert level of problem solving and analytical ability to analyse complex IT systems configuration.

<b>Position Name:</b> Strategic Customs Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> UAO 084	<b>Location:</b> Kyiv	<b>Availability:</b> 1 Sep 2021
<b>Department/Component/Unit:</b> Operations Department/ Law Enforcement Agencies Component/ IBM Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Strategic Customs Adviser reports to the Head of IBM Unit.

## 2. Main Tasks and Responsibilities

- To provide customs reform related advice on strategic/operational/tactical level 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 Customs Service.
- In partnership and cooperation with different international actors to increase awareness and understanding amongst responsible Ukrainian officials of various models of Customs and implementation of Integrated Border Management (IBM) in the EU.
- To promote, encourage and advise the commanders and decision makers responsible for the Ukrainian Agencies to identify and promote fast changes.
- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate, Operational Implementation Framework (OIF) implementation in line with the OPLAN and Mission Implementation Plan (MIP).
- To draft advice and provide assistance to the relevant Ukrainian partners in implementing of the Integrated Border Management (IBM) and institutional reforms in accordance with the EUAM HQ policies, priorities and direction in the area of National Integrated Border Management Strategy, Action Plan and other strategic and operational plans;
- To plan and implement projects to promote IBM and national and regional level, including inter-agency cooperation, prevention of smuggling, countering cross border crime and anti-corruption;
- To advise the leadership of the State Customs Service on harmonisation of reforms with broader civilian security sector reforms.
- To travel within the Mission's area of operations as required.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of respective counterparts and institutions, especially Ukrainian State Customs Service (SCS) and Bureau of Financial Security (BES), and to propose development, solutions and advise in a written form for strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility both in written form and orally;
- To be embedded within the local institution, security permitting;

- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions and directions from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and produce training material, and deliver training, as appropriate.

### **3. General Tasks and Responsibilities**

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility, taking into account international standards and European good practices.
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested formal Customs, Border Guards, Police and/or military education or training in a MS; **AND**
- A minimum of 6 years of relevant professional experience in the field of relevant IBM agency in a EU MS or partner country, especially customs, with experience of managerial tasks or strategic level expert tasks
- Experience working with the development of the national strategies, including interagency cooperation

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

- Extensive knowledge of European Best Practices, especially in the Customs matters and World Customs Organisation Standards
- Extensive knowledge in Integrated Border Management related issues, Customs enforcement and law enforcement related tasks of the Customs at national level;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to mentor and motivate local counterparts;
- Excellent written English and drafting skills;
- Demonstrated skills to draft and deliver strategic planning documents.

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

- International or European experience in CSDP missions, EU Customs policy fora or equivalent international experience
- Experience of change management, related outreach and consultation;
- Experience in project management;
- Experience in managing specific training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;



- Senior status and a rank minimum of Captain or Lieutenant Senior Grade, or equivalent in Member State's Customs organisation, or other relevant Agency.

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.