

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 - Requirements and Job Descriptions

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2022 Call for Contributions				
<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>Secoded (30)</u></b>			
	BSE 002	Brussels Support Element (BSE) Human Resources and Liaison Officer	Brussels	19 Sep 2022
	UAC 006	Mission Analytical Capability (MAC) Analyst	Kyiv	12 Sep 2022
	UAC 033	Planning and Evaluation Officer	Kyiv	ASAP
	UAC 034	Senior Reporting Officer	Kyiv	16 Sep 2022
	UAC 035			1 Dec 2022
	UAC 036	Reporting Officer	Kyiv	ASAP
	UAM 001	Head of Mobile Unit	Kyiv/countrywide	3 Oct 2022
	UAO 061	Head of Police Unit	Kyiv	ASAP
	UAO 071	Public Order (crowd management) Adviser/Trainer	Kyiv	2 Oct 2022
	UAO 090	Head of Rule of Law Component	Kyiv	13 Oct 2022
	UAO 110	Senior Adviser on Organised Crime	Kyiv	15 Oct 2022
	UAO 134	National and State Security Adviser	Kyiv	ASAP
	UAT 004	Senior Adviser on Investigation of International Crimes	Kyiv/Countrywide (*)	ASAP

UAT 017 UAT 018	Senior Adviser on Prosecution of International Crimes	Kyiv/Countrywide (*)	ASAP
UAT 022	Senior Adviser on Prosecution of Financial Crimes (conflict-related)	Kyiv/Countrywide	ASAP
UAT 024 UAT 025 UAT 026	Senior International Crimes Investigation Analyst	Kyiv/Countrywide (*)	ASAP
UAT 032	Senior Adviser on Witness Protection	Kyiv/Countrywide	ASAP
UAT 036 UAT 037 UAT 038	Senior Adviser on Open Source Intelligence (OSINT)	Kyiv/countrywide	ASAP
UAT 041 UAT 042	Senior Adviser on Military Structures and Analysis (civilian)	Kyiv/countrywide	ASAP
UAT 045 UAT 046	Senior Adviser on Information Security Management	Kyiv/Countrywide	ASAP
LVO 008	Senior Adviser on General Policing	Lviv	ASAP
ODC 001	Planning and Reporting Officer	Odessa	22 Oct 2022
UAT 030	Senior Adviser on Victims' Rights	Kyiv/Countrywide	ASAP
<b>Seconded/Contracted (7)</b>			
UAR 005	Human Resources Training Officer	Kyiv	ASAP
UAC 015	Internal Auditor	Kyiv	3 Oct 2022
UAO 031	Head of Human Resources Reform Development Unit	Kyiv	3 Oct 2022
UAS 011	Finance Officer	Kyiv	19 Sep 2022
UAO 051	Senior Adviser on Digital Transformation	Kyiv	ASAP
UAS 040	Head of Logistics	Kyiv	1 Nov 2022
UAS 021	Procurement Officer	Kyiv	ASAP
<b>Deadline for Applications:</b>	<b>12 October 2022</b>		

<p><b>Applications must be submitted via:</b></p>	<p>1) <b>You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p>a) <b>You are already registered on Goalkeeper AND you have an EU Login:</b></p> <p><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) <b>You do not have a Goalkeeper account or an EU Login:</b></p> <p><a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>2) <b>You do not have the nationality of an EU Member State:</b></p> <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p><b>Please Note:</b> <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>
<p><b>Information:</b></p>	<p>For more information relating to selection and recruitment, please contact the</p> <p>Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Jessica Gussarvius</b></p> <p><a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a></p>

(\* *The primary duty location is Kyiv with the possibility of long periods/permanent deployment to Field Office Odessa and/or Lviv. Location will depend on operational requirements and the security situation.*

**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.

### **Location of seconded Experts:**

Applicants must be authorised to work in Ukraine. The Mission continuously assesses the security situation in the Area of Operations. Applicants may also be asked to work in the Temporary Mission Headquarters, or may be requested to teleworking, pending from operational requirements and if the security situation required it. Advisers must be able and willing to work in Ukraine, including in High/Critical Risk Environments. Positions with location advertised with (\*) may be deployed for long-term to Field Office Odessa and/or Lviv or Mobile Unit.

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 must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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.)

To ensure duty of care in the civilian Common Security Defence Policy (CSDP) Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

*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.

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

---

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

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

**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 Area of Operation of the Mission.

**Medical Certificate** – 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 take 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.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

**Security trainings/HEAT training** - Before your deployment, it is mandatory to complete both SAFE & MISSIONWISE and Code of Conduct on-line training courses – registration and course on the link:

<https://webgate.ec.europa.eu/eeas/security-e-learning>

Candidates **must have undergone a certified Hostile Environment Awareness Training no more than three years ago**. In case the HEAT-certificate is expired (but the candidate has undergone the training), Mission Security and Duty of Care Department will organize a refresher training before deployment to Ukraine.

**Personal Protection Equipment** – Due to the High Risk environment, the national authorities should provide seconded selected candidates with protection equipment (PPE)

*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).

---

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

<b>Position Name:</b> Brussels Support Element (BSE) Human Resources and Liaison Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> BSE 002	<b>Location:</b> Brussels	<b>Availability:</b> 19 Sep 2022
<b>Component/Department/Unit:</b> Chief of Staff Office/CPCC	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Brussels Support Element (BSE) Human Resources and Liaison Officer reports to the Chief of Staff and functionally supports and works with the Mission Personnel Division, Civilian Planning and Conduct Capability (CPCC)

### 2. Main Tasks and Responsibilities:

- To participate in the recruitment, selection and deployment of international personnel;
- To plan, prepare and manage the Calls for Contributions process and support the Mission in conducting a timely force generation process;
- To process applications and maintain rosters and databases in coordination with CPCC;
- To establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with contributing states to facilitate Mission member on-boarding and coordination of all human resources related issues;
- To advise Mission Management and HR on human resources policies and procedures as per CPCC rules;
- To advise in the preparation of job descriptions and Standard Operating Procedures;
- To prepare and maintain records related to staff selection;
- To facilitate the deployment of personnel and prepare contracts, letters of appointment, reassignments, redeployments and terminations;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States and CPCC;
- To participate in the preparation of human resources planning and reporting, including quantitative and qualitative analysis;
- To be embedded in CPCC.

### 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;
- 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 at the level in the National Qualifications Framework 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 4 years of relevant professional experience, after having fulfilled the education requirements.



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

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical and reporting skills;

**6. Desirable Qualifications and Experience:**

- Experience in planning and implementing projects in the field of human resources management;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 006	<b>Location:</b> Kyiv	<b>Availability:</b> 12 Sep 2022
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 033	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/ Planning, Reporting and Evaluation Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of Mission activities.
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To contribute towards ensuring that Mission personnel are periodically updated on the progress of mandate implementation;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).

### 3. General Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 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 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;

### 6. Desirable Qualifications and Experience

- Experience in leading and communicating change management initiatives;

- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience in crisis management Missions, including in the area of Security Sector Reform (policing, rule of law), or in the political/diplomacy field;
- Experience with applying monitoring and evaluation tools and frameworks to track and assess implementation;
- Time management and ability to prioritise multiple tasks.

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

- Knowledge and experience of working in the area of operation;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 034	<b>Location:</b> Kyiv	<b>Availability:</b> 16 Sep 2022
<b>Department/Component/Unit:</b> Chief of Staff/ Planning, Reporting and Evaluation Division	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Reporting Office and coordinate with the Planning and Evaluation Office, relevant staff in the Chief of Staff Office, Head of Mission's office, and Head of Operations' Office;
- To manage the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Weekly Operational Summary, the Six-Monthly Report and Special Reports as well as ad-hoc reports requested by the Mission's management or CPCC;
- To implement a reporting system in line with the regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To supervise information data handling, including logging and tracking of all written products, ensuring rapid retrieval of documents and information, including access to classified material;
- To coordinate regular meetings and exchange with Political Advisors, Security Office, Press and Public Information Department, Operations Department and other key analytical functions to optimise coordination and synergy;
- To contribute to drafting the Mission's reports for EU institutions in Brussels and Member State capitals, working within tight deadlines and guidelines;
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Kyiv and external visitors up to ministerial level;
- To liaise with external partners in order to enhance information collection and analysis;
- To support external communication, cooperation and coordination on the technical planning level in coordination with the Missions Operational and Cooperation/Coordination Components;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in conjunction with the Planning and Evaluation Office and in close coordination with the Mission's operational elements;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements and channel relevant information in line with the relevant planning documents.

### 3. General Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience:

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

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

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

- Analytical capability, political awareness and judgement and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team
- Ability to establish, plan, review priorities and work in a methodical manner;
- Ability to communicate and engage with senior officials and governmental decision makers.

**6. Desirable Qualifications and Experience:**

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Previous experience in crisis management Missions, including in the area of SSR (including policing, rule of law), or in the political/diplomacy field;

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

- Understanding of the multi-dimensional aspects of conflict management and/or knowledge and experience of working in the region.

<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 036	<b>Location:</b> Kyiv	<b>Availability:</b> 1 Dec 2022
<b>Department/Component/Unit:</b> Chief of Staff Office/ Planning, Reporting and Evaluation Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding the Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To gather and analyse information received from across the Mission, Mission members' reports, relevant stakeholders and open sources, in order to maintain up-to-date knowledge of the situation;
- To manage large amounts of information including checking, compiling and analysing reports received;
- To maintain working relationships with the EU Delegation's departments to ensure effective information flow;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To prepare and deliver presentations, produce talking points, speeches and presentations for various purposes and contexts and draft meetings reports.

### 3. General Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

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

### 5. Essential Knowledge, Skills and Abilities

- Drafting and editing skills;
- Communication and presentation skills;
- Political awareness and understanding;
- Analytical capability and knowledge of information collection and analytical methods.



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

- International experience, particularly in crisis Management , Security Sector Reform (policing, rule of law etc), or in the political/diplomacy field, or multinational and/or international organisations.

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

- Knowledge and experience of working in the area of operation;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Head of Mobile Unit I	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAM 001	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> 3 Oct 2022
<b>Component/Department/Unit:</b> Operations Department/ Mobile Unit I	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of Mobile Unit; including coordination with local authorities, and local EU/international actors in cooperation with the Operations Department;
- To coordinate and contribute to the development and update of the Mission Implementation Plan by identifying the Mobile Unit's operational tasks;
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing Civilian Security Sector Reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To assess the consistency and sustainability of Mission operational activities within the Mobile Unit I, and provide recommendations for the improvement of Mission performance;
- To act as a Mission focal point and direct counterpart to relevant Ukrainian authorities and civil society organisations in the assigned region according to EUAM Ukraine HQ direction;
- To ensure close coordination with other Mission operational units, advisers on cross-cutting issues and support functions;
- To coordinate the Mission Support related aspects of the Mobile Unit, under the guidance of the Head of Mission Support;
- To ensure that Mobile Unit's staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience in the civil security sector, respective experience in change management, management and implementation of reform programmes, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to represent the Mission at the highest levels of local counterparts;

**6. Desirable Qualifications and Experience:**

- Senior management experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analysis, planning and reporting as well as sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

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

- 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> ASAP
<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 lead, manage and coordinate the work and staff of the Police Unit, and ensure effective utilisation of the Unit's resources and quality of results, including the amount and quality of analytical products, plans, recommendations and reports;
- To support and advise on the development, of the National Police of Ukraine and National Guard and follow up on their reform needs especially in management, resilience, inter-agency cooperation and preventive work;
- To act as a Mission focal point and direct counterpart to dedicated Ukrainian authorities (National Police of Ukraine and National Guard of Ukraine) according to OPS Management directions;
- To identify and communicate suitable European legislation, operational models, best practices, training materials, handbooks and other soft law to develop recommendations to drive the reforms in Ukraine;
- To enhance the awareness of the interlocutors of EU policing standards, models and approaches, especially but not limited to Public Order (Crowd and Riot Control) and general and community policing;
- To plan, coordinate, supervise and assist in the implementation of training activities , including development of training material, curricula and participate in training at the Academies, Universities and training centres as a trainer of trainers, if necessary;
- To ensure close coordination with other Mission operational units, advisers on cross-cutting issues and support functions;
- Participate in the steering and development of the projects and act as the Project Manager or project activity owner, if required;
- To coordinate, guide and to ensure the quality and relevance of the Unit's contribution to the Mission internal and external reporting;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.
- To deputise the Head of Component, as required.

### 3. General Tasks and Responsibilities:

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

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional Police experience, in change management, management and implementation of reform programmes, experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to represent the Mission at the highest level of local counterparts;
- Knowledge of successful service in a managerial position in a law enforcement agency;
- Knowledge of European Union legislation and best practices and other soft law and guidelines in the area of law-enforcement.

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

- Experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analyses, planning, reporting and a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;  
Knowledge of project management and ability to apply project management tools and procedures.

#### **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 071	<b>Location:</b> Kyiv	<b>Availability:</b> 2 Oct 2022
<b>Component/Department/Unit:</b> Operations Department/ Law Enforcement Agencies Component/ Police Unit/Public Order Team	<b>Security Clearance Level:</b> EU Restricted	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Public Order (Crowd Management) Adviser/Trainer reports to the Head of 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 support the relevant Ukrainian partners in identifying appropriate equipment and infrastructural needs;
- To advise and support host state authorities in the implementation of the new public order concept, developing strategies/policies/plans/curricula/training as directed by the Head of Police Unit;
- To conduct fact finding and needs assessments in the National Police and National Guard and monitor/follow-up Ukrainian reforms;
- To plan and implement training activities as set out in the planning documents and Mission Implementation Plan , including development of training material, curricula and participate in training at the Academies, Universities and training centres as a trainer of trainers;
- To develop curricula and deliver training on public order management, including in service training, on scene command, contingency planning, crisis response and hybrid threats in conflict and post-conflict environment;
- To support the development of the National Police of Ukraine and National Guard, especially in the management, resilience, inter-agency cooperation and preventive work by advising at the strategic level, coordinating and cooperating with counterparts and other national and international actors;
- To participate in working groups at Law Enforcement Agencies, to develop the inter-agency cooperation and build resilience, etc.
- To provide expertise to strengthen the capabilities in the field of public order issues;
- To identify required reforms and appropriate support to be provided by the Mission through advice/mentoring and/or direct training;
- To participate in implementation of EUAM Ukraine projects and externally-funded projects;
- To support the Mission in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of crowd management;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission advisers on cross-cutting issues.

### 3. General Tasks and Responsibilities:

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

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

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
- A minimum of 5 years of relevant professional experience in Public Order Policing Middle management Level, 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 and experience in drafting materials used for training;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to mentor, advise and motivate local counterparts;
- Ability to plan, multitask 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.
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Head of Rule of Law Component	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 090	<b>Location:</b> Kyiv	<b>Availability:</b> 13 Oct 2022
<b>Component/Department/Unit:</b> Operations/Rule of Law Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Rule of Law Component reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

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



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

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

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 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 3 years at coordination/management level
- Demonstrable a track record in implementing judicial/prosecutorial reform.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to represent the Mission at the highest levels of local counterparts;
- Proven knowledge of successful service in a managerial position in a law enforcement agency, prosecution, court or similar organisation;
- Knowledge of European Union legislation and best practices and other soft law and relevant guidelines in the area of law-enforcement or rule of law;
- Knowledge of project management and proven ability to oversee and steer project activities, ensuring effective planning, delivery and reporting.

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

- Senior management experience in a relevant organisation on the national level with tasks of strategic nature;
- Management experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, Managerial track record, including in change management and programme/project delivery;

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

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

<b>Position Name:</b> Senior Adviser on Organized Crime	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 110	<b>Location:</b> Kyiv	<b>Availability:</b> 15 Oct 2022
<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 Organized 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 serve as a key interlocutor on strategic and operational level with LEAs combating organised crime and other key partners;
- To cooperate and conduct needs assessment at key beneficiaries, including: the National Police, Economic Security Bureau, State Bureau of Investigation and other dedicated LEAs, in Crime Intelligence, Investigations and other Organised Crime related matters;
- 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;
- 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.
- Support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To develop and participate in implementation of EUAM Ukraine projects and externally funded projects;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with advisers on cross-cutting issues;
- To design and deliver training;

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- A minimum of 6 years of relevant professional experience in the field of combating organised crime, after having fulfilled the education requirements.
- Experience of designing and delivering training;
- Experience in fight against Organised Crime and in coordination with other LEA and the prosecution service (e.g. task forces);
- Experience of working with Justice and Home Affairs agencies in particular with EUROPOL and INTERPOL

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

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of EU Policy Cycle and its implementation;
- Knowledge in drafting Organised Crime Policies/Strategies/Action Plans;
- Knowledge of drafting legislation related to strategic aspects of fighting Organised Crime;
- Knowledge of Intelligence-led Policing principles;

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.
- 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> National and State Security Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 134	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/ National and State Security Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The National and State Security Adviser reports to the Head of National and State Security Unit.

### 2. Main Tasks and Responsibilities:

- To support the reform and institutional development of 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 aforementioned counterparts and relevant parliamentary committees, in close coordination and cooperation with other international stakeholders, including the EUDEL, NATO and the US Embassy;
- To deliver Mission's advice on key strategies and reform initiatives relating to intelligence and security issues, including Ukraine's National Security Strategy and its sectoral strategies, the SSU reform strategy, and the draft SSU-law and related laws;
- To advise and support NSDC, SSU, and FISU in improving their intelligence analyses and management capabilities as well as improving their decision-making processes towards an intelligence-based model;
- To advise 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 and FISU's capabilities to counter hybrid threats information operations, open source intelligence, human intelligence, financial intelligence, intelligence, operational, tactical and strategic analysis, counter terrorism and counter intelligence;
- To assist relevant Ukrainian authorities in identifying and analysing SSR-related legislative needs, challenges, options and solutions;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

- A minimum of 5 years of relevant professional experience, preferably in a relevant ministry, national intelligence, or security service, dealing also with strategic work and international cooperation, experience in change management, management and implementation of reform programmes, after having fulfilled the education requirements;
- Experience at the senior level from a modern and effective security or intelligence service.

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Practical understanding of legal reform processes including the development of legal policy and legislation.

**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:**

- Understanding of Ukrainian law and legislative procedures;
- Understanding and knowledge of Ukrainian challenges in the area of intelligence.

<b>Position Name:</b> Senior Adviser on the Investigation of International Crimes	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 004	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on the Investigation of International Crimes reports to the Head of Criminal Investigation and Organised Crime Unit. Security permitting, the Senior Adviser will be embedded within Ukrainian Law Enforcement Agencies. The Senior Adviser may be temporarily deployed in a Field Office or the Mobile Unit.

### 2. Main Tasks and Responsibilities:

- To support, mentor, and advise local Ukrainian Law Enforcement Agencies in investigating international crimes (war crimes, crimes against humanity, and genocide);
- To provide expertise to strengthen capabilities on international crimes investigations, especially on crime scene investigations, interviewing witnesses and suspects, and organisation of structured investigations;
- To advise local Ukrainian counterparts at strategic level on training related issues in international crimes investigations, assessment on training needs, development of curricula, Training of Training concept and assist in the implementation of training activities, as well as delivering training as required;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure required to modernise and improve international crime investigations;
- To advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To collaborate with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ to ensure the Field Offices implement the Mission's advice on strategic policies and projects and, when appropriate, a uniform application of the Mission's advice throughout Ukraine;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

- A minimum of 6 years of relevant professional experience in the field of crime investigation or successful participation in an international mission dealing with international crime investigations, after having fulfilled the education requirements;
- Experience in coordinating with other Law Enforcement Agencies and the prosecution service.

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

- Knowledge of matters related to international crime investigations;
- Ability to mentor and motivate local counterparts;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at strategic level;
- Experience of designing and delivering training;
- Ability to identify counterparts training requirements and draft a training curriculum for criminal police.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of military structures, equipment, weapons, ammunition and explosives in order to contribute to criminal investigations;
- Knowledge of crime scene management, especially the securing of evidence, maintaining the chain of custody;
- Knowledge of forensics preferably in relation to ballistics and explosives;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on the Prosecution of International Crimes	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 017; UAT 018 (2 posts)	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/ Prosecutorial and Judiciary Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Senior Adviser on the Prosecution of International Crimes reports to the Head of Prosecutorial and Judiciary Unit. Security permitting, the Senior Adviser will be embedded within Ukrainian Law Enforcement Agencies. The Senior Adviser may be temporarily deployed in a Field Office or the Mobile Unit.

## 2. Main Tasks and Responsibilities

- To support, mentor, and advise the Office of the Prosecutor General and other prosecution and law enforcement bodies in the investigation and prosecution of international crimes (war crimes, crimes against humanity, genocide, and crime of aggression);
- To develop standards, guidelines and concepts on the investigation and prosecution of international crimes;
- To identify and implement capacity building and training opportunities (including designing and delivering training programmes) for prosecutors on prosecution and investigation of international crimes;
- To review Ukrainian draft laws and other legislation relevant to international criminal law and procedure, and provide advice and written opinions with recommendations including on improving compatibility with the Rome Statute, and international human rights principles and standards;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;

## 3. General Tasks and Responsibilities

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

## 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience out of which a minimum of 3 years of experience in the prosecution of international crimes, after having fulfilled the educational requirements;

## 5. Essential Knowledge, Skills and Abilities

- Knowledge of matters related to investigation and prosecution of international crimes;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;



- Excellent legal drafting skills.

**6. Desirable Qualifications and Experience**

- Experience of prosecuting international crimes at national or international level (specialised court/tribunal or executive international mission);
- Experience in project management.

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

- Ukrainian and/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 Prosecution (Financial, Conflict Related)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 022	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Rule of Law Component/ Prosecutorial and Judiciary Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Prosecution (Financial, Conflict-Related) reports to the Head of Prosecution/Judiciary Unit.

### 2. Main Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in the field of combating economic and financial crimes, including conflict-related crimes;
- To provide expertise to strengthen capabilities in the prosecution area;
- Identify and advise relevant Ukrainian partners on the capacity and training opportunities in the prosecution area;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To manage and lead projects in the prosecution field;
- To liaise closely with advisers on cross-cutting issues;
- To design and deliver trainings;

### 3. General Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of professional experience as a prosecutor, out of which at least 3 years of experience of prosecuting economic and financial crimes, after having fulfilled the education requirements;

### 5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision-makers;

- Knowledge of prosecution reform and legal reform in the prosecution area.

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

- Experience with investigating and prosecuting conflict-related economical and financial crimes
- Experience from working in an international organisation or Mission providing advice on conflict-related economical and financial crimes
- Experience in designing and delivering trainings;
- Experience in project management;
- C license.

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

- 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 International Crimes Investigation Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 024; UAT 025; UAT 026 (3 posts)	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior International Crimes Investigation Analyst reports to the Head of Criminal Investigation and Organised Crime Unit. Security permitting, the Senior Analyst will be embedded within Ukrainian Law Enforcement Agencies. The Senior Analyst may be temporally deployed in a Field Office or the Mobile Unit.

### 2. Main Tasks and Responsibilities:

- To support, mentor, and advise local Ukrainian Law Enforcement Agencies in the field of international crimes analyses;
- To provide expertise to strengthen the capabilities for international crimes analysis, especially on the collection and synthesis of multi-sourced data, information and evidence, and analytical products and software;
- To advise local Ukrainian counterparts at the strategic level on training related issues in international crimes analysis, training needs assessment, development of curricula, Training of Trainers concept and assist in the implementation of training activities;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure required to modernise and improve international crime analysis;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To manage and lead projects on international crimes analysis;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To continuously liaise and coordinate all initiatives with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies 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/military education or training or an award of an equivalent rank;
- A minimum of 6 years of relevant professional experience in the field of criminal investigations and/ or successful participation in an international mission dealing with international crime investigations, after having fulfilled the education requirements;

- A minimum of 5 years relevant professional experience in the field of strategic, operational or tactical analysis.

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

- Knowledge of research and analytical techniques;
- Extensive knowledge and experience in analytical software and tools;
- Knowledge of criminal intelligence and complex data;
- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify counterparts training requirements and draft a training curriculum for criminal police.

**6. Desirable Qualifications and Experience:**

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

**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> UAT 032	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit	<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 Criminal Investigation and Organised Crime Unit.

### 2. Main Tasks and Responsibilities

- To provide advice to local counterparts in the area of witness protection;
- To mentor and provide expertise and strategic advice to strengthen capabilities on witness protection, international crime investigations and organised crime;
- To support the Ukrainian partners with the coordination with 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, international crime investigations and organised crime;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effectively on witness protection, international crime investigations and organised crime;
- To manage and lead projects on witness protection, international crime investigations and organised crime;
- To advise and support relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise.
- To liaise closely with other horizontal advisers;
- To design and deliver training.

### 3. General Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

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

### 5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of managing witness protection programmes;
- Ability to engage with senior officials/ governmental level decision makers;

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

- Experience from the national witness protection program of an EU Member State and of international cooperation in this area, including practical knowledge on EUROPOL and EU Member States platforms capabilities for witness protection;
- Experience in protection of witnesses of international crimes;
- Experience as witness protection professional at international criminal courts/tribunals;
- 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 human rights and gender mainstreaming;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on Open Source Intelligence (OSINT)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> 3 posts - UAT 036; UAT 037; UAT 038	<b>Location:</b> Kyiv/countrywide	<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 Open Source Intelligence (OSINT) reports to the Head of Criminal Investigation and Organised Crime Unit. The Senior Adviser would, security permitting, be embedded with Ukrainian Law Enforcement Agencies.

### 2. Main Tasks and Responsibilities:

- To advise, mentor, and support the development of capacities and capabilities of local Ukrainian Law Enforcement Agencies in the field of international crime investigations;
- To manage and lead projects on international crime investigations/intelligence research and to advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To advise on the establishment and implementation of a monitoring system of investigative/intelligence research actions and processes relating to international crimes;;
- To focus the advice on the strategic, tactical and operational level of international crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- To advise on collation analysis and development of intelligence from a variety of sources relating to Persons of Interest;
- To advise on how to research open and internal sources of information, databases and records, collection handling and use of intelligence, reporting on findings and updating line management;
- To advise on criteria on how to prioritise cases;
- To advise on the implementation of an action plan deriving from the National International Crimes Investigation/Prosecution Strategy;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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



Enforcement, Law, Police Science or other related university studies; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, including several years of professional experience in serious and complex criminal investigations;
- Progressive professional experience in intelligence issues and/or complex data;
- Practical experience in intelligence data research including open source.

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

- Comprehensive knowledge of analytical techniques;
- Sound understanding of intelligence processes, both tactical and strategic
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code and Criminal Code;
- Good knowledge of relevant IT archiving systems and procedures;
- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training.

**6. Desirable Qualifications and Experience:**

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in war crimes investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organizations.

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

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on Military Structures and Analysis (Civilian)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 041; UAT 042 (2 posts)	<b>Location:</b> Kyiv/countrywide	<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 SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Adviser on Military Structures and Analysis reports to the Head of Criminal Investigation and Organised Crime Unit. The Senior Adviser would, security permitting, be embedded with Ukrainian Law Enforcement Agencies.

### 2. Main Tasks and Responsibilities

- To advise, mentor, and provide expertise to Ukrainian Law Enforcement Agencies working on international crimes investigations on elements of these crimes related to military necessity, objectives, advantage, military structures, equipment, weapons, ammunition and explosives;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance investigations and analysis regarding military elements of the international crimes including military necessity, objectives, advantage, in military structures, equipment, weapons, ammunition and explosives;
- To advise, mentor, and support the development of capacities and capabilities of local Ukrainian Law Enforcement Agencies in the field on elements of international crimes related to military necessity, objectives, advantage, military structures, equipment, weapons, ammunition and explosives;
- To provide expertise to strengthen the capabilities for analysis related to military elements of the international crimes, especially on the collection and synthesis of multi-sourced data, information and evidence and on analytical products and software;
- To assist in the implementation of training activities on investigations and analysis of elements of international crimes related to military necessity, objectives, advantage, military structures, equipment, weapons, ammunition and explosives;
- To manage and lead projects on investigations and analysis of elements of international crimes related to military necessity, objectives, advantage, military structures, equipment, weapons, ammunition and explosives;
- To assist Ukrainian partners in implementing externally funded projects/initiatives;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies for Ukrainian counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

### 3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices related to investigations and analysis in military structures including equipment, weapons, ammunition and explosives;
- To contribute and ensure timely reporting on investigative and analytical activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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

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

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

- Knowledge of military matters, in particular with regard to military structures, equipment, weapons, ammunition and explosives in order to contribute to criminal investigations;
- Knowledge of the military weapon systems used in the area of operations, especially the RFA, former USSR and former Warsaw Pact military weapon systems;
- Knowledge of analytical techniques, software and tools;
- Knowledge of military intelligence matters;
- Knowledge of how to handle intelligence and complex data.

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

- Experience in project management;
- Experience with investigation of international crimes;
- International experience, particularly in crisis areas/post crisis areas with multinational and/or international organisations;
- Operational military experience, ideally including positions as an Operations or Intelligence staff officer at brigade level or higher.

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

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on Information Security Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> 2 posts -UAT 045; UAT 046	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Adviser on Information Security Management reports to the Head of Criminal Investigation and Organised Crime Unit.

### 2. Main Tasks and Responsibilities

- To mentor and provide strategic advice and assistance to relevant Ukrainian partners in implementing reforms in accordance with agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To support the Ukrainian partners with the coordination with the European Agencies, (e.g. EUROPOL) and EU Member States' Law Enforcement Agencies, and to facilitate the liaison with the Information Security Management Agencies;
- To identify and advise relevant Ukrainian partners on capacity and training opportunities on Information Security Management;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on Information Security Management;
- To manage and lead projects on Information Security Management;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on Information Security Management;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

### 3. General Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management or Information Technology; OR police or military equivalent education or training and rank; AND
- A minimum of 6 years of relevant professional experience, out of which at least 3 at a management level, after having fulfilled the educational requirements.

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of Information Security Management;
- International recognised certification(s), e.g. ISACA: CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar;
- Experience on international security standards e.g. ISO27000 series, NIST, CIS Security Controls or similar;
- ISMS assessment, implementation and operation;
- Organisational context tailoring of information security management;
- Leadership and organisational engagement on information security;
- Operational planning through information security risk assessments and treatment.

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

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

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

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

<b>Position Name:</b> Senior Adviser on General Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 008	<b>Location:</b> Lviv	<b>Availability:</b> ASAP
<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 General Policing reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To enhance the awareness of the relevant Ukrainian partners of EU policing standards, models and approaches;
- 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 provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented Community Safety Strategy, specifically police command and control, patrolling, -investigation, crime scene management, traffic enforcement, first response etc.;
- To advise on the European best practises in managing human resources within a modern police force;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on general policing;
- To identify and connect with relevant (international) donors in the same field of expertise and implementation on general policing topics;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general policing;
- To manage and lead projects on general policing and advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To participate in working groups at Law Enforcement Agencies, when necessary, to develop the inter-agency cooperation, build resilience, etc.
- To participate in implementation of EUAM Ukraine projects;
- To coordinate the general and community policing activities in the Unit in line with the Mission mandate;
- To assist in the implementation of training activities on general policing and on contingency planning, crisis response and hybrid threats in conflict and post-conflict environment;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with advisers on cross-cutting issues;
- To design and deliver training.

### 3. General Tasks and Responsibilities

- To identify best practice and lessons learned within the field of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To contribute and ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;

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

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

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

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

- Ability to mentor, advise and motivate local counterparts on strategical/tactical level;
- Knowledge of general policing issues;
- Ability to engage with senior officials/ governmental level decision makers.

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

- Experience of designing and delivering training;
- Experience in programs and project management;
- Experience on Strategic/Tactical Managerial - or Senior Expert level;
- Knowledge of recent developments in policing and management and awareness of the recent developments and European best practices.

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

- Ukrainian or Russian language skills;
- Reform - and/or change management/ -processes knowledge and skills.

<b>Position Name:</b> Planning and Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODC 001	<b>Location:</b> Odessa	<b>Availability:</b> 22 Oct 2022
<b>Department/Component/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Division /Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To advise and support the Head of the Field Office in reporting on the activities in the region according to the Head of Mission's directions, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents. To this effect, he/she supports the Head of Planning, Reporting and Evaluation Division and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- To help to ensure that operational activities and projects in the region are conducted in accordance with the Mission's instructions;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To contribute to the development and regular updating of the MIP and Operations Implementation Framework OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To contribute to the identification and development of new projects in line with the objectives of the Mission's mandate and in support of the Mission's Project Management Unit;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.

### 3. General Tasks and Responsibilities

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



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

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.

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

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

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

- Experience in planning and progress assessment;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

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

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

<b>Position Name:</b> Senior Adviser on Victims' Rights	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 030	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Victims' Rights reports to the Head of Criminal Investigation and Organised Crime Unit. The Senior Adviser would, security permitting, be embedded with Ukrainian Law Enforcement Agencies.

### 2. Main Tasks and Responsibilities

- To provide strategic advice, mentoring, and assistance to the relevant Ukrainian partners on access to justice for victims of international crimes including participation, protection and compensation;
- To provide expertise in strengthening the capabilities of the prosecution, law enforcement agencies and courts in order to facilitate access to justice of victims of international crimes including participation, protection and compensation of vulnerable victims and children, and victims of conflict related sexual violence;
- To provide advice on legislation and policy on rights, protection, participation and compensation of victims of international crimes;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the field of victims participation and protection including victims' interviewing;
- To manage and lead projects on enhancing access to justice of victims of crimes, including participation and protection;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

### 3. General Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law, Human Rights, Psychology AND
- A minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience at a position related to protection or support of victims of crimes, after having fulfilled the educational requirements.

### 5. Essential Knowledge, Skills and Abilities

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

- Ability to engage with senior officials/ governmental level decision makers.

**6. Desirable Qualifications and Experience**

- Experience in the area of victims' participation and protection at international level (specialised court/tribunal or international mission);
- Experience with victims' individual risk assessments;
- Experience with interviewing vulnerable victims of crimes;
- Experience in project management.

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

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

<b>Position Name:</b> Human Resources Training Officer	<b>Employment Regime:</b> Seconded/contracted	
<b>Ref. Number:</b> UAR 005	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief Staff Office/Human Resources Division	<b>Security Clearance Level:</b> EU Restricted	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Human Resources Training Officer reports to the Head of Human Resources.

### 2. Main Tasks and Responsibilities:

- To develop a comprehensive strategy for training activities that EUAM Ukraine will provide, develop the Mission in-house training strategies and policies including cooperation with European Security and Defence College and other EU training providers on Common Security Defence Policy related matters;
- To develop, coordinate and conduct interactive training workshops and capacity building activities, including programme planning, design, implementation, management, monitoring and evaluation;
- To manage and implement the e-Learning platform and other on-line learning databases
- To design and update manuals, training materials and modules both didactically and by e-Learning;
- To manage and implement the e-Learning platform use for EUAM Ukraine training, including possible developments and future enhancements in this area;
- To administrate EUAM Ukraine e-Learning platform, including the help-desk function and end-user support, courses creation and courses management;
- To support EUAM Ukraine in the gathering and evaluation of data relevant to the area of responsibility, including in mission and management related surveys and know-how assessments.
- To coordinate/organise training activities provided by external training providers;
- To monitor the training plans implementation, including on all procurement related areas.
- To provide periodic training reports;
- To draft for proposal, implement and monitor the training budget and provide a periodic financial overview;
- To contribute to internal reporting against benchmarking and assess the consistency and sustainability of training activities.
- To work closely with the Mission's human resources office on all related human resources matters, cooperating and supporting with related administrative, financial and policy matters.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

**5. Essential knowledge, skills and abilities:**

- Experience in design and delivering of trainings to diverse audiences;
- Presentation skills and experience with drafting training materials, curricula and terms of reference
- Experience with budget proposals for programs and activities, including launching of commitments and implementation of expenditure.
- Experience with preparation of tender documents, evaluation and contract management and implementation.

**6. Desirable Qualifications and Experience:**

- Professional training qualification certification from a recognised institute/academy;
- Experience with management/leadership training design, methods and delivery;
- International experience particularly in crisis areas, with multinational and international organisations.

**7. Desirable knowledge, skills and abilities:**

- Ukrainian language skills.

<b>Position Name:</b> Internal Auditor	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. Number:</b> UAC 015	<b>Location:</b> Kyiv	<b>Availability:</b> 3 Oct 2022
<b>Component/Department/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 Internal Auditor reports to the Head of Mission and acts independently in the Mission's interest.

### 2. Main Tasks and Responsibilities:

- To advise the Head of Mission and all concerned parties on dealing with risks and provide independent advice on quality control systems and processes;
- To advise and assist the Head of Mission to ensure compliance with internal control standards;
- To assist and promote sound financial management;
- To assist the Head of Mission in identifying and controlling significant risks related to the achievement of the Common Security Defence Policy (CSDP) Mission objectives;
- To evaluate adequacy of management control systems, the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To be responsible for planning and conducting financial systems and performance audit controls;
- To establish a risk based ex-post financial control function to be performed in compliance with recognised audit standards and applicable rules;
- To develop a risk based audit programme for validation by the Mission management;
- To draft audit procedures and methods to meet the objective of audit engagements;
- To prepare high quality operational audit reports, present findings and recommendations on actions taken;
- To ensure financial operations are legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To design and establish risk mitigation systems and Mission financial circuits to improve compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To examine if resources are used efficiently and economically to achieve effective results;
- To operate in accordance with relevant rules and regulations and internationally established professional internal auditing standards;
- To prepare an annual audit report containing a summary of the number and type of internal audits, a synthesis of the recommendations and the actions taken;
- To prepare a 6 month monitoring report aiming to ensure the implementation of corrective actions introduced by the Audit Report/s and provide a follow up on all previous recommendations, if they have not been effected yet;
- To make recommendations to the Mission management to improve efficiency and effectiveness of Mission operations.

### 3. General Tasks and Responsibilities:

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

**4. Essential Qualifications and Experience:**

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

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

- Ability to deliver high-quality reports and make recommendations;
- Analytical, research and problem solving skills;
- Knowledge of audit and accounting principles;
- Experience working with financial/accounting/audit management software;

**6. Desirable Qualifications and Experience:**

- Master's degree in Economics, Accounting, Audit, Finance, or other related field;
- Experience in setting up an internal audit capability in a complex organisation;
- Knowledge of relevant EU rules and regulations;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or a recognised internal, external audit/accountancy certification or professional qualification, such as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Experience in the Common Security Defence Policy environment.

<b>Position Name:</b> Head of Human Resources Reform Development Unit	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. Number:</b> UAO 031	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Governance Component/ HR Development Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line

The Head of Human Resources Development Unit reports to the Head of Governance Component.

## 2. Main Tasks and Responsibilities

- To initiate and support the development of the Ministry of Internal Affairs of Ukraine, National Police of Ukraine, State Fiscal Service (State Customs Service of Ukraine), State Border Guard Service, General Prosecutor's Office or other relevant Ukrainian institutions in the field of Civilian Security Sector Reform through strategic advising, development and implementation of strategies and project;
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on Human Resources Development and Training matters, including streamlining Human Resources principles, Human Resources reforms, decentralisation, training planning and development;
- 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 Mission Implementation Plan benchmarking in the relevant Line of Operations;
- To advise and support in the management of the activities related to Human Resources Development and Training matters;
- To direct and supervise the work of the Component staff associated to the Human Resources Development and Training development;
- To ensure a comprehensive understanding of the current state of play relating to Human Resources Development and Training matters by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To guide the Human Resources Development team in identifying and addressing structural needs in the performance and accountability of the UA counterparts through strategies, organisational change processes, legislation, institutional development;
- To ensure compliance with instructions from the line manager within the field of responsibility and to issue clear instructions on the operational level to the Human Resources Development and Training team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- To ensure the internal quality management within the unit in close cooperation with the Head of Component;
- To liaise and coordinate subject matter issues with the Heads of Field Offices and Mobile Units when tasking subject matter experts in Field Offices and Mobile Units;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.



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

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

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested, police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, including experience in change management, and/or implementation of reform programmes, out of which a minimum of 2 years at a middle management/coordination level, after having fulfilled the education requirements.

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

- Knowledge of Human Resources and Training processes in the context of Security Sector Reform;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate local counterparts and manage and coordinate a diversified team;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

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

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

- Ukrainian or Russian Language skills.

<b>Position Name:</b> Senior Adviser on Digital Transformation	<b>Employment Regime:</b> Seconded/contracted	
<b>Ref. Number:</b> UAO 051	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Good Governance & Digital Transformation and Innovation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Digital Transformation reports to the Head of Good Governance & Digital Transformation and Innovation Unit.

### 2. Main Tasks and Responsibilities:

- To advise, monitor and provide expertise to Ukrainian counterparts on how to advance the digital transformation agenda in their respective agency;
- To identify opportunities and suggest innovative solutions to advance the digital transformation agenda in Ukrainian Law Enforcement Agencies, including assisting in the development of a digital transformation Strategy;
- To engage with the Ministry of digital transformation;
- To provide expert input on digital transformation concepts/strategies/roadmaps within the civilian security sector;
- To assess current capacities of the civilian security sector agencies in relation to digital transformation;
- To support Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose solutions to strengthen the area of digital transformation;
- To support and advise the Heads of Field Offices in working and evaluation processes as well as on coordination and cooperation with other regional authorities, related to digital transformation;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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 digital transformation or related fields, after having fulfilled the education requirements;
- Experience in conceptualising and implementing digital transformation initiatives within the public or private sector.

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Strategic and operational planning, including impact and risk assessments;
- Ability and proven experience in managing reforms in the public or private sector;
- Ability to plan, multi-task and manage time effectively;
- Knowledge of ICT systems.

**6. Desirable Qualifications and Experience:**

- Experience/knowledge of transforming or providing advice in advising on digital transformation within the security sector;
- Advanced Information and Computer Technology (ICT) skills;
- Presentation skills;
- Confident with data analysis and visualisation;
- 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;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> <b>Seconded/Contracted</b>	
<b>Ref. Number:</b> UAS 011	<b>Location:</b> Kyiv	<b>Availability:</b> 19 Sep 2022
<b>Component/Department/Unit:</b> Mission Support Department/Finance Unit	<b>Security Clearance Level:</b> EU Restricted	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Finance Officer reports to the Head of Finance.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and regularity of transactions prior to authorising 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 Head of Finance.
- To assist the Head of Finance in maintaining the financial operations of the Mission;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To assist the Head of Finance in drafting the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of Finance.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;

**6. Desirable Qualifications and Experience:**

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related 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 or Chartered Accountant;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Head of Logistics	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. Number:</b> UAS 040	<b>Location:</b> Kyiv	<b>Availability:</b> 1 Nov 2022
<b>Component/Department/Unit:</b> Mission Support/ Mission Support Department/ Logistics and Transport Division	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Logistics reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the Logistics and Transport Division;
- To supervise the facility management, transportation and general logistics services to ensure delivery of services;
- To advise the Head of Mission Support on facility, transportation and logistics requirements in line with the operational decisions within budgetary and time constraints;
- To advise the Senior Mission Security Officer on facility, transportation and logistics requirements related to Mission Contingency Plans;
- To develop Standard Operating Procedures related to logistics, facility management, and transportation management;
- To supervise the update and maintenance of the assets registry with the support and contribution of relevant Mission units;
- To ensure the acceptance/rejection reports of goods and services related to the Logistics and Transport Division;
- To liaise with procurement in the preparation of technical specifications and terms of reference of the Logistics and Transport Division tenders;
- To organise the Mission warehouse, specifically storage, rotation and disposal of assets as appropriate in line with the Mission policies;
- To administer lease contracts of all rented premises and any other general services related contracts;
- To supervise the smooth functioning of the Mission vehicles fleet, its service, maintenance, insurance and fleet monitoring system as per the manufacturers and Mission policies;
- To act as driving skills tester and trainer, if required;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, drink and drive, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree (the qualification should be in any of the fields of Transport, Logistics, Engineering, Administration or other related field) OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of current Warehousing technology and Supply Chain Management;
- Ability to develop solutions and to adapt to new and emerging technologies;

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, business administration, international/national certificate/diploma in management/leadership or other related field;
- Knowledge of Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas, with multinational and international organisations.

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

- Understanding of budget processes.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management Level
<b>Ref. Number:</b> UAS 021	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support/Procurement	<b>Security Clearance Level:</b> EU Restricted	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

### 2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures; including Inter-institutional framework contract management (EEAS, EDA, DIGIT, DG ECHO FWCs) and concluding orders under them;
- To assist and advise the Head of Procurement on legal issues related to the procurement cycle;
- To assist other units with contracting and procurement matters and procedures;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices;
- To assist in the development of internal Mission procurement procedures and workflows;
- To advise staff members in procurement related questions.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures.

### 6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;



- Experience in conducting public tender procedures and contract management;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Ukrainian/Russian language skills.