



**Annex 1 - Amendment 1 - Requirements and Job Descriptions**

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 3-2020 Call for Contributions</b>				
<b>Organisation:</b>	EUAM Ukraine			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice:</b>	<b>Ref:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (27)</u></b>			
	UAC 13	Mission Analytical Capability (MAC) Analyst	Kyiv	ASAP
	UAC 18	Parliamentary Liaison Adviser	Kyiv	ASAP
	UAC 32	Senior Planning and Evaluation Officer	Kyiv	ASAP
	UAC 56	Strategic Communications Adviser	Kyiv	ASAP
	UAM 04	Senior Adviser on Prosecution	Kyiv	ASAP
	UAM 05	Criminal Investigations Adviser on Organised Crime	Kyiv	ASAP
	UAO 15*	Senior Adviser on Anti-Corruption	Kyiv	14 Apr 2021
	UAO 21	Senior Adviser on Public Administration	Kyiv	ASAP
	UAO 30	Strategic Border Guard Adviser	Kyiv	01 May 2021
	UAO 32	Training Expert	Kyiv	17 Feb 2021
	UAO 43	General Policing Adviser/Trainer	Kyiv	18 Apr 2021
	UAO 52	Public Order (Crowd Management) Adviser/Trainer/ Core Responsiveness Capacity (CRC) Member	Kyiv	01 Apr 2021
	UAO 57	Domestic Security Adviser/Trainer	Kyiv	08 Apr 2021
	UAO 73	Senior Adviser on Prosecution (Financial)	Kyiv	01 Feb 2021
	UAO 85	Senior Adviser on Witness Protection	Kyiv	16 Feb 2021
	UAO 88	Criminal Investigations Adviser/Trainer	Kyiv	ASAP
	UAO 92	Head of Organised Crime Unit	Kyiv	ASAP
	UAO 94	Senior Adviser on Prosecutorial Reform	Kyiv	15 Jan 2021

	KHO 02 KHO 03*	Adviser/Trainer on Community Policing (2 posts)	Kharkiv Kharkiv	22 Feb 2021 02 Apr 2021
	KHO 05	Adviser/Trainer on Public Order	Kharkiv	24 Feb 2021
	KHO 06	Adviser/Trainer on Good Governance / Human Resources Management	Kharkiv	ASAP
	KHO 09	Senior Adviser on General Policing	Kharkiv	08 Jan 2021
	KHO 10	Senior Adviser on Prosecution	Kharkiv	ASAP
	LVO 07	Adviser/Trainer on Good Governance / Human Resources Management	Lviv	ASAP
	ODO 08	Adviser/Trainer on Public Order	Odesa	24 Feb 2021
	ODO 09	Adviser/Trainer on Rule of Law	Odesa	10 Feb 2021
<b><u>Seconded/Contracted (7)</u></b>				
	UAO 14 UAO 28	Human Resources Reform Development Adviser/Trainer (2 posts)	Kyiv	ASAP ASAP
	UAO 22	Senior Adviser on Public Finance	Kyiv	ASAP
	UAS 33	Procurement Officer	Kyiv	ASAP
	UAD 02	Deputy Senior Mission Security Officer	Kyiv	20 Apr 2021
	ODD 01	Mission Security Officer	Odesa	ASAP
	UAD 06	Mission Security Analyst	Kyiv	01 Dec 2020
<b>Deadline for Applications:</b>	<b>Tuesday, 17 November 2020 at 17:00 Brussels time</b>			
<b>Applications must be submitted via:</b>	<ol style="list-style-type: none"> <li>For <i>seconded candidates from EU Member States</i>: <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></li> <li>For <i>contracted candidates from EU Member States</i>: <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></li> <li>For <i>seconded candidates from Invited/Contributing Third States</i> (Annex 3 Application Form attached and available also on the EEAS website): <a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a></li> </ol>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Ms Carmen Epure</b> <a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a>			

(\* ) The availability of this position is subject to the confirmation of a request for extension of tour of duty.

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

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

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

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

**Co-location of Strategic Advisors** – Posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location / embedding with those authorities. The usual daily place of work of the respective strategic advisers will therefore be at the premises of those institutions they are advising. Personnel nominated should be made aware of this and that, whilst generally working conditions within the premises of Ukrainian authorities are good, the Mission has little influence over them.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

**Citizenship** – Citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

*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.

---

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

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

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

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

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

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

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

**Passport** – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

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

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

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

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

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

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

#### IV. ADDITIONAL INFORMATION

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

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

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing (Third) States will bear any related costs.

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

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

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

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

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

#### V. JOB DESCRIPTIONS

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

---

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

**SECONDED**

<b>Position Name:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 13	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/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 (HoM), administratively managed by the Chief of Staff (CoS).

**2. Main Tasks and Responsibilities**

- To support the Missions' situational awareness in accordance with the agreed MAC concept;
- To establish where required and as directed by the HoM liaison arrangements with relevant counterparts;
- To contribute to the regular Mission reports;
- To disseminate MAC products internally and/or externally as directed by the HoM 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 (SOPs);
- To act upon the HoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related task as required by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities**

- To provide analytical assessments of a mid to long-term nature regarding developments affecting opportunities including contributions to early warning of potential threats;
- To help if so directed with analysis related to disinformation;
- To contribute identifying and mapping relevant entities related to the Mission mandate;
- To support the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all Mission's various components as well as external sources.

**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 **OR** police or military equivalent education or training and rank; **AND**
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which a minimum of 3 years of experience of analytical experience in handling, processing and analysis of information from various sources.

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

- Handling, processing, analysis and presentation of information from various sources;
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills;
- Ukrainian or Russian language skills (minimum level B1/B2).

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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Analytical capacity and proven experience;
- Security sector reform experience.

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

- Knowledge of project cycle management.



<b>Position Name:</b> Parliamentary Liaison Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 18	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/Political, Analysis and Coordination Department	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Parliamentary Liaison Adviser reports to the Head of Political, Analysis and Coordination Department.

### 2. Main Tasks and Responsibilities

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes to ensure timely information for the HoM and other Mission members as requested;
- To prepare records of meetings attended;
- To draft and contribute to regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons identified/learned identification;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To monitor the developments in the National Assembly and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To monitor the parliamentary committees responsible for security sector related matters and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To coordinate SSR related expert support and advice to the parliamentary committees responsible for security sector related matters;
- To initiate and manage projects related to streamlining and optimizing the legislative processes at the Parliament with the view to advance the CSSR-based legislation;
- To liaise with the EUAM national and international partners working with the parliament in order to coordinate and synergize their efforts in advancing the CSSR-based activities and legislation;
- To assist in conducting and coordinating official visits according to protocol rules;
- To assist in vetting draft press releases, public statements and articles related in this particular field of expertise.

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

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

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

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Ukraine or Russian language (minimum level B1/B2).

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

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

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

- Ability to represent the Mission at the highest levels of local counterparts, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

<b>Position Name:</b> Senior Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 32	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Department/Planning section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Department (PRED).

### 2. Main Tasks and Responsibilities

- To coordinate and lead the work of the Planning Section;
- Under the supervision of the Head of Planning, Reporting and Evaluation Department, to develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the Mission's operational and advisory components, as well as key stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission's operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To liaise regularly with the Mission's operational elements and other components, including advisory, as well as external stakeholders for optimised information exchange, coordination, and cooperation;
- To help prepare Mission's coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate;
- To identify, collect and disseminate lessons and best practices;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To design, develop and contribute to the induction training of mission personnel and mission internal trainings as required in co-operation with Mission Support Department.

### 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 diploma should be in one of the fields of Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study; **AND**
- A minimum of 6 years of relevant and proven professional experience, out of which 5 in strategic analysis, planning, evaluating and reporting, after having fulfilled the education requirements.

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

- Excellent interpersonal and communication skills;
- Sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

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

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- 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;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Strategic Communications Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 56	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/ Press and Public Information Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Strategic Communications Adviser reports to the Head of Press and Public Information Department while works closely with the Operations Department\*.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To work in collaboration with the other Advisers for providing advice to the appropriate Ukrainian authorities in support of the development of Ukrainian government and ministerial Civilian Security Sector Reform policy and in accordance with the Mission policy and guidelines;
- To contribute to the enhancement of Ukrainian Civilian Security Sector Reform leadership and awareness of the critical importance of up to date communication environments, target groups and stakeholder engagement, public relations and effective communications strategies at all levels and of related EU models;
- To assist the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level in shaping, developing and implementing reform choices, making informed (strategic) communications decisions, analysing implications and conducting planning accordingly in the context of shaping Ukrainian Civilian Security Sector Reform;
- To contribute to the development of training curricula for Ukrainian stakeholders on communications and strategic communications;

---

\*The reporting line is subject to potential change in the context of the upcoming operational revision.

- To support the relevant Ukrainian authorities plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry strategic communications policy development and planning events;
- To manage and lead projects assigned to Press and Public Information Department and by Head of Press and Public Information Department;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of Mission operational activities across time, and to provide recommendations for the improvement of mission performance and methodology;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in developing strategic communications plans and delivering advice on strategic communications at governmental level.

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

- Ability to mentor and motivate local counterparts;
- Ability to represent the Mission at the highest levels of local counterparts;
- Knowledge of public relations.

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

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

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

- Ukrainian or Russian language skills.

<b>Position Name:</b> Senior Adviser on Prosecution	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAM 04	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Mobile Unit I	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Prosecution reports to the Head of Mobile Unit I.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise the Regional Prosecutor on prosecution reforms;
- To support the Regional prosecutor's Office in developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and advice relevant regional counterparts on criminal justice related matters and legal reform;
- To travel within the Mission's area of operations as required.

### 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 field of prosecution, criminal defence or as a criminal judge), after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of prosecution service.

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

- Experience in designing and delivering training;
- 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**

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



<b>Position Name:</b> Criminal Investigations Adviser on Organised Crime	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAM 05	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Mobile Unit I	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Criminal Investigations Adviser on Organised Crime reports to the Head of Mobile Unit I.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of respective counterparts/institutions and to propose development and solutions for strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide advice and training to the relevant regional/local Ukrainian partners on criminal investigations of organised crime with focus on the areas of criminality especially high in the regions;
- To help ensuring an effective implementation of reorganising the pre-trial investigation unit (investigators) and criminal police unit (operatives) at police station level (inter-district/hub and district), including reorganising police structure, SOPs, job descriptions etc.;
- To travel within the Mission's area of operations as required.

### 4. Essential Qualifications and Experience

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

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

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

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

- Experience of designing and delivering training;
- 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**

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

<b>Position Name:</b> Senior Adviser on Anti-Corruption	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 15*	<b>Location:</b> Kyiv	<b>Availability:</b> 14 Apr 2021
<b>Component/Department/Unit:</b> Operations/Deputy Head of Operations Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Anti-Corruption reports to the Deputy Head of Operations.

### 2. Main Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in developing a legal/regulatory framework in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in Anti-Corruption;
- To manage and lead projects in Anti-Corruption field;
- To assist in the implementation of training activities for Anti-Corruption;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Anti-Corruption activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide support and advice to the institutions, which make up the anti-corruption architecture in Ukraine, including the High Anti-Corruption Court, the National Agency for Corruption Prevention, the National Anti-Corruption Bureau and other law enforcement agencies. The advice and support will cover issues, such as, institution building, enforcement of decisions, investigation and prosecution techniques and prevention mechanisms;
- To provide advice, as required, on the development and implementation of legislative initiatives in the area of anti-corruption;
- To maintain necessary contacts and build relationships with relevant counterparts and, in this regard, to identify and advise the relevant Ukrainian partners on capacity building and training initiatives in the field of anti-corruption and assist, as required in the delivery of training;
- To provide legal analysis and recommendations to local counterparts in the area of responsibility and to ensure timely reporting on activities within the field of responsibility as per planning documents;
- To liaise between the mission and the EU Anti-Corruption Initiative and to ensure synergies in terms of the provision of advice to the institutions which make up the anti-corruption initiative and the anti-corruption mechanisms in the law enforcement agencies. In this role, the position holder will be expected to promote the "EU Integrated Approach".

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

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

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

- Drafting and analytical skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

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

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

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

<b>Position Name:</b> Senior Adviser on Public Administration	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 21	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Strategic Civilian Security Sector Reform Component/Good Governance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Public Administration reports to the Head of Good Governance Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in the field, in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To ensure a comprehensive understanding of the current state of play in public administration and decentralisation by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in public administration and decentralisation, including in analysis, planning, designing, programming, budgeting and implementing strategies and increasing citizen participation in the aforementioned processes. Also to provide decentralisation of administration related responsibility and accountability, including human resources management, budget, finance and accounting, and assisting the Ukrainian authorities in identifying good governance requirements relevant to their reform programme;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in public administration and decentralisation;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public administration and decentralisation;
- To manage and lead projects in public administration and decentralisation;
- To travel within the Mission's area of operations as required.

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

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

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

- Ability to mentor and motivate local counterparts;
- Knowledge of Public Administration-related matters.

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

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

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

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian language skills.

<b>Position Name:</b> Strategic Border Adviser	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> UAO 30	<b>Location:</b> Kyiv	<b>Availability:</b> 01 May 2021
<b>Department/Component/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component/Border and Customs Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Strategic Border Adviser reports to the Head of Border and Customs Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of respective counterparts/institutions and to propose development and solutions for strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide Border reform related advice on strategic/operational/tactical level to the relevant Ukrainian counterparts, in accordance with the Mission mandate;
- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian Border agencies;
- In partnership and cooperation with different international actors to increase awareness and understanding amongst responsible Ukrainian officials of various models of Border and IBM models in the EU;
- To promote, encourage and advise the commanders and decision makers responsible for the State Border Guards Administration to identify and promote fast changes;
- To advise the leadership of the State Border Guards Administration on harmonisation of reforms with broader civilian security sector reforms;
- To travel within the Mission's area of operations as required.

#### **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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; **OR** police or Border Guard equivalent education or training and equivalent rank **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements;
- Experience and knowledge of Integrated Border Management and overall Border Management.

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

- Ability to mentor and motivate local counterparts;
- Solid knowledge of Border Management, Integrated Border Management and Migration Control would be an asset;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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

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

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

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



<b>Position Name:</b> Training Expert (Capacity Building)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 32	<b>Location:</b> Kyiv	<b>Availability:</b> 17 Feb 2021
<b>Component/Department/Unit:</b> Operations Department/Strategic CSSR Component/HR Development Unit/ Training Development Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Training Expert reports to the Head of Human Resources Development Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of development of the training documents (training plan and materials) to counterparts/institutions and to propose solutions for strengthening same;
- To support the Mission's efforts in addressing areas of pedagogical support for in training strategy creation (methods, techniques, equipment, training groups and environment);
- To develop best practices on training management, make training recommendations and record lessons identified/learnt;
- To design and expand training and training development programmes based on the needs of the counterpart organisation and the individual;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide support and advice to the relevant Ukrainian partners in the area of national training strategy/policies/capacities as well as the provision of direct training by the Mission;
- To support the development of trainings of the counterparts/institutions in the field of CSSR through mentoring, monitoring and advising;
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;

- To assist and develop needed training curriculum for the Ukrainian civilian LEAs, in particular in the field of in-service training for LEAs;
- To ensure correct and timely reporting of progress into the Operational Implementation Framework (OIF);
- To advise the Ukrainian authorities and other Mission staff regarding the development, implementation of various training developments;
- To facilitate effective and timely coordination and cooperation with the counterparts and other mission members in relation to curricular development;
- To coordinate all activities closely with all other EU instruments (SGUA, EUDEL, EUBAM etc.) and international actors working in support of training development for Civilian Ukrainian LEAs;
- To travel within the Mission's area of operations as required.

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

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

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

- Pedagogical/training skills;
- Solid knowledge of Training Development;
- Ability to mentor and motivate local counterparts and mission subordinated staff;
- Presentation skills;
- Innovative thinking and approach to learning and training delivery;
- Ability to plan, multi-task and manage time effectively;
- Excellent interpersonal and communication skills;
- Highly resilient under physical and mental pressure;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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

- Previous experience in similar position;
- Professional Training Qualification/Certification;
- Experience in national training units/programmes for law enforcement/RoL agencies;
- 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**

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

<b>Position Name:</b> General Policing Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 43	<b>Location:</b> Kyiv	<b>Availability:</b> 18 Apr 2021
<b>Department/Component/Unit:</b> Operations Department/ Law Enforcement Agencies Component/ General and Community Policing Unit/ General Policing Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The General Policing Adviser/Trainer reports to the Head of General and Community Policing Unit.

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of General and Community Policing Unit;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed internal and external training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons identified/learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the policing field, including community partnership and engagement, crime prevention, traffic, proactively addressing community safety issues etc.;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To develop curricula for general policing and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To identify, analyse and disseminate information on all general policing activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required.

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

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

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

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

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

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

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

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

<b>Position Name:</b> Public Order (Crowd Management) Adviser/Trainer/ Core Responsiveness Capacity (CRC) Member	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 52	<b>Location:</b> Kyiv	<b>Availability:</b> 01 Apr 2021
<b>Department/Component/Unit:</b> Operations Department/ Law Enforcement Agencies Component/Public Order Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States: Yes</b>

### 1. Reporting Line

The Public Order Adviser/Trainer reports to the Head of Public Order Unit.

This Public Order Adviser/Trainer is also a member of the Core Responsiveness Capacity, as per below related tasks.

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Public Order Unit;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the policing field, including community partnership and engagement, crime prevention, traffic, proactively addressing public order issues etc;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public order field;
- To develop curricula for public order and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;

- To work as an Adviser/Trainer travelling within the Mission's area of operations.
- To identify, analyse and disseminate information on all general policing activities within her/his area of responsibility as required.

#### **4. Core Responsiveness Capacity Tasks and Responsibilities**

Members of the Core Responsiveness Capacity, when requested and approved by the Civilian Operations Commander, are expected to:

- participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- support larger up/down scaling of missions, or refocusing of mandates;
- participate in liquidation and closures of missions;
- act as a floater under the Exchange of staff policy;
- participate in the specific Core Responsiveness Capacity trainings and exercises;
- undertake any other tasks related to the Core Responsiveness Capacity as required.

#### **5. 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, including experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

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

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

#### **7. Desirable Qualifications and Experience**

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

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

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

<b>Position Name:</b> Domestic Security Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 57	<b>Location:</b> Kyiv	<b>Availability:</b> 08 Apr 2021
<b>Department/Component/Unit:</b> Operations Department/ Law Enforcement Agencies Component/Domestic Security Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Law Enforcement Agencies Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To ensure regular communication and cooperation with Security Service of Ukraine officials;
- To deliver strategic advice on domestic security and intelligence;
- To deliver subject-matter trainings for Security Service of Ukraine officials;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on intelligence-related matters;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To travel within the Mission's area of operations as required.

### 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 **OR** police or military equivalent education or training and rank; **AND**

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Professional Training Qualification from recognised institute;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

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

- Ability as a trainer.

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

- Experience of designing and delivering training;
- Experience in project management.

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

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



<b>Position Name:</b> Senior Adviser on Prosecution (Financial)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 73	<b>Location:</b> Kyiv	<b>Availability:</b> 01 Feb 2021
<b>Department/Component/Unit:</b> Operations Department/ Rule of Law Component/ Prosecution/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) reports to the Head of Prosecution/Judiciary Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To perform any other task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in the prosecution;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To manage and lead projects in the prosecution field;
- To travel within the Mission's area of operations as required.

### 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**

- At least 6 years of relevant professional experience, out of which at least 3 years of experience of fighting financial crime, after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of prosecution service.

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

- Experience of designing and delivering training;
- Experience in project management.

#### **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 Adviser on Witness Protection	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 85	<b>Location:</b> Kyiv	<b>Availability:</b> 16 Feb 2021
<b>Department/Component/Unit:</b> Operations Department / Rule of Law Component/ 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 Organised Crime Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver trainings in the area of responsibility, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide expertise and strategic advice to strengthen capabilities on witness protection and organised crime;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on witness protection and organised crime;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on witness protection and organised crime;
- To manage and lead projects on witness protection and organised crime;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To travel within the Mission's area of operations as required.

### 4. Essential Qualifications and Experience

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

qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- A minimum of 6 years of relevant professional experience, including in the field of fighting organised crime, after having fulfilled the education requirements.

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

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

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

- Experience of designing and delivering training;
- Experience in project management.

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

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

<b>Position:</b> Criminal Investigations Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 88	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Rule of Law Component/ Criminal Investigations Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head Criminal Investigations Unit;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the criminal investigations field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the criminal investigations field;
- To develop curricula for criminal investigations and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;

- To identify, analyse and disseminate information on all criminal investigations activities within her/his area of responsibility as required.

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

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

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

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

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

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

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

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

<b>Position Name:</b> Head of Organised Crime Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 92	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/ Organised Crime Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Head of Organised Crime Unit reports to the Head of Rule of Law Component.

## 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

## 3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To guide the Unit's work in identifying and addressing structural needs in the performance and accountability of the UA counterparts countering Organised Crime through strategies, organisational change processes, legislation, institutional development;
- To coordinate Mission's strategic advice to the UA LEA's in the field of fighting organised crime and its transnational aspects, including special instruments as witness protection and strategic, operational and tactical Criminal Analysis (e.g. ILP) and aspects on forensics, cybercrime, financial crime, financial investigations and counter-terrorism;
- To advise on strategic level to set up and implement countrywide Organised Crime Task Forces;

- To ensure in close coordination with the Senior Advisor on Organised Crime (prosecution) on best practices in relation to the prosecutorial-led investigation / close cooperation between LEAs and prosecution office;
- To support the development of the capacities of UA LEAs in the field of combating organised crime through mentoring and advising;
- To ensure that accountability aspects and human rights norms are included in the advice and assistance provided by the Unit;
- To be the key interlocutor on strategic level with the Heads of LEAs combating organised crime and other key partners;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Unit when tasking subject matter experts in Field Offices and Mobile Unit.

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

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.
- Substantial experience in investigating organised crime cases and dismantling criminal organisations;
- Substantial experience in leading a organised crime fighting unit / department and in coordination with other LEA and the prosecution service (e.g. task forces);
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL.

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

- Knowledge of EU Policy Cycle, its implementation and knowledge of Serious and Organised Crime Threat Assessment;
- Knowledge of drafting legislation related to practical aspects of fighting Organised Crime;
- Knowledge of Strategic, Operational and Tactical Criminal Analysis;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

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

- Experience working in or with Task Forces fighting Organised Crime;
- Experience working in Joint Investigating Teams (JIT);
- 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.

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

- Ukrainian and/or Russian language skills.



<b>Position Name:</b> Senior Adviser on Prosecutorial Reform	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 94	<b>Location:</b> Kyiv	<b>Availability:</b> 15 Jan 2021
<b>Component/Department/Unit:</b> Operations Department/ Rule of Law Component/ Prosecution/Judiciary Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Prosecutorial Reform reports to the Head of Prosecution/Judiciary Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other relevant task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in the field of prosecutorial and legal reform; this will include advice on legislation, policy relating to such matters as prosecutorial ethos, structural and operational organisation of the Public Prosecutor's Office, independence and self-governance, resource management and the vetting process of prosecutors;
- To provide awareness and advice to the national level of the Ukrainian prosecutorial leadership relating to the establishment of robust and effective internal and external communication, human resources and disciplinary proceedings;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution, including related human resources systems;
- To support Mission Field Offices where relevant;
- To manage and lead projects in the prosecution field;

- To travel within the Mission's area of operations as required.

#### **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 prosecution management, after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of prosecutorial service.

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

- Experience in reforming / change management of a prosecutorial service or judiciary
- Experience of designing and delivering training;
- Experience in project management, especially in the introduction of an E-case system.

#### **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> Adviser/Trainer on Community Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KHO 02 KHO 03* (2 posts)	<b>Location:</b> Kharkiv	<b>Availability:</b> 22 Feb 2021 02 Apr 2021
<b>Department/Component/Unit:</b> Operations Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required;

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

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

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

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

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

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

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

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

<b>Position Name:</b> Adviser/Trainer on Public Order	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> KHO 05	<b>Location:</b> Kharkiv	<b>Availability:</b> 24 Feb 2021
<b>Department/Component/Unit:</b> Operations Department/ Field Office Kharkiv	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Public Order reports to the Head of Field Office.

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the policing field, including community partnership and engagement, crime prevention, traffic, proactively addressing public order issues etc.;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners in the region on the capacity and training opportunities in the public order field;
- To develop curricula for public order and deliver training;
- To support in developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in the region in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction.

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

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

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

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Knowledge of the Crowd and Riot Control.

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

- Professional Training Qualification/Certification;
- 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> Adviser/Trainer on Good Governance / Human Resources Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KHO 06	<b>Location:</b> Kharkiv	<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: Yes</b>

### 1. Reporting Line

The Adviser/Trainer on Good Governance / Human Resources Management reports to the Head of Field Office.

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the field of good governance, focusing on human resources management;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities, including;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local good governance activities within her/his area of responsibility as required.

#### **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 etc.) or Business Administration/Management or a closely related field of expertise; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

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

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

- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law;
- Professional Training Qualification from recognised institute;
- Project management experience in Civilian Security Sector.

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

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



<b>Position Name:</b> Senior Adviser on General Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KHO 09	<b>Location:</b> Kharkiv	<b>Availability:</b> 08 Jan 2021
<b>Department/Component/Unit:</b> Operations Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on General Policing reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented policing, patrolling, minor investigation, crime scene management, traffic enforcement, first response, etc.;
- To support and advise the Regional Main Departments of the Ukrainian National Police (NPU) in implementing reforms in accordance with the centrally agreed policies and guidelines;
- To support allocation / re-allocation of resources, performance evaluation, finance, human resources policies in the region;
- To advise the Regional NPU on developing safety strategies for the region;
- To support and advise the Regional NPU on cooperation with other regional authorities, especially police – prosecution cooperation;
- To assist in the implementation of training activities on general policing;
- To travel within the Mission's area of operations as required.

### 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; **AND**

- A minimum of 6 years of relevant professional experience in general policing, out of which a minimum of 3 years of management/coordination experience, after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts;
- 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 project management.

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

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

<b>Position Name:</b> Senior Adviser on Prosecution	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KHO 10	<b>Location:</b> Kharkiv	<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 Prosecution reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To deputise for the Regional Presence Coordinator when so appointed;
- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise the Regional Prosecutor on prosecution reforms;
- To support and advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and advice relevant regional counterparts on criminal justice related matters and legal reform;
- To travel within the Mission's area of operations as required.

### 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 field of prosecution, criminal defence or as a criminal judge), after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts;
- Ability to represent the Mission at the highest levels of local counterparts.

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

- Experience of designing and delivering training;
- 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**

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

<b>Position Name:</b> Adviser/Trainer on Good Governance / Human Resources Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 07	<b>Location:</b> Lviv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department / Field Office Lviv	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Good Governance / Human Resources Management reports to the Head of Field Office.

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the field of good governance, focusing on human resources management;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities, including;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local good governance activities within her/his area of responsibility as required.

#### **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 etc.) or Business Administration/Management or a closely related field of expertise; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

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

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

- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law;
- Professional Training Qualification from recognised institute;
- Project management experience in Civilian Security Sector.

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

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

<b>Position Name:</b> Adviser/Trainer on Public Order	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 08	<b>Location:</b> Odesa	<b>Availability:</b> 24 Feb 2021
<b>Department/Component/Unit:</b> Operations Department /Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Public Order reports to the Head of Field Office.

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the public order field;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local public order activities within her/his area of responsibility as required.

### 4. Essential Qualifications and Experience

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

Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- A minimum of 4 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

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

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

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

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

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

- Ukrainian or Russian language skills.



<b>Position Name:</b> Adviser/Trainer on Rule of Law	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 09	<b>Location:</b> Odesa	<b>Availability:</b> 10 Feb 2021
<b>Department/Component/Unit:</b> Operations Department /Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the criminal justice field, focusing on pre-trial investigations and case management;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the criminal justice field, including police-prosecution cooperation when conducting investigations;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To identify, analyse and disseminate information on all regional/local criminal justice activities within her/his area of responsibility as required.

#### **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, including Experience in national/international training units/programmes for law enforcement/RoL agencies, after having fulfilled the education requirements.

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

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

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

- University Degree in Law;
- Professional Training Qualification/Certification;
- 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.

## SECONDED/CONTRACTED

<b>Position Name:</b> Human Resources Reform Development Adviser/Trainer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level
<b>Ref. number (2 posts):</b> UAO 14 UAO 28	<b>Location:</b> Kyiv Kyiv	<b>Availability:</b> ASAP ASAP
<b>Department/Component/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component/HR Development Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Human Resources Development Adviser/Trainer reports to the Head of HR Development Unit.

### 2. General Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of HR Development Unit and the Head of Strategic CSSR Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the Human Resources field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula within Human Resources Development and deliver training;
- To support developing and implementing in-service trainings;

- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Lead Adviser.

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

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

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

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

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

- Professional Training Qualification/Certification;
- Experience in 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**

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

<b>Position Name:</b> Senior Adviser on Public Finance	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level
<b>Ref. Number:</b> UAO 22	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations/Strategic Civilian Security Sector Reform Component/ Good Governance Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Public Finance reports to the Head of Good Governance Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To ensure a comprehensive understanding of the current state of play in the public finance field by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in the public finance field, including logistics, procurement, and applying the principles of public finance management;
- To enhance the awareness of the relevant Ukraine authorities in their attitudes and approaches towards public finance, logistic and procurement related issues, applying EU standards, models and approaches;
- To assist the Ukraine authorities in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping the Ukrainian civilian security sector reforms and their implementation;
- To assist the relevant Ukraine authorities in designing and managing an effective financial system to support civilian security sector reform, in respect of the principles of public finance management and with a particular attention to fighting corruption;
- To promote, encourage and advise the relevant Ukraine authorities to make changes in the existing culture of public finance, logistics and procurement, with a special view to related transparency, responsibility and accountability, in order to support Ukrainian civilian security sector reforms;

- To design and pilot a role mode of Public Finance Management in cooperation with the Ukrainian interlocutors;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public finance field;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public finance;
- To manage and lead projects in public finance field;
- To assist in the implementation of training activities for public finance;
- To identify, analyse and disseminate information on all public finance activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required.

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

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

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

- Ability to mentor and motivate local counterparts;
- Knowledge of the public finance management.

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

- Experience of designing and delivering training;
- Experience in project management.

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

- Ukrainian or Russian language skills.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> UAS 33	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ Procurement Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<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 procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the Head of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To carry out procurement and contracting processes by using established public procurement policies and procedures of the applicable EU legislation and regulations, as adopted by the CSDP Mission;
- To be actively involved in contract management processes;
- Interinstitutional framework contract management (EEAS, EDA, DIGIT, DG ECHO FWCs) and concluding orders under them;
- To assist in the development of internal Mission procurement procedures and workflows;
- To advise staff members in procurement related questions;
- To reporting as per established Mission's procedures;
- To provide procurement trainings to the staff members;
- To contribute to lessons identification.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, in the field of procurement, after having fulfilled the education requirements;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures.

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

- Knowledge of the EU financial rules;
- Good drafting and reporting skills;
- Communication and coordination skills (chairing evaluation committees, ah-hoc tender related meetings);
- Advanced working knowledge of MS Office software (In particular MS Word and Excel);
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

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

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Previous experience in CSDP missions or in EU Delegations;
- Experience in financial management of tendering processes and audits.

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

- Presenting skills (basic procurement trainings for staff, information meetings with tenderers, etc.);
- Ukrainian or Russian language skills;
- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills.



<b>Position Name:</b> Deputy Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level
<b>Ref. Number:</b> UAD 02	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> 20 Apr 2021
<b>Department/Component/Unit:</b> Security and Duty of Care Department	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line

Deputy Senior Mission Security Officer (DSMSO) reports directly to the Senior Mission Security Officer and in his/her absence to the Head of Mission.

## 2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures, including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To replace the SMSO in his/her absence;
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel, information or reputation;
- To assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members;
- To contribute to the protection of EU classified information (EUCI) within the Mission and to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS and Six Monthly Reports and to any other report(s) and to ensure real time reporting from potential trouble spots as appropriate;
- To ensure journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction training to Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that personal security advice is given to Mission members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To conduct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To undertake any other related task as requested by the Line Manager(s).

### **3. Mission Specific Tasks and Responsibilities**

- Elaborates precise and accurate reports concerning information received which impacts upon the mission and mission members, initiating appropriate analyses and assessments of all pertinent information;
- Provides assistance and appropriate response to mission members in respect to security measures, ensuring that all necessary actions are taken, particularly in emergency cases;
- Assist the SMSO in the supervision of journey management planning for all field visits – providing timely advice and guidance to mission members as required
- Assists the SMSO in the recruitment process of new staff in the Security and Duty of Care Department
- Assists the SMSO in the management of the contracted guard force contract;
- Travels to High Risk areas, if required, and conducts security duties;

### **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 **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements (out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets and a minimum of 3 years at management level).

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

- Ability to contribute creatively to the development of security policies and procedures;
- Planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Validated License for armoured vehicle or C or C1 Driving license.

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

- University or/and Master's Degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of the EU Mission Security Officer Certification Course;
- International experience of an ESDP/CSDP mission, together with experience of multi-national and international organisations / Missions;

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

- Knowledge of the Mission area and potential security threats;
- Ukrainian or Russian language skills.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level
<b>Ref. Number:</b> ODD 01	<b>Location:</b> Odesa	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Security and Duty of Care Department/Security Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Security Officer reports to the Senior Mission Security Officer (SMSO).

### 2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness.
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission member's and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- Assesses the security situation and maintains updated all relevant security related documents;
- Provides comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- Assists SMSO in reviewing the security phase;
- Works in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- Elaborates in-depth planning and execution of security operations;
- Support the security training capabilities in the identification, development, delivery and audit of training requirements.

### 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, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets, after having fulfilled the education requirements.

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

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

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

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multi-national and international Organisations;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under mental pressure.

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

- Validated License for armoured vehicle or C or C1 Driving license;
- Knowledge of the Mission area and potential security threats;
- Ukrainian or Russian language skills.

<b>Position Name:</b> Mission Security Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> UAD 06	<b>Location:</b> Kyiv	<b>Availability:</b> 01 Dec 2020
<b>Department/ Component/Unit:</b> Security and Duty of Care Department/ Security Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Security Analyst (MSA) reports to the Senior Mission Security Officer (SMSO).

### 2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP), its annexes and other security and safety instructions and procedures;
- To maintain continuity and quality control on security information analysis of the mission;
- To develop procedures and methods for analysing the security situation, including procedures for collecting and registering all relevant information;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and recommendations;
- To produce incident reports, travel advisories, daily, weekly and monthly security reports and any other required security related reports;
- To produce long-term strategic assessments and forecasts on security situation;
- To conduct risk analysis and threat assessments on security developments in the area of operations as well as persons and assets and, when relevant, integrate gender perspective;
- To ensure the quick dissemination of security related information;
- To support EUAM Ukraine Reporting Section by submitting security inputs for various mission reports;
- To liaise and co-operate closely with national law enforcement agencies, other national counterparts, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances and to act on his/her behalf in his/her absence;
- To provide assistance and appropriate response to Mission members and ensure that all necessary actions are taken, particularly in emergency cases;
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To support and guide Mission Security Officers in conducting Security Risk Assessments and other analytical reports;
- To support and provide direction to EUAM Security Operation Room on day to day monitoring of security situation.

#### **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 **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements.

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

- Ability to contribute to the development of security policies and procedures;
- Writing and reporting skills;
- Analytical skills;
- Presentations skills (preparing and delivery presentation).

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

- Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, political sciences, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multi-national and international Organisations;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under mental pressure;
- Civilian driving license class C.

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

- Knowledge of the Mission area and potential security threats;
- Ukrainian or Russian language skills.