

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

CALL FOR DEPLOYMENT/CONTRIBUTION OF CRT OR OTHER MEMBER STATE EXPERTS TO SUPPORT THE ESTABLISHMENT OF THE CIVILIAN CSDP MISSION IN UKRAINE

Short term deployment:	Initial 2 months deployment with a possibility of extension			
Job Location:	Kiev, Ukraine			
Availability:	15 July 2014			
Job Titles:	Ref	Name of the post	Nr of positions	Available on
	CRT 1	International Assistant	1	15 July 2014
	CRT 2	Political Adviser	1	
	CRT 3	Press and Public Information Officer	1	
	CRT 4	Mission Legal Adviser	1	
	CRT 5	Head of Regional Outreach	1	
	CRT 6	Regional Outreach Officer	1	
	CRT 7	Regional Outreach Officer	1	
	CRT 8	Strategic Advice Coordinator/CRT Teamleader	1	
	CRT 9	Security Sector Reform (SSR) Adviser (Legal)	1	
	CRT 10	Head MoIA Strategic Adviser	1	
	CRT 11	Strategic General Policing Reform Adviser	1	
	CRT 12	Senior MoIA Strategic Adviser	1	
	CRT 13	Strategic Specialist Policing Adviser	1	
	CRT 14	Strategic Border Policing Adviser	1	
	CRT 15	Strategic Anti-Corruption Adviser	1	
	CRT 16	Head of Mission Support	1	
	CRT 17	Finance Officer	1	
	CRT 18	Procurement Officer	1	
	CRT 19	Human Resources Officer	1	
	CRT 20	Chief Logistics	1	
	CRT 21	CIS Officer	1	
	CRT 22	Mission Security Officer	1	
	CRT 23	Mission Security Analyst	1	
Deadline for	2 July 2014 17.00 hours Brussels time			

applications:	
E-mail address to send the Job Application Form/CV:	cpcc.crt@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the European External Action Service:</p> <p>Ms Ulla Bergqvist Civilian Planning and Conduct Capability, CPCC e-mail: cpcc.crt@eeas.europa.eu Tel: +32 (0)2 584 8</p>

Seconded Personnel – Only personnel nominations received through official channels from Member States will be considered. Member States will bear all costs for seconded personnel, including salaries, pre-mission medical care, medical coverage, insurance, travel expenses to and from Ukraine (including home leave where applicable and deployment to the mission areas) and all allowances until the Council Decision on the establishment of the Mission enters into force. Member States equally carry all security responsibilities. After the Council Decision on the establishment of the Mission has entered into force, allowances (paid according to the Council Document 7291/09 (10 March 2009) and 9084/13 (30 April 2013)) and high risk insurance (the Vanbreda's Group insurance facility which is the same policy applicable to all International staff members and covers medical care, accidental death & disability benefit amongst other benefits) will be covered by the Mission budget.

Tour of Duty/Contract Period – The duration of the deployment should be initially for 2 months with the possibility of extension.

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP missions could be used as an indication for a proper holiday arrangement for CRT/Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, there will be no allowances of any kind paid by the mission during any leave period and all travel costs related to the leave must be borne by the sending Member State or by the expert.

The European External Action Service, through the Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert positions for the short term deployment to **Kiev, Ukraine**, according to the requirements and profiles described below:

A. Essential requirements

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of the short term experts.

Citizenship – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

International Experience – International experience working in cooperation with multi-national organizations, particularly in crisis areas with multinational and international organizations combined with an understanding of the political, social, cultural and legal situation in a crisis situation.

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

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

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

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the field mission, as required by the Team Leader.

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

Ability to communicate effectively in English – participants must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

B. Recommendable requirements

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

Knowledge of the mission area. To have a good knowledge of the history, culture, social and political situation in Ukraine. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

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

A Brussels based one day induction programme might be organised. Further information to follow.

Language skills – knowledge of Russian and Ukrainian will be an asset.

C. Essential documents for selected candidates

Passport – Seconding Member States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

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

Security clearance required: See respective JD.

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

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

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle.

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) mandatory. Full HEAT (5 days) training is desirable and considered an asset. Mandatory HEAT training will be organised in theatre.

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

D. Job Descriptions

Position Name: International Assistant	Employment Regime: CRT	
Ref. Number: CRT 1	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Chief of Staff	Level of Security Clearance: EU Secret	

Reporting Line:

The International Assistant reports to the Chief of Staff (CoS)

Main Tasks:

- To assist the HoM with the daily tasks;
- To manage the calendar of meetings and appointments of the HoM;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- To take minutes at meetings and conferences, as well as prepare draft reports and documents for Head of Mission;
- To receive, handle and file incoming and outgoing correspondence, documents and memos, including EU Classified Information, and to maintain an intra-office filing system and to ensure a smooth and thorough processing of memos and correspondence; To receive and distribute all correspondence as routed by the Head of Mission to the appropriate official, staff members as destined;
- To follow up on all travel schedules for the Head of Mission, including liaising with Administration for authorization, entitlements and flight reservations, etc;
- To monitor attendance, sick leave and annual leave of all staff in the Office of the Head of Mission;
- To check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff;
- To conduct administrative tasks required by the CoS;
- To send invitations by phone and written, booking of facilities, etc;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of 5 years of relevant and proven professional experience in a similar position.
- A minimum of 5 years of experience in a similar position.
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Good understanding of the political, cultural and security situation of Ukraine;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Fluency in English is required. Knowledge of Ukrainian and Russian language is an asset.

Position Name: Political Adviser	Employment Regime: CRT	
Ref. Number: CRT 2	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	

Reporting Line:

The Political Adviser reports to the Chief of Staff.

Main Tasks:

- Under the supervision of the Chief of Staff, to monitor the political developments in Ukraine and the region and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- Under the coordination of the Chief of Staff, to liaise with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Third States and international organisations;
- To advise the HoM and other Mission members on issues in order to ensure coherence between mission activities and the wider political context.
- To prepare briefings and notes to ensure timely information for the HoM and other Mission members;
- To assist The Head of Regional Outreach in preparing field visits which would be beneficial for the central level
- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;
- To assist in conducting and coordinating official visits according to protocol rules;
- To conduct briefings for Mission staff and other individuals or groups;
- To assist in vetting draft press releases, public statements and articles;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, or equivalent professional education.
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region and some experience with decentralization processes is desirable.
- A minimum of 5 years of relevant and proven professional experience;
- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity;
- Excellent interpersonal and communications skills;

- Excellent drafting skills.

Language Skills:

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

Position Name: Press and public Information Officer (PPIO)	Employment Regime: CRT	
Ref. Number: CRT 3	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Confidential	

Reporting Line:

The PPIO reports to the HoM and is coordinated by the Chief of Staff

Main Tasks:

- To act as spokesperson for the Mission;
- To maintain contacts with the representatives of the national and international media;
- To co-ordinate, supervise and conduct press conferences, briefings and other media and public outreach events;
- To draft press releases, public statements and articles;
- To advise Mission personnel on media relations;
- To develop and periodically review media guidelines for Mission personnel;
- To assist in the development and implementation of a Mission Communications Strategy;
- To build Ukrainian and international public and media awareness of the Mission and its End State;
- To assist in conducting and coordinating official visits according to protocol rules;
- To prepare briefings and notes to ensure timely information for the HoM and other Mission members;
- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;
- To conduct briefings for Mission staff and other individuals or groups;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager..

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in media related studies;
- A minimum of five years relevant and proven professional experience, notably in current affairs related journalistic experience, ideally in an international environment;
- Prior experience in drafting press statements and releases;
- Excellent contacts within the international media;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region is desirable.
- Knowledge and experience in the field of security sector;
- Good understanding of and experience in the European Institutions and CSDP is desirable;
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a media related capacity;
- Excellent interpersonal and communications skills;

- Excellent drafting skills.

Language Skills:

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

Position Name: Legal Adviser	Employment Regime: CRT	
Ref. Number: CRT 4	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	

Reporting Line:

The Legal Adviser reports to the CoS.

Main Tasks:

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission, its legal framework, and its mandate;
- To draft legal guidelines for the Mission in accordance with instructions of the HoM;
- To support the Mission in all legal matters related to contracts;
- To ensure his/her involvement in all relevant legal aspects of the Mission, including but not limited to operational issues and Ukrainian legislation, contracts of employment, and other personnel management related or administrative legal issues;
- To contribute to the proper development, implementation and periodical review of Standard Operational Procedures (SOPs) within his/her field of responsibility;
- To coordinate and liaise with other components of the Mission on issues where legal expertise is required;
- To liaise with other international and Ukrainian stakeholders on legal issues;
- To contribute to induction and other training with regard to general legal issues related to the Mission, its legal framework and its mandate;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant full-time professional experience as a lawyer or magistrate;
- Experience in most of: international law, procedural law, administrative law, criminal law, contract law and labour law;
- Excellent analytical and drafting 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 policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Knowledge of planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Good working knowledge in MS Office applications as well as e-mail;

- Understanding of Ukrainian law would be desirable;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP ;
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Eastern Europe or the CIS is desirable.

Language Skills:

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

Position Name: Head of Regional Outreach	Employment Regime: CRT	
Ref. Number: CRT 5	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	

Reporting Line:

The Head of Regional Outreach reports to the Head of Operations.

Main Tasks:

- To plan and manage regional outreach activities with the purpose of providing the Strategic Advice Line of Operation with relevant situational awareness;
- To ensure that all regional outreach activities are fully coordinated and are conducted in full collaboration with Mission Security;
- To ensure that all regional outreach activities are programmed and supported, including the planned and regularly exercised ability to withdraw or redeploy any regional outreach personnel rapidly;
- To ensure that reporting of and from all regional outreach activities is regular and consistent;
- To contribute to internal and external mission reporting;
- To maintain comprehensive records of all regional outreach activities and their results to ensure historical knowledge;
- To ensure all regional outreach activities are de-conflicted with the OSCE SMM and that no regional outreach activity duplicates, disrupts or may be confused with those of the OSCE SMM;
- In cooperation with Mission security and the Chief of Staff, draft SOPs for regional outreach activities for approval of the HoM through the Head of Operations.
- To frequently and regularly re-assessment all regional outreach SOPS and recommend adjustments to them as required;
- To advise the Head of Operations on matters relating to regional outreach and on related future planning options to maximise support to the Strategic Advice Line of Operations;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to SSR;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to regional the attainment of outreach activity objectives and tasks, or delays against the Mission Implementation Plan, and to raise issues to the Head of Operations;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To ensure that his/her supervised personnel contribute to enhancing the Mission's performance and in identifying and reporting lessons and best practices within their respective fields of responsibility;
- To contribute to lessons identification;

- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police or/and Military education and/or equivalent professional education.
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region is desirable.
- A minimum of 7 years of relevant and proven experience including a minimum of three years working within a national assembly environment of an EU member State and at least one year working on parliamentary oversight related matters;
- Knowledge and experience in the field of security sector reform;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity;
- Excellent interpersonal and communications skills;
- Excellent drafting skills.

Language Skills:

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

Position Name: Regional Outreach Officer	Employment Regime: CRT	
Ref. Number: CRT 6 & 7	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	

Reporting Line:

The Outreach Officer reports to the Head of Regional Outreach.

Main Tasks:

- To conduct regional outreach activities in accordance with the Directions given of the Head of Regional Outreach with the purpose of providing the Strategic Advice Line of Operation with relevant situational awareness;
- To fully coordinated and cooperate with Mission Security;
- To ensure that all regional outreach activities are programmed and supported;
- To, at all times, retain the flexibility and adaptability to redeploy to, from or within a deployment area at very little or no notice to meet stated objectives or tasks;
- To ensure that all outreach activity is planned and conducted in full compliance with SOPs;
- To ensure timely reporting of regional outreach activities as well as any information that may be of relevance to the Mission mandate, end state, objectives or tasks;
- To contribute to internal and external mission reporting;
- To ensure all regional outreach activities are de-conflicted with the OSCE SMM and that no regional outreach activity duplicates, disrupts or may be confused with those of the OSCE SMM;
- To provide input to the revision and amendment of relevant SOPs to enhance safety, effectiveness and efficiency;
- To advise the Head of Regional Outreach on matters relating to regional outreach and on related future planning options to maximise support to the Strategic Advice Line of Operations;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to SSR;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to regional the attainment of outreach activity objectives and tasks, or delays against the Mission Implementation Plan, and to raise issues to the Head of Regional Outreach;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To ensure that his/her supervised personnel contribute to enhancing the Mission's performance and in identifying and reporting lessons and best practices within their respective fields of responsibility;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police or/and Military education and/or equivalent professional education.
- At least 5 years of relevant and proven professional experience, of which at least 1 year in the field as a member of geographically dispersed field team, unit or office with multi-national, multi-cultural staff.
- If civilian, has experience of working with security sector personnel;
- Experience of outreach and conduct of negotiations and consultations would be an significant advantage;
- Experience of field based operational planning processes and execution;
- Excellent map reading skills;
- Experience as a head of field operations in an unpredictable crisis environment would be an advantage;
- Ability to develop, implement and oversee operations room and field operating procedures;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- International experience in an international organisation operating in the field a conflict or immediate post conflict situation;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable.
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

Language Skills:

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

Position Name: Strategic Advise Coordinator / CRT Teamleader	Employment Regime: CRT	
Ref. Number: CRT 8	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	

Reporting Line:

The Strategic Advise Coordinator reports to the Head of Operations.

Main Tasks:

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

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

Qualifications and Experience:

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

and operational considerations.

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

Language Skills:

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

Position Name: Security Sector Reform (SSR) Adviser (Legal)	Employment Regime: CRT	
Ref. Number: CRT 9	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	

Reporting Line:

The Security Sector Reform (SSR) Adviser (Legal) reports to Strategic Advice Coordinator

Main Tasks:

- To provide advanced legal expertise, analysis and advice on issues pertaining to SSR, including analysis on related Ukrainian legislation;
- Provide Strategic SSR related legal analysis and advice to the Mission personnel working in support of the Strategic Advice Line of Operation ;
- In coordination with the Council of Europe and other internal actors, to provide advice to the Ukrainian authorities on EU SSR related legislative best practices;
- In coordination with the Council of Europe and other internal actors, to assist the Ukrainian authorities in identifying and analysing SSR related legislative needs, challenges, options and solutions;
- In coordination with the Council of Europe and other internal actors, to advise the Ukrainian authorities in the harmonisation of SSR and associated legislation;
- To coordinate and liaise with other components of the Mission on issues where SSR related legal expertise is required;
- To contribute to induction and other training with regard to general legal issues related to the Mission, its legal framework and its mandate;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more
- At least 5 years of relevant and proven professional experience as a lawyer or magistrate;
- Experience of drafting and/or amending security sector related legislation;
- Knowledge of EU legislation relating to the security sector;
- Knowledge of EU Human Rights legislation
- Experience in the following: parliamentary process; international law, procedural law, administrative law, criminal law, contract law and labour law is desirable;
- Excellent analytical drafting 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 policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Knowledge of planning and implementing projects;

- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Understanding of Ukrainian law would be desirable;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Eastern Europe or the CIS would be beneficial.
- Good working knowledge in MS Office applications as well as e-mail.

Language Skills:

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

Position Name: Head MoIA Strategic Adviser	Employment Regime: CRT	
Ref. Number: CRT 10	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	

Reporting Line:

The Head Strategic Adviser to the Ministry of Internal Affairs reports to the Head of Operations

Main Tasks:

- To manage the activities of the MoIA Unit and its Strategic Advisers to the MoIA and police;
- To provide SSR related, national, strategic advice to the Minister of Interior Affairs, his cabinet and national level police commanders, in line with national Ukrainian SSR related policy and the direction set by the HoM and promulgated through the Head of Operations and the Line of Operations Coordinator;
- To inform and otherwise contribute towards the Mission's policy towards and advisory input to Ukrainian SSR at the cross governmental level;
- To support the MoIA in its planning of, preparations for, participation in and follow up from international and national level multi-agency and internal ministry SSR policy development and planning events;
- To provide the leadership of the MoIA and the national police with knowledge of EU policing models and interior ministries and the MoIA to evaluate those models in the context of shaping its own reforms;
- To advise the MoIA on adapting to developments in the decentralisation of the governmental and administrative system.
- With the support of the Mission Planning and Evaluation officers, to ensure the coherent planning, and implementation of activities within the MoIA Unit in support of the objectives and tasks of the Strategic Advice Line of Operations;
- To ensure that mechanisms are in place to constantly assess progress, to identify actual and potential risks to attainment of the Units tasks or activities or delays against the Mission Implementation Plan and to develop and apply mitigating measures and solutions in a timely manner, escalating issues to the Line of Operations Coordinator as required;
- To continually monitor and report progress of the Unit against its tasks and planned activities;
- To ensure concurrence between the activities of the MoIA Unit and its stated tasks and objectives and to ensure their orientation and operational coherence towards the end state;
- To ensure operational coherence and consistency of approach across the activities of the Unit;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;

- To take into account overall Security Sector Reform issues in order to ensure coherence between the Unit's activities and wider SSR aspects;
- To monitor the relations between the Mission's SSR advisers and their Ukrainian counterparts. Address issues in a timely and diplomatic manner;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that the MHQ Staff are periodically updated on mission implementation progress;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police or/and Military education and or equivalent professional education.
- At least 15 years of relevant and proven professional experience after having completed his/her studies, including at least 5 years at senior management level progressively.
- Experience as minister, permanent secretary or senior ministerial adviser (uniformed or otherwise) of an EU Member State Interior Ministry that has planned and implemented strategic administrative and police reforms;
- Has ideally occupied a role as a member or a first level adviser to, a national cross governmental security sector coordination body for a period of at least two years;
- Has experience of managing the interface between civilian and uniformed personnel;
- Experience of advising on security Sector Reform at the national level, preferably within the CIS, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management as well as some experience with decentralisation processes or in a decentralised system would be an advantage;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- International experience in the senior management in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the political, cultural and security situation in the mission area or other areas within the same geopolitical region is desirable.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.
- Familiarity with diplomatic protocol.
- Experience in dealing with the coordination of public institutions at top management levels.

Language Skills:

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

Position Name: Strategic General Policing Reform Adviser	Employment Regime: CRT	
Ref. Number: CRT 11	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	

Reporting Line:

The Strategic General Policing Reform Adviser reports to the Head Strategic Adviser to MoIA.

Main Tasks:

- To provide strategic reform related advice to the national level uniformed police commanders of Ukraine in support of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines. This advice will include advice on policy relating to such matters as policing ethos, police organisation, command and control, resource management and command and control, operational management, foot and vehicle patrolling, community policing, best arrest and detention matters as general police ethos;
- To enhance the awareness of national level police commanders of EU policing standards, models and approaches and to assist them in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian police reforms and their implementation;
- To provide awareness and advice to the national level Ukrainian police leadership relating to the establishment of robust and effective internal investigations and discipline.
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to, Ukrainian SSR at the cross governmental level;
- To support the national uniformed police commanders of the MoIA to plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry SSR policy development and planning events;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the MoIA Advisory Units tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Head of Unit;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To take into account overall Security Sector Reform issues in order to ensure coherence between the Unit's activities and wider SSR aspects;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police and/or Military education or equivalent professional education.
- At least 10 years of relevant and proven professional experience after having completed his/her studies, including at least 5 years at senior management level progressively.
- Presently hold, or have held, the rank of Brigadier/Assistant Chief Constable or above in an operational command role;
- Has ideally occupied a role as a member a national cross governmental, inter-agency security sector coordination body for a period of at least two years;
- Extensive experience of internal police disciplinary investigations;
- Has experience of managing the interface between civilian and uniformed personnel;
- Experience of Human Resources management and career management and development;
- Experience of advising on Security Sector Reform at the national level, preferably within the CIS and or in an international policing related mission, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be an significant advantage;
- Experience of managing police/public relations and community outreach;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

Language Skills:

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

Position Name: Senior MoIA Strategic Adviser	Employment Regime: CRT	
Ref. Number: CRT 12	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	

Reporting Line:

The Senior MoIA Strategic Adviser reports to the Head Strategic Adviser to MoIA

Main Tasks:

- To deputise for the Head MoIA Strategic Adviser
- To assist and support the Head MoIA Strategic Adviser in carrying out his/her functions as follows:
- To provide SSR related, national, strategic advice to the Minister of Interior Affairs, his cabinet and national level police commanders, in line with national Ukrainian SSR related policy and the direction set by the HoM and promulgated through the Head of Operations and the Line of Operations Coordinator;
- To inform and otherwise contribute towards the Mission's policy towards and advisory input to Ukrainian SSR at the cross governmental level;
- To support the MoIA in its planning of, preparations for, participation in and follow up from international and national level multi-agency and internal ministry SSR policy development and planning events;
- To provide the leadership of the MoIA and the national police with knowledge of EU policing models and interior ministries and the MoIA to evaluate those models in the context of shaping its own reforms;
- With the support of the Mission Planning and Evaluation officers, to ensure the coherent planning, and implementation of activities within the MoIA Unit in support of the objectives and tasks of the Strategic Advice Line of Operations;
- To ensure that mechanisms are in place to constantly assess progress, to identify actual and potential risks to attainment of the Units tasks or activities or delays against the Mission Implementation Plan and to develop and apply mitigating measures and solutions in a timely manner, escalating issues to the Line of Operations Coordinator as required;
- To continually monitor and report progress of the Unit against its tasks and planned activities;
- To ensure concurrence between the activities of the MoIA Unit and its stated tasks and objectives and to ensure their orientation and operational coherence towards the end state;
- To ensure operational coherence and consistency of approach across the activities of the Unit;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To take into account overall Security Sector Reform issues in order to ensure coherence between the Unit's activities and wider SSR aspects;

- To monitor the relations between the Mission's SSR advisers and their Ukrainian counterparts. Address issues in a timely and diplomatic manner;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To contribute to lessons identification;
- To ensure that the MHQ Staff are periodically updated on mission implementation progress;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, equivalent Police and/or Military education or equivalent professional education.
- At least 15 years of relevant and proven professional experience, including at least 5 years at senior management level progressively.
- Experience as a General ranking officer of the Gendarmerie or Carabinieri or a specialist police officer with experience of dealing with national riot policing and firearms related policies, organisation, development policies, operational employment, regulation and oversight;
- Has ideally occupied a role as a member or a first level adviser to, a national cross governmental security sector coordination body for a period of at least two years;
- Has experience of managing the interface between civilian and uniformed personnel;
- Experience of advising on security Sector Reform at the national level within the CIS, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be an advantage;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- International experience in the senior management in an international organisation working in the area of police reform and development and operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the political, cultural and security situation in the mission area or other areas within the same geopolitical region is desirable.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;.
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.
- Familiarity with diplomatic protocol.

- Experience in dealing with the coordination of public institutions at top management levels.

Language Skills:

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

Position Name: Strategic Special Policing Adviser	Employment Regime: CRT	
Ref. Number: CRT 13	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	

Reporting Line:

The Strategic Special Policing Adviser reports to the Head Strategic Adviser to MoIA.

Main Tasks:

- To provide special police related advice to the MoIA and national level police commanders of Ukraine in support of the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- To enhance the national MoIA and police command awareness and knowledge of special police unit related EU standards and models and the use of force;
- To increase awareness and understanding amongst responsible Ukrainian officials and law enforcement agencies of various models of special policing techniques, structures and management in the EU; to assist them in shaping, developing and implementing special policing policy, structures, command and control, accountability and approaches and to support them in identifying reform choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian police reforms and their implementation;
- To promote, encourage and advise the commanders and decision makers responsible for special police to make rapid changes in the existing approaches to special policing in order to help address the serious lack of public confidence in police and therefore the rule of law generally;
- To advise strategic Ukrainian policy regarding the appropriate employment of special police;
- To advise the Ukrainian authorities and other Mission staff regarding the development, implementation and exercising of effective operational procedures to facilitate effective and timely operational coordination and cooperation between special police and other branches of the emergency services and law enforcement;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to, Ministry of Internal Affairs reforms;
- To support the relevant national commanders and decision makers to plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry reform policy development and planning events;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the MoIA Advisory Units tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Head of Unit;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;

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

Qualifications and Experience:

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

Language Skills:

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

Position Name: Strategic Border Policing Adviser	Employment Regime: CRT	
Ref. Number: CRT 14	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	

Reporting Line:

The Strategic Border Policing Adviser reports to the Head Strategic Adviser to MoIA

Main Tasks:

- To provide strategic border policing and immigration reform related advice to the senior leadership of Ukrainian Border Guard in accordance with stated objectives and tasks, Mission policy and guidelines and Ukrainian national security sector reform policy;
- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies, in particular EUBAM Moldova/Ukraine;
- In partnership and cooperation with EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of special border policing and immigration control in the EU; to assist them in shaping, developing and implementing border policing policy, structures, command and control, accountability and approaches and to support them in identifying reform choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian police reforms and their implementation;
- To promote, encourage and advise the commanders and decision makers responsible for the Border Guard to identify and take rapid changes in order to help address the lack of public confidence in law enforcement agencies generally;
- To advise the leadership of the Border Guard on harmonisation of reforms with broader security sector reforms, to facilitate and build closer mutual support, joint planning and coordinated and joint law enforcement operations;
- To advise the Ukrainian authorities and other Mission staff regarding the development, implementation and exercising of effective operational procedures to facilitate effective and timely coordination and cooperation between the Border Guard and other branches of the emergency services and law enforcement;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to, Ministry of Internal Affairs reforms;
- To support the relevant national commanders and decision makers to plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry reform policy development and planning events;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To constantly assess progress, to identify actual and potential risks to attainment of the MoIA Advisory Units tasks or activities, or delays against the Mission Implementation Plan, and to raise issues to the Head of Unit;

- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

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

Language Skills:

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

Position Name: Strategic Anti-Corruption Adviser	Employment Regime: CRT	
Ref. Number: CRT 15	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	

Reporting Line:

The Strategic Anti-corruption Adviser reports to the Strategic Advice Coordinator.

Main Tasks:

- To provide the Ukrainian Security Sector senior management across government on countering and reducing corruption at all levels within the relevant government ministries, departments and agencies, including countering corruption through structural, managerial and other oversight and accountability processes and procedures;
- To assist the Ukrainian government to make fully informed decisions relating to the possible creation of an anti-corruption agency and the possible development of a security sector wide national anti-corruption strategy as part of SSR;
- To assist other Mission advisers to promote anti-corruption measures with their specific Ukrainian interlocutors and to build coherent approaches anti-corruption principles and methods into their support of Ukrainian SSR;
- To enhance the awareness of senior management of the organisation of EU anti-corruption policy and standards;
- To assist the Ukrainian authorities in assessing and tailoring anti-corruption models; to assist them in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping Ukrainian security and law enforcement reforms and their implementation in consideration of EU human rights, freedoms data protection and accountability standards and best practice;
- To provide anticorruption related advice to those Ukrainian authorities involved in drafting security sector related legislation;
- To provide awareness and advice to the national level security sector leadership relating to the establishment of robust and effective internal investigations and discipline.
- To inform and otherwise contribute towards the Mission's policy and advisory input into harmonised Ukrainian SSR at the cross governmental level;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities in support of tasks and objectives;
- To regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting;
- To take into account overall Security Sector Reform issues in order to ensure coherence of the Mission's anticorruption activities wider SSR issues;

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

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years equivalent Police and/or Military education or equivalent professional education.
- At least **10 years** of relevant and proven professional experience. Has ideally occupied a role advising a government on anti-corruption at the national level, ideally in relation to addressing corruption within the security sector/law enforcement area;
- Ideally has experience of advising on Security Sector Reform at the national level, preferably within the CIS and or in an international policing related mission, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be a significant advantage;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable.
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

Language Skills:

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

Position Name: Head of Mission Support	Employment Regime: CRT	
Ref. Number: CRT 16	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Secret	

Reporting Line:

The Head of Mission Support reports for financial matters directly to the HoM while keeping the DHoM/CoS informed.

Main Tasks:

- To define the administrative requirements of the Mission including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services;
- To manage, prioritise and direct the work of organisational units within the Mission Support Department to ensure they support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in planning documents, the Mission Implementation Plan and instructions issued by the HoM;
- To establish sound financial management and effective internal control systems in compliance with the standards set by the European Commission;
- To co-ordinate the drafting of the Mission Budget;
- To ensure that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules;
- To lead the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To assist and advise the Head of Mission on finance issues;
- To give advice to Mission Management, and developing inter-unit plans in coordination, setting goals and deadlines and defining procedures and responsibilities related to Mission Support matters;
- To lead the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics;
- To assist and advise, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues;
- To study and propose operational and management decisions with the objective to increase the efficiency of the Mission service;
- To produce, co-ordinate and decide about plans and reports related with the Mission activities, namely related with the organisation and administrative services;
- To co-ordinate on strategic and operative Mission support matters with internal, external and relevant EU functions;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Law, Public Administration, Finance/Accounting or in a closely related field relevant to the post, where the normal duration of university education in the country awarded is four (4) years or more.
- Minimum 7 years of relevant and proven professional experience, including a minimum of 2 years in management positions;
- Experience in planning and implementing projects;
- Sound experience in leading Administration, HR and Financial management activities;
- Experience in EU financial management and EU procurement rules;
- Excellent analytical, research and problem-solving skills;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proficiency in MS software and a good working knowledge of IT systems in general;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous experience in EU CSDP Missions or/and previous experience in the same position would be an advantage;

Language Skills:

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

Position Name: Finance Officer	Employment Regime: CRT	
Ref. Number: CRT 17	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Restricted	

Reporting Line:

The Finance Officer reports to the Chief of Finance.

Main Tasks:

- To ensure the sound and effective financial management of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Financial Accounting Officer and Chief of Finance;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To assist in the formulation of financial strategies for the Mission;
- To identify areas of risk and takes appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and co-operate on financial issues with the EU institutions;
- To identify needs of goods and/or services required for improving the efficiency of the unit and help defining them for procurement;
- To assist the Chief of Finance in drafting the Mission budget;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Finance, Business Administration, Economics or closely related field, where the normal duration of university education in the country awarded is three (3) years or more or a professional accountancy qualification;
- A minimum of 3 years of relevant and proven professional experience,. Such experience must be gained after having obtained the relevant degree;
- Excellent analytical, research and problem-solving skills;
- Proficiency in MS software, especially Excel;
- Experience of working with accounting software systems;
- Be familiar with the EU financial regulations;
- International experience, particularly in crisis areas with multinational and international organisations will be an asset;

- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous experience in CSDP missions or other international civilian deployment would be an advantage;

Language Skills:

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

Position Name: Procurement Officer	Employment Regime: CRT	
Ref. Number: CRT 18	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Restricted	

Reporting Line:

The Procurement Officer reports to the Chief of Procurement.

Main Tasks:

- To carry out procurement and contracting processes;
- To use established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted by the CSDP mission;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the different departments in the Mission in relation to procurement matters;
- To assist in the development of internal Mission procurement procedures;
- To develop professional relationships and work partnerships with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Economics, Finance or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 3 years of relevant and proven professional experience,. Such experience must be gained after having obtained the relevant degree;
- Knowledge of the EU financial rules;
- 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;
- Good drafting and reporting skills;
- Good working knowledge of MS Office software;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous experience in CSDP missions or in EU Delegations would be an advantage;

Language Skills:

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

Position Name: Human Resources Officer	Employment Regime: CRT	
Ref. Number: CRT 19	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	

Reporting Line:

The Human Resources Officer reports to the Chief of Human Resources.

Main Tasks:

- To provide necessary expertise in the field of Human Resources to support the conduct of the Mission;
- To identify recruitment needs and specify necessary requirements for posts to prepare the Mission organisational structure;
- To develop Mission job descriptions and deployment plan;
- To organise, in coordination with CPCC, the recruitment and selection process of qualified experts for vacant positions for all international experts through Calls for Contribution;
- To develop Mission HR policies and procedures in line with CSDP best practice for standards, policies and procedures;
- To set up transparent recruitment procedures for national staff;
- To prepare necessary steps for deployment of personnel and to develop job descriptions, contracts, letters of appointment;
- To set up a system for all records related to personnel in accordance with EC standards of data protection;
- To set up a system to record staff members' attendance, leave, etc.;
- To ensure daily management of the documentation and correspondence concerning arrivals, deployments, redeployments, extensions and repatriations;
- To establish Mission guidelines for a transparent and objective performance assessment and evaluation system of staff members;
- To contribute to the development of the operational planning documents;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission external reporting as required;
- To contribute to the induction training of new Mission personnel as required;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Law, Human Resources, Business Administration or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- To have at least 3 years of relevant and proven professional experience. Such experience must be gained after having obtained the relevant degree;
- Experience in international administrative and operational aspects of human resources;

- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Previous experience in CSDP missions would be an advantage;
- Knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region is desirable.

Language Skills:

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

Position Name: Chief of Logistics	Employment Regime: CRT	
Ref. Number: CRT 20	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	

Reporting Line:

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

Main Tasks:

- To lead logistics, support facility management, transportation and services management in a cost efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission;
- To ensure that the Mission is cognisant of the logistical requirements related to operational decisions and the efficiencies and time constraints necessary;
- To advise the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans;
- To administer lease contracts of all rented premises and any other general service related contracts;
- To develop Standard Operating Procedures (SOPs) related to Logistics support facility management, transportation and services management;
- To maintain asset registers of all mission assets ensuring contribution/compliance by all Mission sub units such as CIS, Security etc;
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission;
- To liaise with the procurement department as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;
- To have a minimum of 5 years of relevant and proven professional experience, including 2 years at middle management level, notably in Logistics, Support Services, Transportation or Technical Support. Such experience must be gained after having obtained the relevant degree;
- Capacity to foresee needs, plan and delineate strategies for maximizing resources;
- To have previous experience leading a multifunctional team;
- Excellent computer skills particularly in the area of spreadsheets and presentation;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2) advantageous;

- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- International experience, particularly in crisis areas with multinational and international organizations will be an asset.

Language Skills:

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

Position Name: CIS Officer	Employment Regime: CRT	
Ref. Number: CRT 21	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Secret	

Reporting Line:

The CIS Officer reports to the Chief of CIS.

Main Tasks:

- To support and advise the Chief of CIS on communication and information system matters related to the Mission;
- To identify requirements in the CIS unit, prepare requests for replenishment and procurement proposals, assist in the drafting of technical specifications for ICT related services;
- To advise the Chief of CIS in order to ensure to maintain an adequate stock of equipment and spares, and organize repair and replacement of equipment as necessary to maintain operational readiness;
- To assist in the deployment, installation, maintenance, and support all the IT architecture of the Mission;
- To advise and assist the Chief of CIS in order to ensure the management of the Data Recovery Plan for the systems;
- To assist in the Implementation of tasks related to ICT security policies;
- To act as crypto-custodian if required;
- To keep accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the administration;
- To produce precise reports concerning communication issues and recommendations for improvements;
- To assist the Chief of CIS in establishing Standard Operating Procedures (SOPs) related to all office automation and communication issues;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in ICT or Technical Specialization in Engineering or other relevant degree, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 3 years of relevant and proven professional experience, notably in management of complex information and communication technology infrastructure and systems including maintenance and operation;
- Strong knowledge and practice of ICT architecture in crisis areas;
- System administrator with experience in the Microsoft environment, Server 2008, Exchange 2010, Office 2007, preferably with a relevant and official Microsoft certificate;
- Advantageous to have a knowledge and experience in communications hardware and software in the areas of VHF, UHF, HF, Satellite systems (Thuraya and Iridum), GSM, PBX, VoIP, VTC SIP services.
- Advantageous to have a knowledge and practice in information security (CISSP Certification is desirable);

- Good level of problem solving and analytical ability to analyse IT and communications issues;
- Experience in drafting procedures for the use and management of computer systems and networks an advantage
- Demonstrated project management skills (ITIL desirable);

Language Skills:

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

Position Name: Mission Security Officer	Employment Regime: CRT	
Ref. Number: CRT 22	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	

Reporting Line:

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

Main Tasks:

- Implement security requirements for EU-led civilian crisis management operations;
- Provide the Head of the Planning Team (PT)I or his/her delegate with the necessary expertise in the field of security to support the design of the mission's main courses of action;
- Contribute to the development of operational planning documents;
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Conduct regular security drills, communication tests and evacuation exercises;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies;
- Establish liaison as directed and co-operate closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside;
- Provide comprehensive reports on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- To be responsible for in-depth planning and execution of security operation;
- Travel to High Risk areas and conduct security duties;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Qualifications and Experience

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Minimum of 5 years of relevant and proven professional experience, including at management level in the civilian security sector in the military/police;
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- 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;
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in basic life support (medical training)
- Excellent organizational, 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;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class B and C mandatory;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Fluency in English (speaking, reading, writing, understanding)

Language Skills:

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

Position Name: Mission Security Analyst	Employment Regime: CRT)
Ref. Number: CRT 23	Location: Kiev	Availability: 15 July 2014
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	

Reporting Line:

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

Main Tasks:

- Implement security requirements for EU-led civilian crisis management operations;
- Assist the MSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and analyse all relevant information.
- Generates and elaborates precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Prepare, analyse and distributes daily, weekly, monthly working papers.
- Prepare security incident background papers.
- Produce long term assessments, forecasts of the upcoming security situation.
- Assist the MSO in maintaining continuity of security information analysis efforts.
- Gather comprehensive information about events or actions that may affect the safety and security of the Mission's staff and assets within the mission area.
- Conduct risk analysis and threat assessments regarding security developments in the area of operations.
- Provide briefings to new staff members on the mission wide security situation.
- Ensure the quick dissemination of security related information.
- Maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice under the supervision of the MSO.
- Conduct or initiates security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Qualifications and Experience

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate

from a military/police academy or civilian security organisation with specialised training on field operations, force protection

- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Minimum of 5 years of relevant and proven professional experience, including in security information analysis in a civilian security sector or in the military/police;
- Ability and experience in collecting, assessing, analysing and reporting data related to security.
- Excellent analytical skills.
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- 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;
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in basic life support (medical training)
- Excellent organizational, 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;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class B and C mandatory;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP

Language Skills:

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