

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Civilian CSDP Mission in Ukraine

Organisation:	European Union Civilian CSDP Mission in Ukraine			
Job Location:	Kiev			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded (38)</u>			
	UA02	Deputy Head of Mission	Kiev	September
	UA03	Chief of Staff	Kiev	September
	UA04	Reporting Officer	Kiev	September
	UA05	International Assistant	Kiev	September
	UA06	Planning and Evaluation Officer	Kiev	September
	UA07	Head of Mission Analysis Capability (MAC)	Kiev	September
	UA08, 09	Analyst (MAC) (2 positions)	Kiev	September
	UA10	Political Adviser	Kiev	September
	UA11	Parliamentary Liaison/Civil Society	Kiev	September
	UA12	Mission Legal Adviser	Kiev	September
	UA13	Head Watch keeper	Kiev	September
	UA14, 15	Watch keeper (2 positions)	Kiev	September
	UA16	Head of Operations	Kiev	September
	UA17	Head of Regional Outreach	Kiev	September
	UA18	Deputy Head of Regional Outreach	Kiev	September
	UA19-24	Regional Outreach Officer (6 positions)	Kiev	September
	UA25	Strategic Advice Coordinator	Kiev	September
	UA26	Security Sector Reform (SSR) Adviser (Legal)	Kiev	September
	UA27	Coordination and Cooperation Officer	Kiev	September
	UA28	Head MoIA Strategic Adviser	Kiev	September
	UA29	Strategic General Policing Reform Adviser	Kiev	September
	UA30	Strategic Traffic Police and Road safety Adviser	Kiev	September
	UA31	Strategic Public Order Policing Adviser	Kiev	September
	UA32	Strategic Police Public Relations and Communications Adviser	Kiev	September
	UA33	Senior MoIA Strategic Adviser	Kiev	September
UA34,35	Strategic Specialist Policing Adviser (2 positions)	Kiev	September	

UA36	Strategic Border Policing Adviser	Kiev	September
UA37	Domestic Security Adviser	Kiev	September
UA38	Strategic Anti-Corruption Adviser	Kiev	September
UA39	BSE Human Resources (and Administration)	Brussels	September
<u>Seconded/Contracted (17)</u>			
UA40	Press and Public Information Officer	Kiev	September
UA41	Senior Mission Security Officer	Kiev	September
UA42	Mission Security Officer	Kiev	September
UA43	Mission Security Analyst	Kiev	September
UA44	Information security Officer	Kiev	September
UA45	Head of Mission Support	Kiev	September
UA46	Chief Finance	Kiev	September
UA47	Finance Officer	Kiev	September
UA48	Chief Procurement	Kiev	September
UA49	Procurement Officer	Kiev	September
UA50	Chief Human Resources	Kiev	September
UA51	Human Resources Officer	Kiev	September
UA52	Chief Logistics	Kiev	September
UA53	Transport Officer	Kiev	September
UA54	Building Management Officer	Kiev	September
UA55	Chief CIS	Kiev	September
UA56	CIS Officer	Kiev	September

Deadline for applications:	Close of Business on 17 July 2014 at 1700 Brussels time
E-mail address to send the Job Application Form:	CPCC-Ukraine@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability (CPCC)</p> <p>Mr Joern Laursen Lars-jorn.laursen@eeas.europa.eu</p> <p>Or</p> <p>Ms Piret Palusoo Piret.palusoo@eeas.europa.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract ⁽¹⁾. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by EU Member States.

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

Co-location of Strategic Advisers – posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location with those authorities with the normal daily place of work of the post holder being within the premises of those they are advising. Personnel nominated should be made aware of this and that whilst generally working conditions within the premises of Ukrainian authorities are good, the Mission has little influence over them.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert positions for the envisaged European Union Civilian CSDP Mission in Ukraine, according to the requirements and profiles described below:

A. Essential requirements

EU Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU).

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. civilian police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

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 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.

¹ Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

Language Skills – Language requirements are specified in the respective job descriptions.

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

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) is required.

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

B. Recommended requirements

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

Knowledge of Ukraine – To have a good knowledge of the history, culture, social and political situation of the region; to have knowledge of the police, judiciary and governmental structures (distinct advantage)

Knowledge and experience of SSR: to be acquainted with Security Sector Reform concepts and practices, especially in eastern and south Eastern Europe, Central Asia and the Caucasus (distinct advantage)

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

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from their respective national authorities valid for at least 2 years. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – EU Member States and Mission members 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.

Security Clearance - Unless mentioned otherwise in the specific job description, the necessary level of security clearance is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. To be vaccinated according to the required immunizations 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 EU Member States. A copy of this certification must accompany deployed seconded/contracted personnel.

Driving license – Be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is desirable.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages EU Member States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels for interviews, the EU Member State will bear any related costs.

Information on the outcome – EU Member States and contracted candidates for seconded/contracted positions will be informed about the outcome of the selection process after its completion.

E. Additional information

During the start-up phase of the mission, the deployment as part of the Core Team is based on a strictly non-family policy.

Mission members may be asked to contribute towards the overall cost of the accommodation provided by the Mission.

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

F. Job descriptions

The initial work of the selected candidates will be in the framework of the so-called "Core Team" that will be entrusted with the following tasks:

- To prepare all logistic and infrastructure arrangements in view of full deployment of the Mission;
- To establish contacts with the relevant Ukrainian stakeholders/counterparts and to start an immediate preparatory assessment and mapping work with them for further implementation;
- To establish contacts with the relevant international actors and to start an immediate assessment of further measures and a framework for cooperation/coordination;
- To contribute continuously to CONOPS, OPLAN and BIS 2

Each member of the Core team will contribute to these tasks within respective competencies as well as adapted reporting lines where applicable.

The indicated reporting lines in the enclosed job descriptions are subject to modification in the context of ongoing operational planning for the Mission in Ukraine and will be finalised in the CONOPS.

Seconded positions

Position Name: Deputy Head of Mission	Employment Regime: Seconded	Post Category:
Ref. Number: UA02	Location: Kiev	Availability: September 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Deputy Head of Mission reports to the HoM.

Main Tasks:

- To deputise for the Head of Mission during his/her absence;
- To ensure that all mission activities are consistently and coherently planned and supported according to HoM's directions;
- To monitor the execution of mission's activities against benchmarks and to make recommendations to the HoM for improvements and policy choices throughout mandate implementation;
- To ensure that the Mission Statement, end State, operating environment and a comprehensive approach are all considered when preparing for HoM's decision-making and when analyzing the internal reporting of mission activities;
- To coordinate all contributions to the mission's external periodic reporting;
- To ensure that liaison and coordination are consistently maintained with EU, non-EU and local stakeholders according to HoM's instructions;
- To ensure that Standard Operating Procedures (SOPs) for the mission are properly developed, implemented and periodically reviewed;
- To ensure that all mission components 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 as well as on the political and security situation of the mission area;
- To support the HoM in the duty of care of mission personnel;
- To exercise disciplinary control and direct internal investigations over mission personnel in accordance with the applicable code of conduct and disciplinary regulations. He/she takes disciplinary decisions in the first instance;
- 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, Security, Military Affairs, 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 agencies (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 management with knowledge and experience of leading multi-thematic and multi-layered security, rule of law or stabilisation related programme and project management;
- Proven ability to address these subjects to national, governmental level decision makers;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the 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 the mission area or other areas within the same geopolitical region is desirable as well as the EU accession agenda.
- 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 would be an asset

Position Name: Chief of Staff	Employment Regime: Seconded	Post Category:
Ref. Number: UA03	Location: Kiev	Availability: September 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

Chief of Staff reports to the HoM.

Main Tasks;

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

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, Security, Military Affairs, 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 10 years of relevant and proven professional experience, notably in public administration, international organisations, including management positions after having completed studies.

- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent leadership and managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- An outstanding team player able to unite staff.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to establish priorities and to plan, coordinate and monitor work of others.
- Experience in monitoring and co-ordinating a broad set of activities and ensuring overall coherence.
- Be able to work well on his/her own initiative and as part of a team.
- Work methodically, accurately and with attention to detail.
- Have excellent communication skills.
- Previous international experience
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP

Language Skills:

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

Position Name: International Assistant	Employment Regime: Seconded	
Ref. Number: UA04	Location: Kiev	Availability: September 2014
Component/Department/Unit: Chief of Staff	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: Reporting Officer	Employment Regime: Seconded	Post Category:
Ref. Number: UA05	Location: Kiev	Availability: September 2014
Component/Department/Unit: Chief of Staff	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Reporting Officer reports to the Chief of Staff (CoS)

Main Tasks:

- To gather and analyse information from across the Mission AoR, from Mission members reports, other relevant stakeholders and open sources, in order to maintain up-to-date knowledge of the situation;
- To draft the Mission's reports for EU institutions in Brussels and Member State capitals, working to tight deadlines and guidelines;
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Kiev and external visitors up to Ministerial level;
- To identify informational needs and contribute to the planning of information gathering;
- To manage large amounts of information: checking, compiling and analysing reports received;
- To maintain working relationships with Mission members and across the EU Delegation's departments to ensure effective information flow;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- University degree awarded after 4 years of study or equivalent Police or/and Military education;
- Proven analytical capacity, political awareness and judgement;
- A minimum 5 years of relevant and proven professional experience in similar assignments;
- Excellent in summarizing complex information and developments;
- sound understanding of SSR would be desirable;
- Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner;
- High level of computer literacy;
- Knowledge and experience of working in the AoR would be an asset;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP would be an asset;
- A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge of the region would 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: Planning & Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UA06	Location: Kiev	Availability: September 2014
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Planning and Evaluation Officer reports to the Chief of Staff.

Main Tasks:

- Under the supervision of the Head of Operations, to ensure that mission operational activities are consistently planned according to HoM's directions. To this effect, he/she contributes to develop and periodically review the Mission Implementation Plan (MIP) in coordination with other relevant organisational units;
- To help ensure that mission operational activities are executed according to the MIP. To this effect, he/she supports the Head of Operations and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- To compile reports on the outputs and outcomes of the Mission as required;
- To contribute towards ensuring that mission personnel are periodically updated on the progress of mission implementation;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- To contribute to the induction training of new mission personnel as required;
- To contribute to identify and report lessons and best practices within its respective field of responsibility;
- 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 Police Management, Political Sciences, International Relations, Diplomacy, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years;
- At least 5 years of relevant and proven professional experience, preferably in the field of SSR and/or development programming and/or project management after having completed his/her studies;
- Knowledge of the planning techniques/tools;
- Excellent analytical and drafting skills;
- Excellent interpersonal skills;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region;
- International experience, particularly in crisis or post-conflict areas;

- Having successfully attended crisis management related courses for senior staff is desirable;
- Excellent interpersonal and communication skills;
- Good working knowledge of the MS Office applications;

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: Senior Analyst/Head of MAC	Employment Regime: Seconded	Post Category:
Ref. Number: UA07	Location: Kiev	Availability: September 2014
Component/Department/Unit: Chief of Staff	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Senior Analyst reports to the Head of Mission and coordinated through the Chief of Staff.

Main Tasks:

- Provides analytical assessments, which will assist informed decision making processes within the Mission and support the operational and reporting requirements of the Mission.
- Keeps the HoM and Mission Management updated on the development of situation in theatre and within the Mission, as well providing analysis on how these may impact the pursuit of Mission objectives.
- Contributes to identifying and managing analysis and information requirements through a structured and systematic approach, and ensures that information and knowledge is processed in the most efficient and effective manner.
- Ensures the establishment and management of an Information and Knowledge Management System (IKMS) by the MAC to support its collation and analytical work and the operational and reporting requirements of the Mission.
- Identifies Mission information exchange requirements and contributes to information and knowledge sharing to achieve common situational awareness within the Mission's chain of command and those of other EU actors. Additionally, s/he will facilitate the sharing of information and knowledge with other non-EU partners in theatre as appropriate.
- Liaises with internal Mission structures and staff and with external actors as authorised by the HoM to request specific information and to assist in feeding the Mission's analytical assessments as and when requested by the HoM or the Chief of Staff
- Ensures the security of sensitive information handled by the MAC and disseminates it in accordance with SOPs and the HoM's instructions.
- Contributes to Mission security with information and analytical products that will inform security and risk assessments.
- Develops and reviews MAC working methodology and relevant Standard Operating Procedures (SOPs).
- Contributes to lessons identification.
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- University degree in Political Sciences, International Relations, Social Sciences or related field or equivalent police or military education.
- Minimum of 5 years of extensive analytical experience. Having been a supervisor/manager of an analytical unit or team within the required field of specialization would be an advantage.

- Proven skills and experience in the handling, processing and analysis of information from various sources.
- Significant experience in the use of analytical IT packages and processes.
- Excellent interpersonal skills and ability to work on his/her own initiative in a methodical manner.
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment.
- Ability to work proactively whilst adhering to the goals of the team he/she 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.

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: MAC Analyst	Employment Regime: Seconded	Post Category:
Ref. Number: UA 08, 09	Location: Kiev	Availability: September 2014
Component/Department/Unit: Chief of Staff	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Analyst reports to the Senior Analyst/Head of MAC

Main Tasks:

- Provides analytical assessments of a mid to long term nature regarding developments affecting opportunities and challenges to mandate implementation, including contributions to early warning of potential threats.
- Contributes to identifying and mapping relevant entities related to the Mission mandate.
- Ensures liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by HoM.
- Contributes to Mission reports, ensuring the inclusion of relevant assessments.
- Disseminates MAC products internally and/or externally as directed by the HoM or the Chief of Staff, and ensures the security of the information handled by the MAC.
- Contributes to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer.
- Contributes to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs).
- Supports the efficiency of information within the Mission.
- Acts upon the HoM's information and analysis requirements.
- Supports the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all the Mission various components as well as external sources.
- Contributes to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- University degree in Political Sciences, International Relations, Social Sciences or related field or equivalent police or military education.
- Proven skills and experience in the handling, processing and analysis of information from various sources. Minimum of 3 years analytical experience desirable.
- Proven skills and experience in the handling, processing and analysis of information from various sources.
- Significant experience in the use of analytical IT packages and processes.
- Excellent interpersonal skills and ability to work on his/her own initiative in a methodical manner.
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment.

- Ability to work proactively whilst adhering to the goals of the team he/she is a part of, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- 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 be beneficial.

Position Name: Political Adviser	Employment Regime: Seconded	Post Category:
Ref. Number: UA10	Location: Kiev	Availability: September 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: Parliamentary Liaison/Civil Society Adviser	Employment Regime: Seconded	Post Category:
Ref. Number: UA11	Location: Kiev	Availability: September 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Parliamentary Liaison/Civil Society Adviser reports to the Chief of Staff.

Main Tasks:

- To monitor the developments in the National Assembly and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To monitor the parliamentary committees responsible for security sector related matters and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To coordinate SSR related expert support and advice to the parliamentary committees responsible for security sector related matters;
- To monitor civil society activities working on security sector related matters and provide analysis and advice in view of their possible impact on mandate implementation and keep the Mission management constantly updated;
- To advise the HoM 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 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 7 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 not necessary, but would be beneficial

Position Name: Legal Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted:
Ref. Number: UA12	Location:	Availability: September 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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 beneficial.

Position Name: Head Watchkeeper	Employment Regime: Seconded/Contracted	Post Category for Contracted:
Ref. Number: UA13	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Head Watchkeeper reports to the Head of Operations

Main Tasks:

- Manages the watchkeeper team
- Maintains the operations room
- Develops relevant Standard Operating Procedures
- Ensures the effective monitoring of the location and movement of all Mission personnel deployed in the field
- Collects, analyzes and maintains all incoming security and operational reports and information from different sources including the media, on a real time basis in order to ensure the situational awareness of the Mission
- Prepares and disseminates situation summaries for the mission in a timely manner
- Reviews incoming messages and alerts, determines urgency and informs the relevant mission elements and responsible staff members
- Alerts and informs key security personnel and senior management of important developments
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- University degree or equivalent professional training, preferably in the fields related with security/emergency management
- Minimum of 5 years of relevant and proven professional experience, preferably including experience as a duty officer in a HQ
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous international experience, particularly in operational crisis management environments

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: Watchkeeper	Employment Regime: Seconded/Contracted	Post Category for Contracted:
Ref. Number: UA14, 15	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Watchkeeper reports to the Head of Watchkeepers

Main Tasks:

- Collects, analyses and maintains all incoming security and operational reports/information from different sources within mission area;
- Prepares situation summaries for the mission in their areas of responsibility;
- Carries out duty officer's duties during silent hours, weekends and holidays;
- Reviews incoming messages, determines urgency and alerts the relevant mission elements and responsible staff members;
- Alerts and informs key security personnel and senior management of important developments;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- University degree or equivalent professional training, preferably in the fields related with security/emergency management
- Minimum of 5 years of professional experience, preferably including experience as a duty officer in a HQ
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous international experience, particularly in operational crisis management environments

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 of Operations	Employment Regime: Seconded	Post Category:
Ref. Number: UA16	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Head of Operations reports to the HoM.

Main Tasks:

- To manage and coordinate the Mission Lines of Operations through their respective Line of Operations Coordinators;
- To input to the drafting and progressive updating 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;
- 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, a Security Sector agencies (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 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: Head of Regional Outreach	Employment Regime: Seconded	
Ref. Number: UA17	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

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: Deputy Head of Regional Outreach	Employment Regime: Seconded	
Ref. Number: UA18	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To deputise for the Head of Regional Outreach as required;
- To assist and support the head of Regional Outreach in the following:
- 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 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 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.
- At least 7 years of relevant and proven professional experience, of which at least 2 years managing, supporting and coordinating a number of simultaneously and geographically dispersed field teams, units or offices with multi-national, multi-cultural staff.
- Has field based international experience of liaison with host nation security sector personnel of a senior rank and themselves posted to the regional or local level;
- Able to engage with senior officials, with confidence and with sensitivity and respect for diversity;
- Has experience of managing the interface between civilian and uniformed personnel;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Experience of field based operational planning processes and execution;
- Excellent map reading skills;
- Be able to demonstrate political and diplomatic acumen and represent the organisation positively;
- 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 in a conflict or immediate post conflict situation;
- Sound 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 team skills in a multi-national, multi-cultural environment;
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- 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: Regional Outreach Officer	Employment Regime: Seconded	
Ref. Number: UA19-24	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

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	Employment Regime: Seconded	Post Category:
Ref. Number: UA25	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: Seconded/Contracted	Post Category for Contracted:
Ref. Number: UA26	Location:	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU confidential	Open to Invited Third States: No

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: Coordination and Cooperation Officer/Coordinator	Employment Regime: Seconded	Post Category:
Ref. Number: UA27	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Cooperation and Coordination Officer/Coordinator reports to the Head of Operations.

Main Tasks:

- With the support of the Mission Planning and Evaluation officers, to ensure the coherent planning, and implementation of activities within the Cooperation and Coordination Line of Operations to achieve the tasks and objectives set for it;
- To ensure that mechanisms are in place to constantly assess progress, to identify actual and potential risks to attainment of the Cooperation and Coordination 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 continually monitor and report progress in Cooperation and Coordination related mission implementation;
- To continuously map and assess the current activities of bi-lateral and multi-lateral assistance to the Ukrainian security sector;
- To continuously map and assess the activities of Ukrainian NGOs and civil society related to Ukrainian SSR ;
- To ensure that robust and resilient mechanisms are in place to ensure that all the activities of the Mission are closely coordinated with all EU and international actors, in particular the EU Delegation in Kiev and the OSCE SMM with a view to ensuring mutual awareness, avoiding duplication and ensuring a comprehensive approach in the field of security sector reform;
- To facilitate and coordinate, in a coherent and effective manner without hindering the work of the Mission, all interaction between the Mission on the one hand and bi-lateral and multi-lateral actors and national NGOs and civil society involved with Ukrainian SSR on the other with a view to ensuring comprehensive mutual awareness, coordination and cooperation;
- To support and/or organise international coordination fora;
- To provide advice on the improvement of coordination initiatives;
- To facilitate contacts and coordination between Head of Operations, the Strategic Advice Line of Operations, the HoM and relevant EU and international stakeholders;
- To ensure operational coherence and consistency of approach across the activities of the Line of Operations;
- To develop guidelines to ensure coherence and coordination of all Mission contacts with bi-lateral and multi-lateral and civil society ;
- To assess the needs for possible improvements of regional and international co-operation in the field of SSR;

- To promote the implementation of mission projects in line with the operational activities;
- To facilitate international cooperation between the strategic, operational and tactical levels;
- To advise the HoM on the consistency, complementarity and sustainability of the Mission programs with other international initiatives;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;
- 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 monitor the relations between relevant Mission personnel and their 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 related international actors intentions, plans, activities and progress in areas related to the Mission mandate, objectives, tasks and activities;
- 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 7 years of relevant and proven professional experience
- Possess operational and strategic experience with, or in assistance of, a Security Sector agency (Police, Gendarmerie, Intelligence, Armed Forces and/or related democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);
- Experience of outreach, consultation and change management in an international environment;
- Frequent experience of planning, managing and chairing international donor coordination discussions, meetings and conferences;
- Experience communicating visions and concepts to partners and stakeholders, ideally within an international security sector context;
- Be able to demonstrate political and diplomatic acumen;
- 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 with high level representatives of the international community;
- 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 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.

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 MoIA Strategic Adviser	Employment Regime: Seconded	
Ref. Number: UA28	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: Seconded	
Ref. Number: UA29	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

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: Strategic Traffic Policing and Road Safety Adviser	Employment Regime: Seconded	
Ref. Number: UA30	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Strategic Traffic Policing and Road Safety Adviser reports to the Head Strategic Adviser to MoIA.

Main Tasks:

- To provide traffic policing and road safety advice to the national level uniformed 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 awareness of national level attitudes and approaches towards traffic policing and road safety, applying EU policing standards, models and approaches and to assist the Ukrainian national traffic police in identifying 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 Ukrainian traffic police commanders to make rapid changes in the existing culture of traffic policing in order to help address the serious lack of public confidence in the police, and therefore the rule of law, generally;
- To inform and otherwise contribute towards the Mission's policy towards, and advisory input to, Ministry of Internal Affairs reforms;
- To support the national traffic police commanders 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 Inspector or above in an operational role;
- Has occupied a role as a member a road safety board for a period of at least two years;
- 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 Public Order Policing Adviser	Employment Regime: Seconded	
Ref. Number: UA31	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Strategic Public order Policing Adviser reports to the Head Strategic Adviser to MoIA.

Main Tasks

- To provide public order policing (crowd management and riot control) advice to the MoIA and national level uniformed 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, related EU public order policing standards and models and use of force;
- To assist the Ukrainian police commanders responsible at the national level for shaping, developing and implementing public order policing policy 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 police commanders responsible for public order policing to make rapid changes in the existing approaches of crowd management, riot control policing in order to help address the serious lack of public confidence in police and therefore the rule of law generally;
- 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 police commanders 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 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 Police/Public Relations and Communications Adviser	Employment Regime: Seconded	
Ref. Number: UA32	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Strategic Public Relations and Communications Adviser reports to the Head Strategic Adviser to MoIA.

Main Tasks:

- To provide strategic Public Relations and strategic communications 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 understanding of the critical importance of stakeholder engagement, good public relations and effective communications strategies at all levels and of related EU models;
- To assist the MoIA and relevant Ukrainian police commanders in shaping, developing and implementing public order policing policy, in identifying reform choices, making informed decisions, analysing implications and conducting planning accordingly in the context of shaping Ukrainian police reforms and their implementation;
- To promote, encourage and advise the MoIA and relevant emergency services commanders to make rapid changes in the existing approaches to stakeholder engagement, public relations and strategic communications – including the creation of specialist organisations and capabilities in this regard – in order to help address the serious lack of public confidence in the police and therefore the rule of law generally;
- 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 police commanders 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 Journalism, Marketing, 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, of which at least 5 years in a police/public relations role.
- Experience of change management, related outreach and consultation would be an significant advantage;
- Experience of developing strategic communications strategies;
- Experience of designing and managing police/public relations and community outreach initiatives including community events, stakeholder workshops and conferences;
- Demonstrate the ability to communicate strategic messages to stakeholders and the broader public;
- Have experience as a police or Ministry spokesperson;
- Have in depth experience of mechanisms designed to ensure coordinated messaging with government departments and other emergency services;
- Have a demonstrable ability to establish effective media relations in support of police/public communications;
- Be trained in media relations;
- Have experience of drafting public statements and in organising and managing media events and press conferences;
- Have experience brand marketing;
- 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: Senior MoIA Strategic Adviser	Employment Regime: Seconded	
Ref. Number: UA 33	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: Seconded	
Ref. Number: UA34,35	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: Seconded	
Ref. Number: UA36	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: Domestic Security Advisor	Employment Regime: Seconded	
Ref. Number: UA37	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Domestic Security Adviser reports to the Strategic Advice Coordinator.

Main Tasks:

- To provide strategic reform related advice to the National Security Service 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 management structures, division of competences, examples of National Intelligence Models, coordination and management, professional ethos, resource management and training;
- To enhance the awareness of senior management of the Security Service of relevant EU governance standards;
- To assist the Ukrainian authorities in assessing and tailoring Security Service and Intelligence management 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 awareness and advice to the national level Security Service leadership relating to the establishment of robust and effective internal investigations and discipline.
- To support Mission staff in advising relevant Ukrainian Security Sector agencies, including law enforcement agencies, in promoting, developing and incorporating analytical criminal intelligence structures and processes within the design of strategic SSR;
- To inform and otherwise contribute towards the Mission's policy and advisory input into harmonised Ukrainian SSR at the cross governmental level;
- To support the national Security Service to plan and prepare for participation in, and follow up to, international and national level multi-agency and internal 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 Strategic Advice Coordinator;
- 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 **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 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: Seconded	
Ref. Number: UA38	Location: Kiev	Availability: September 2014
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: BSE HR and Administration	Employment Regime: Seconded	Post Category for Contracted:
Ref. Number: UA39	Location: Brussels	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Secret	Open to Invited Third States: No

If selected under contacted regime the candidate shall be offered an employment contract of definite duration under the provisions of the law in Belgium.

Reporting Line:

The HR- and Administration Officer BSE is co-located at the EEAS/CPCC in Brussels and functionally co-operates closely with the Mission Administration Team.

Main Tasks:

- Prepare the Calls for Contributions and participate in its distribution;
- In coordination with the EEAS/CPCC, participate in the recruitment, selection, deployment and rotation of international seconded staff; process applications and maintain rosters and databases as appropriate;
- Participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate;
- Establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- Apply Human Resources/Personnel Policies and Procedures;
- Advise in preparation of Job Descriptions;
- Advise in the development of human resources and admin-related Standard Operating Procedures;
- Implements the staff selection policies and processes job applications as per CPCC rules;
- Maintain records related to the staff selection;
- Advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- Provide briefings, advice and assistance on human resources and other administrative issues to Mission Management;
- Participate in the process of improving recruitment channels for international staff;
- Participate in the assessment of the costs of covering the needs of the Mission, liaising with the Commission and Contributing States;
- Participate in the preparation of administration related plans and reports;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Qualifications and Experience:

- University degree of three years attested by a diploma in Human Resources, Law, Business Administration, Social Sciences or related field;
- Minimum of 5 years of relevant and proven professional experience out of which 3 years in Human Resources or other fields of mission support;
- Postgraduate studies or advanced training in European studies would be an advantage;

- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP, particularly in the field of mission support is desirable;
- Professional experience from/with international organisations (e.g. EU, UN, OSCE or NATO) and crisis management/ peacekeeping operations would be an advantage;
- Knowledge of the Belgian Social Security system would be an advantage.
- Very good ability to operate Windows application 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

Seconded /Contracted positions

Position Name: Press and Public Information Officer (PPIO)	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. Number: UA40	Location: Kiev	Availability: September 2014
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

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: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: UA41	Location: Kiev	Availability: September 2014
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) to whom he/she reports, the 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:

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information;
- To manage and supervise the Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support;
- To provide advice and assistance, and implement measures related to security matters on all aspects the Mission's work have security and safety implications;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system;
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans);
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the contracted security guard force meets assigned performance standards;
- To supervise the recruitment of new staff to the Mission Security Office(s);
- To monitor and assess the security situation and make security analyses, recommendations and reports;
- To ensure personal security advice is given to members of mission staff as required;
- To ensure effective system of security reviews in relation to the Mission's property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents;
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available;
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- To alternate with the DSMSO, be available to deploy 24/7, to give security direction, instigate follow up

- action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure the policy on security clearances for Mission staff is correctly applied;
- To liaise with the CPCC COS Office (Missions Security Coordinator) on all matters foreseen by the EEAS Field Security Policy and supporting documents;
- 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 Police Sciences, Military Sciences, Social Sciences, security or related studies, 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 6 years of relevant and proven full-time professional experience;

or

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, 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 and proven full-time professional experience;

or

- Equivalent education in Police/Military and at least 12 years of relevant and proven full-time professional experience.
- 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 10 years of relevant and proven professional experience, including at management level in the civilian security sector or in the military/police. Such experience must be gained after having obtained the relevant degree;
- 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 mission desirable, together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- 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;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Excellent knowledge of the Mission area and potential security threats;
- Civilian driving license class B and C mandatory;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Previous work experience in East Europe and would be an advantage.
- The successful completion of the Mission Security Officer Certification Course 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 necessary, but would be an asset

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA42	Location: Kiev	Availability: September 2014
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) to whom he/she reports, the 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: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA43	Location: Kiev	Availability: September 2014
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) to whom he/she reports, the 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

Position Name: Information Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA44	Location: Kiev	Availability: September 2014
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the Mission Security Officer/Information will:

Main Tasks:

- To develop and ensure application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations;
- To be the Mission's focal point for information security compromise or suspicion of compromise;
- To liaise in conjunction with the SMSO, the Chief of CIS and with EEAS Security Directorate for information security issues and especially in case of incident;
- To collaborate with the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems;
- To be the Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
 - Ensuring registration of accountable security items (crypto devices, smartcard, keys, etc).
 - Ensuring protection of accountable security items.
 - Ensuring secure transfer of accountable security items.
 - Informing immediately the EEAS Crypto Custodian in case of compromise or suspicion of compromise;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- To report to the SMSO for IT security incidents;
- To assess any change to the IT systems (especially the Mission RESTRAINT UE LAN and Pre-DEUS) from a security perspective;
- To develop awareness with regard to IT security for the Mission staff;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager.

Education 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

Position Name: Head of Mission Support	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: UA45	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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: Chief of Finance	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA46	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To ensure the sound and effective financial management of the Mission;
- To establish and implement financial procedures and accounting systems according to the sound financial management principle and in line with the European Union Financial Regulation and its Implementing rules and Mission contractual obligations;
- To develop policies (prepare Standard Operating Procedures) for the control of the EU finances, in close cooperation with the Finance Officer;
- To develop policies (prepare SOPs) for accounting;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To define procedures for payroll, in close cooperation with the Chief of Human Resources;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting (in particular of monthly, interim and final financial report to the European Commission), verifying the integrity of accounts, their accuracy and their on-time delivery;
- To monitor expenditures on budget execution, and to make recommendations for corrective actions to the budget if needed;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To provide sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the Mission;
- To identify risk areas and takes measures for limiting financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the European Commission;
- To support the Head of Mission Support in the setting up and running of accounting, payroll and management information systems;
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To manage the team of the finance section;
- To maintain any financial control as appropriate and tasked by the Head of Mission Support;
- 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, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 5 years of relevant and proven professional experience, including 2 years at middle management level. Such experience must be gained after having obtained the relevant degree;
- Knowledge of accounting software;
- Excellent analytical, research and problem-solving skills;
- Proficient in using MS Office software (especially in Excel) , intranet, internet, and computerized financial systems;
- To have an excellent level of English and proven experience in reporting and drafting of memoranda and procedures;
- International experience in crisis areas with multinational and international organizations would be an advantage;
- Proven knowledge of EU budget procedures and financial management rules would be an advantage.
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous experience in CSDP missions or other international civilian deployment (EU, UN, OSCE) 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: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA47	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Restricted	Open to Invited Third States: No

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: Chief of Procurement	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA48	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To lead, develop, manage and co-ordinate the Mission's contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the Mission members related to all contracting and procurement matter;
- To develop professional relationships and work partnerships with EC and CPCC in the field of contracting and procurement for the Mission;
- To manage the procurement unit of the Mission;
- To contribute to lessons identification
- To undertake any other related tasks as assigned by the HoM/Head of Mission Support.

Qualifications and Experience:

- Successful completion of a full course of university studies in Law, Public Administration, Business Administration or equivalent university studies relevant to the post attested by a degree, where the normal duration of university education in the country awarded is three (3) years;
- A minimum of 5 years of relevant and proven professional experience, including 2 years in middle management. Such experience must be gained after having obtained the relevant degree;
- To have a minimum of 2 years at middle management level and 5 years of relevant professional experience. Such experience must be gained after having obtained the relevant university degree.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Good working knowledge of MS Word and MS Excel;
- International experience, particularly in crisis management with multi-national and international organisations would be an advantage;
- Experience in planning and implementing projects and programmes is desirable;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- To perform any other tasks assigned by the line manager.

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: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA49	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Restricted	Open to Invited Third States: No

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: Chief of Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA50	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Chief of Human Resources reports to the Head of Mission Support.

Main Tasks:

- To manage and co-ordinate all Human Resources matters;
- To create and update a Human Resource Policy for International and National staff in accordance with the OPLAN and Standard Operating Procedures;
- To update and follow the deployment plan of the Mission members on a constant basis;
- To provide advice and support to the HoM and D/HoM, line managers as well as all staff members on Human Resources related matters;
- To create, manage and follow up the personnel database, lists and files for the Mission members as well as to provide statistics and figures about Mission members;
- To organize and to put into practice the Mission's transparent and merit based recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission members in accordance with the CPCC Staff Selection Procedures;
- To manage the HR administration according to applicable rules and regulations and best practises;
- To establish the guidelines for transparent and objective performance assessment and evaluation system for the Mission;
- To be responsible for weekly, monthly and six months reports concerning all Human Resources and personnel issues;
- To liaise with CPCC and the European Commission on Human Resources related matters;
- To develop and implement the existing personnel administration rules for CSDP operations;
- To supervise all special projects related to Human Resources;
- To co-ordinate with the relevant functions in relation to personnel disciplinary and code of conduct matters;
- 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 Human Resources, Social Sciences, Business or Public Administration, Law or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 5 years of relevant and proven professional experience including 2 years in management, preferably in the field of human resources and/or administration management, legal, administrative and operational aspects of human resources and training. Such experience must be gained after having obtained the relevant degree;

- Good working knowledge of MS Office;
- Experience in planning and implementing projects is essential;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous experience in CSDP missions 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: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA51	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

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: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: UA52	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

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: Transport Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA53	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Restricted	Open to Invited Third States: No

Reporting Line:

The Transportation Officer reports to the Chief of Logistics.

Main Tasks:

- To be responsible for the capability, provision and management of the motor vehicle fleet of the Mission;
- To outsource the vehicle maintenance for the whole fleet, monitor the overall performance of the workshop and ensuring appropriate maintenance, quality control of repairs, and safety condition of the vehicles;
- To identify and monitor the requirement for spare parts, specific tools and special equipment necessary for a efficiency of maintenance;
- To propose the withdrawal of vehicles from service, if they are not considered to be roadworthy;
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports as required;
- To prepare reports and make recommendations as necessary on various transport matters within her/his area of competence;
- To develop and conduct a Mission driving orientation briefing to ensure that all Mission members (local employees, international staff, and drivers alike) are adequately familiarized on the road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area;
- To implement and co-ordinate an intra-theatre air and land movement plan for the Mission;
- To plan, organize, supervise and manage the work within the transportation section;
- To be responsible for effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover);
- To ensure fleet roadworthiness through effective vehicle maintenance;
- To control the cost of maintenance of the vehicle fleet and ensure compliance with the provisions of contracts concluded with the external contractors for parts and maintenance;
- To provide advice, support and train the managers and staff on transport related matters and guidelines;
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members;
- To assist the Chief of Logistics and the procurement unit in sourcing air transport and logistic shipping movement resources as required;
- To liaise with forwarder agencies as required with respect to provision of movement resources;
- 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 4 years of relevant and proven full-time professional experience;
- At least 3 years of relevant and proven professional experience;
- Proficiency in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- International experience, particularly in crisis areas with multinational and international organisations will be an asset;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2) advantageous;
- Previous experience in CSDP missions 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: Building Management Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA54	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Building Management Officer reports to the Chief of Logistics.

Main Tasks:

In close co-operation with the Security Units:

- To assume responsibility in the management of all mission facilities in Kiev (HQ compound and external training/mentoring facilities).
- To carry out regular checks of the HQ Compound ensuring facilities and systems are in an adequate state of repair.
- To develop a preventative maintenance plan for all mission facilities in Kiev.
- To plan and supervise all maintenance and cleaning activities for mission facilities in Kiev.
- To manage the allocation of office and residential accommodation within mission facilities in Kiev.
- To plan and supervise the delivery of fuel supplies to the HQ and the maintenance of adequate reserves of same.
- To be responsible for waste management services; liaise with waste company as appropriate.
- To assist in developing contracts for support services where relevant.
- To prepare tender request documents, such as ToR, justifications and technical specifications for works, supplies and services in the area of Engineering and Facility Management.
- To identify cost saving maintenance initiatives for all mission facilities in Kiev.
- To coordinate and manage all resources provided to clean and maintain all kitchen equipment; ensuring that safety and hygienic standards are met.
- To supervise, train and monitor performance of all mission facility management staff.
- 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 Engineering or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- Minimum of 6 years of relevant and proven professional experience.
- Good practical knowledge of field operations, contract execution and administration; in-depth understanding of procurement policies, practices and procedures.
- Excellent technical awareness with experience of a broad range of maintenance requirements.
- Logical analytical approach to solving problems using sound judgment and decision making methodologies.

- Client service orientation.
- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities.
- Strong negotiating skills.
- Good computer 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.
- International experience, particularly in crisis areas with multi-national and international organisations, 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 CIS	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA55	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support/CIS	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Chief CIS reports to the Head of Mission Support.

Main Tasks:

- To support and advise the Head of Mission Support (and others in Mission management if required) on all communication and information systems matters;
- To manage all CIS equipment telephones, radios, servers, network and software equipment and applications with respect to installation, systems support, maintenance and to coordinate the standardisation of computer hardware and software within the Mission;
- To support in designing, implementing and maintaining LAN/WAN networks and to ensure their maintenance such that the Mission is provided with appropriate e-mail, internet access, file sharing and data backup services;
- To supervise the research and evaluation of goods, services and new technologies as required, to make recommendations on their deployment and to supervise the preparation of technical specifications in collaboration with procurement section where necessary;
- To ensure value for money and budget control/ accountability in all areas of CIS spending with particular reference to service level agreements, telephone costs, equipment maintenance and replacement;
- To support the implementation of appropriate security measures to protect the missions CIS infrastructure from electronic attacks;
- To identify, develop and implement training needs related to CIS as required;
- To establish the necessary technical liaison and coordination with other international organizations in the Mission area;
- To establish, propose and monitor the efficiency of Standard Operating Procedures (SOPs)/Internal Guidelines containing policies and directives relating to all CIS 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 Communication Information Systems, ICT or Technical Specialisation in Engineering, Communications or other relevant degree, where the normal duration of university education in the country awarded is three (3) years or more;
- To have a minimum of 2 years at middle management level and 5 years of overall professional experience. Such experience must be gained after having obtained the relevant degree;
- A minimum of 3 years of relevant and proven professional experience, notably in practical management of complex information and communication technology infrastructure and systems including maintenance and operation;

- Advanced knowledge and experience in the installation management and configuration of servers (Microsoft/Linux), workstations, firewalls, routers, switches and other network equipment(relevant certifications are an advantage);
- 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;
- Strong knowledge and practical experience in information security (CISSP Certification is desirable);
- Expert 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;
- Experience in project management (ITIL desirable);
- International experience, particularly in crisis areas with multi-national and international organizations is desirable;
- Previous experience in CSDP missions would be an advantage;
- Previous work experience in Eastern Europe 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: CIS Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UA56	Location: Kiev	Availability: September 2014
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Secret	Open to Invited Third States: No

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