

**DEPUTY HEAD OF DELEGATION TO UKRAINE**  
**AD 9-14 LEVEL POST**  
**- Candidates from Member States – AD 12 LEVEL POST**

**WE ARE**

The European Union is currently present in more than 130 countries and in addition has 8 delegations to international organisations. In all, more than 1200 officials and 4100 other staff are currently serving in these delegations. EU delegations are an integral part of the European External Action Service and are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy.

The work of a Delegation varies from country to country but, in general, covers political and security matters, trade, press and information, aid management and the external aspects of internal EU policies.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Deputy Head of Delegation of the European Union to Ukraine**.

The Deputy Head of Delegation assists the Head of Delegation in the management of all staff (EEAS and Commission: over 100 staff) and financial resources. The key areas of activity of the Delegation are political, economic and trade issues as well as cooperation programmes in various sectors.

**WE PROPOSE**

The Deputy Head of Delegation of the European Union to Ukraine will provide advice and support to the Head of Delegation in all key areas and represent him in his absence. He/she will assist the Head of Delegation in carrying out the following tasks:

- To ensure efficient overall operation of the Delegation in Ukraine and to ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- To provide guidance and support to the administration section will be particularly important;
- To co-ordinate the Delegation's work across all sections. This will involve, inter alia: monitoring of Ukrainian policies and positions; representing and defending EU positions; participation in ongoing bilateral negotiations; providing early warning of likely disputes, and participating in their handling on an ongoing basis; reporting;
- To represent the European Union, as appropriate, in Ukraine, to ensure EU coordination (lead coordination within the EU at local level and represent the EU), and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and its other policies;
- To pursue the EU's policies and their local coherence in all areas, promote and protect the EU's interests and values, and to promote the visibility of the EU by carrying out press, information and communication activities;

- To ensure bilateral relations across the whole policy spectrum, and to carry out and promote regular political dialogue;
- To maintain contacts, exchange information and coordinate with Member States represented in Ukraine in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in Ukraine;
- To provide advice and support to the EEAS Headquarters, to the Commission and to the office of the President of the European Council as appropriate on policy issues and developments arising within the framework of the EU-Ukraine bilateral relations.
- To ensure a well-functioning administration of the delegation, including within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation; ensure sound contractual and financial management respecting relevant standards, instructions, rules and regulations, more particularly within the framework of the sub-delegation of powers of authorising officer received, oversee the preparation of the administrative budget with the Administrative Section and HOD; signature of all procedures related to the implementation of the administrative budget; visa of AOSD reports on administrative expenditures (HOD signature); act as authorising officer by sub-delegation for administrative expenditures;

## **WE ARE LOOKING FOR**

**ELIGIBILITY CRITERIA:** Please refer to the "General Rules for the 2018 Rotation of AD posts in the EU Delegations (External Publications)".

## **SELECTION CRITERIA:**

Candidates should:

- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and Member States;
- have strong communication and analytical skills combined with sound judgement;
- have excellent knowledge of the external relations, internal policies and functioning of the Union;
- have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;
- have proven experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in Ukraine;

- have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- have good knowledge and/or experience in budgetary and financial management.

Furthermore,

- knowledge of locally spoken languages

would be considered an asset.

## **APPLICATION AND SELECTION PROCEDURE**

Please refer to the "General Rules for the 2018 Rotation of AD posts in the EU Delegations (External Publications)".

## **CONDITONS OF EMPLOYMENT AND RECRUITMENT**

Please refer to the "General Rules for the 2018 Rotation of AD posts in the EU Delegations (External Publications)".

## **PLACE OF EMPLOYMENT**

UKRAINE, Kiev

## **JOB AVAILABLE FROM**

1 September 2018