

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

| EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2017 Extraordinary Call for Contributions | | | | |
|---|--|--|------------------|----------------------|
| Organisation: | EUAM Ukraine | | | |
| Job Location: | As indicated below | | | |
| Employment Regime: | As indicated below | | | |
| Job Titles/ Vacancy Notice: | Ref.: | Name of the Post: | Location: | Availability: |
| | <u>Seconded (11)</u> | | | |
| | UAH 02 | Deputy Head of Mission | Kyiv | 13 February 2018 |
| | ODO 01* | Regional Presence Coordinator | Odessa | ASAP |
| | ODO 02* | Senior Adviser on General Policing | Odessa | ASAP |
| | ODO 03* | Senior Adviser on Prosecution | Odessa | ASAP |
| | ODO 04* | Senior Adviser on Good Governance / Human Resources Management | Odessa | ASAP |
| | ODO 05* ODO 06* | Adviser/Trainer on Community Policing | Odessa | ASAP |
| | ODO 07* | Adviser/Trainer on Criminal Investigations | Odessa | ASAP |
| | ODO 08* | Adviser/Trainer on Public Order | Odessa | ASAP |
| | ODO 09* | Adviser/Trainer on Rule of Law | Odessa | ASAP |
| | ODC 01* | Planning and Reporting Officer | Odessa | ASAP |
| | <u>Seconded/Contracted (3)</u> | | | |
| ODS 01* | Regional Administration Coordinator | Odessa | ASAP | |
| ODD 01* ODD 02* | Mission Security Officer | Odessa/ Countrywide | ASAP | |
| Deadline for Applications: | 05 December at 17:00 hours (Brussels time) | | | |
| E-mail address to send the Job Application Form to: | <p style="text-align: center;">CPCC-Ukraine@eeas.europa.eu</p> <p style="text-align: center;">or</p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/</p> <p style="text-align: center;">(for seconded candidates by EU Member States only)</p> | | | |

| | |
|---------------------|---|
| Information: | <p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr Josef VOELKER cpcc-ukraine@eeas.europa.eu +32 2584 3630</p> |
|---------------------|---|

(* The availability of this position is pending the Council Decision on the prolongation of the mission, the revision of the OPLAN and the related availability of funds.

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

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

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

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

Co-location of Strategic Advisors – Posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location 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 Operations Commander requests that contributing States propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – The candidates must have Citizenship of an EU Member State or of a Contributing Third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information or

document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

1. Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

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

² Common European Framework of References for Languages

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

II.B Desirable Requirements

Knowledge of the Mission area – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

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

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

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving Licence - Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

Visas³ – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

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

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

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area. (For EUCAP Sahel Mali and Niger only - Yellow fever vaccination is compulsory to be admitted to the country).

³ See details in each Call for Contribution.

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

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

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

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – Applications will be considered only when using the standard Application Form 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 shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing Third States will bear any related costs.

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

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

The EEAS, and its directorate CPCC processes personal data pursuant to regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the decision of the high representative of the union for foreign affairs and security policy of 8 December 2011. The privacy statement on meetings and events is available on the EEAS website > [PRIVACY STATEMENTS](#).

SECONDED POSITIONS

| | | |
|---|---|--|
| Position Name: Deputy Head of Mission | Employment Regime: Secoded | |
| Ref. Number: UAH 02 | Location: Kyiv | Availability: 13 February 2018 |
| Component/Department/Unit: Head of Mission Office | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line

The Deputy Head of Mission reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the Local Staff Committee;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and WPS;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the HoM.

3. Mission Specific Tasks and Responsibilities

- To contribute to the overall planning of the Mission activities in the field of civilian Security Sector reform and to the development of mission reports, including lesson observations, in accordance with HoM's instructions and without prejudice for the prerogatives of the Chief of Staff.
- To contribute to the induction training of Mission staff, as required.
- To support the HoM in the duty of care of Mission staff.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and

monitoring their implementation, related outreach and change management, at national and/or international level.

5. Essential Knowledge, Skills and Abilities

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Knowledge of diplomatic protocol;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian Language skills.

| | | |
|--|---|---|
| Position Name: Regional Presence Coordinator | Employment Regime: Seconded | |
| Ref. Number: ODO 01* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Operations Department/Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Regional Presence Coordinator reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Regional Presence (RP) team to ensure the implementation of the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate.
- To oversee the RP team's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the RP team.
- To ensure the consistency and sustainability of Mission's operational activities over time.
- To oversee the RP team's contribution to the Mission's internal and external reporting against benchmarking.
- To work in close cooperation with the other Mission Components if directed.
- To ensure that Mission staff members working in the RP team identify and report lessons and best practices within their respective fields of responsibility.
- To deputise for the Head of Operations when so appointed by the Head of Operations.
- To ensure the mainstreaming of Human Rights and Gender aspects into the RP team's activities.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To operationalize, according to EUAM HQ direction, the Mission mandate and tasks as set out in the planning documents, OPLAN and the Mission Implementation Plan (MIP).
- To act as Mission focal point and direct counterpart to the relevant UA authorities and civil society organisations in the assigned region according to EUAM HQ direction.
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience out of which a minimum of 5 should be at management level.
- Experience in implementation of reform programmes and in Security Sector/Rule of Law Reform in a national or host state context.

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

| | | |
|--|---|---|
| Position Name: Senior Adviser on General Policing | Employment Regime: Seconded | |
| Ref. Number: ODO 02* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Operations Department/Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Senior Adviser on General Policing reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

- After having fulfilled the educational requirements a minimum of 6 years of relevant professional experience in general policing, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts.
- Knowledge of general policing issues.
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

| | | |
|--|---|---|
| Position Name: Senior Adviser on Prosecution | Employment Regime: Seconded | |
| Ref. Number: ODO 03* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Operations Department/Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Senior Adviser on Prosecution reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 5 years of experience in the field of prosecution, criminal defence or as a criminal judge and 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

| | | |
|--|---|---|
| Position Name: Senior Adviser on Good Governance/ Human Resource Management | Employment Regime: Seconded | |
| Ref. Number: ODO 04* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Operations Department /Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Senior Adviser on Good Governance/Human Resource Management reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- To provide expertise to strengthen the capabilities in the field of good governance, focusing on human resources management.
- To provide strategic advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with EUAM HQ and to ensure a comprehensive understanding of the current state of play in public administration and decentralisation in the regions.
- To assess and provide strategic advice to the authorities of the relevant regional entities in identifying needs in the fields of good governance, including the crosscutting principles, and Human Resources development.
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

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

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

- Knowledge of human resources management and good governance.
- Ability to mentor and motivate local counterparts.
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- University Degree in human resources management or/and an international certification in human resources management.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Experience of designing and delivering training.
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

| | | |
|--|---|---|
| Position Name: Adviser/Trainer on Community Policing | Employment Regime: Seconded | |
| Ref. Number: ODO 05*, ODO 06* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Operations Department/Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

- After having fulfilled the education requirements a minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies.

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

| | | |
|---|---|---|
| Position Name: Adviser/Trainer on Criminal Investigations | Employment Regime: Seconded | |
| Ref. Number: ODO 07* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Operations Department /Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Adviser/Trainer on Criminal Investigations reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

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

- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

| | | |
|---|---|---|
| Position Name: Adviser/Trainer on Public Order | Employment Regime: Seconded | |
| Ref. Number: ODO 08* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Operations Department /Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Adviser/Trainer on Public Order reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

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

- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

| | | |
|---|---|---|
| Position Name: Adviser/Trainer on Rule of Law | Employment Regime: Seconded | |
| Ref. Number: ODO 09* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Operations Department /Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

The Adviser/Trainer on Rule of Law reports to the Regional Presence Coordinator.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND

- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement/RoL agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

| | | |
|--|---|---|
| Position Name: Planning and Reporting Officer | Employment Regime: Seconded | |
| Ref. Number: ODC 01* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Chief of Staff Office/Regional Presence | Security Clearance Level: EU RESTRICTED or equivalent | Open to Contributing Third States: Yes |

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility.
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders.
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate.
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities.
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information.
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation.
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.
- To contribute to the collection of the Mission's lessons learned observations.
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- Under the supervision of Chief of Staff and following the operational directions of the Head of Planning Coordination and Cooperation Department, to advise and support the Regional Presence Coordinator in planning and reporting on the regional activities and projects in accordance with the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of Planning, Coordination and Cooperation Department 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.
- Under the coordination of the Head of Planning, Coordination and Cooperation Department, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's planning documents.
- Under the coordination of the Head of Head of Planning, Coordination and Cooperation Department, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the region.
- Under the coordination of the Head of Political, Analytical and Reporting Department, to identify informational needs and contribute to the Mission reporting and information gathering.
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Analytical and drafting capability and knowledge of information collection and analytical methods.
- Report compilation, drafting and editing skills.
- Time management and ability to prioritise multiple tasks.
- Self-motivated person able to work without close supervision.

6. Desirable Qualifications and Experience

- University and/or Master's Degree in business administration/project management or other related topics.
- Experience in planning and progress assessment.
- Experience in project management and/or Project management training, such as APM, PPM, PRINCE2, or equivalent.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

SECONDED/CONTRACTED POSITION

| | | |
|---|---|--|
| Position Name: Regional Administration Coordinator | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff - Management Level (MSML) |
| Ref. Number: ODS 01* | Location: Odessa | Availability: ASAP |
| Department/Component/Unit: Mission Support Department | Security Clearance Level: EU CONFIDENTIAL | Open to Contributing Third States: No |

1. Reporting Line

The Regional Administration Coordinator reports administratively to the Head of Mission Support Department (HMSD) and functionally to the respective MSD Units line managers.

2. Main Tasks and Responsibilities

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Mission Support.
- To assist the Head of Mission Support in scheduling Mission Support related activities in the Regional Office.
- To verify reports, data and information related to Mission Support in the Regional Office reporting structure.
- To administer and distribute relevant reports and required information to internal and external functions.
- To co-ordinate internal communication within the Regional Office and organise meetings and presentations.
- To draft letters, memoranda, reports, and other documents as requested.
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions.
- To be responsible for the effective and appropriate management of the Regional Office records and archives.
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To support the Mission's operations in the Region in coordination with the Operations and Security Departments staff and run efficiently and effectively the administrative tasks.
- To be responsible for the management and co-ordination of administrative and technical support within the Region receiving technical instructions and guidance from the respective line Managers in the main Headquarters.
- To lead the administration staff in the Regional Office acting as a co-ordinator and focal point.
- To act as a focal point in the Regional Office for organising, upon the request from the Operations Department staff, training programmes, conduct needs assessments, specify resource requirements and coordinate performance management for the Regional Office.
- To be responsible for the HR and financial management of the Regional Office in consultation with the HQ and the associated records.
- To be responsible for petty local payments and disbursements with petty cash.

- To identify needs of goods and/or services specifically required for its area of responsibility and to define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.
- To establish and maintain appropriate administrative procedures related to asset management, if assets deployed within the Region.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- After having fulfilled the education requirements a minimum of 5 years of relevant professional experience out of which a minimum of 3 years of administrative related working experience.

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality.
- Previous experience in CSDP missions or other international civilian deployment (EU, UN, OSCE).
- Experience in the administrative aspects on the support work.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.
- Knowledge of EU financial regulations.

| | | |
|---|--|--|
| Position Name: Mission Security Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff – Management Level (MSML) |
| Ref. Number: ODD 01*, ODD 02* | Location: Odessa/ Countrywide | Availability: ASAP |
| Department/Component/Unit: Mission Security and Safety Department | Security Clearance Level: EU SECRET | Open to Contributing Third States: No |

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- Civilian driving licence class C.

7. Desirable Knowledge, Skills and Abilities

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