

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2018 Call for Contributions</b>				
<b>Organisation:</b>	EUAM Ukraine			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (25)</u></b>			
	UAC 34	Planning and Evaluation Officer	Kyiv	18 May 2018
	UAC 41	Senior Project Management Officer	Kyiv	1 March 2018
	UAO 03*	Human Resources Development Adviser/Trainer	Kyiv	1 September 2018
	UAO 18*	Gender Adviser	Kyiv	1 May 2018
	UAO 20	Lead Adviser on Good Governance	Kyiv	27 August 2018
	UAO 23	Senior Adviser on Public Oversight	Kyiv	ASAP
	UAO 42*	Senior Adviser on General Policing	Kyiv	1 April 2018
	UAO 45*	Community Policing Adviser/Trainer	Kyiv	7 August 2018
	UAO 46			17 August 2018
	UAO 50			1 August 2018
	UAO 52 UAO 54 UAO 55*	Public Order (crowd management) Adviser/Trainer	Kyiv	6 April 2018 18 August 2018 17 May 2018
	UAO 73	Senior Adviser on Prosecution (Financial)	Kyiv	ASAP
	UAO 75	Senior Adviser on Prosecution (Organised Crime)	Kyiv	1 April 2018
	UAO 85	Senior Adviser on Witness Protection	Kyiv	3 June 2018
	UAO 86	Senior Adviser on Forensic Identification	Kyiv	ASAP
	UAO 87	Senior Adviser on Financial Crimes	Kyiv	9 August 2018
	LVO 01	Regional Presence Coordinator	Lviv	1 August 2018
	LVO 03	Adviser/Trainer on Community Policing	Lviv	3 June 2018
	LVO 04	Adviser/Trainer on Criminal Investigations	Lviv	3 August 2018
	LVO 09	Senior Adviser on General Policing	Lviv	ASAP
	ODO 02	Senior Adviser on General Policing	Odesa	ASAP

	ODO 05 ODO 06	Adviser/Trainer on Community Policing	Odesa	ASAP
	<b><u>Seconded/Contracted (4)</u></b>			
	UAO 24	Senior Adviser on Communications and Information Systems	Kyiv	ASAP
	UAD 06	Mission Security Analyst	Kyiv	ASAP
	UAS 44	IT Security Manager	Kyiv	ASAP
	UAS 63	Transport Officer	Kyiv	ASAP
<b>Deadline for Applications:</b>	<b>27 February 2018 at 17:00 hours (Brussels time)</b>			
<b>E-mail address to send the Job Application Form to:</b>	<u><a href="mailto:CPCC-Ukraine@eeas.europa.eu">CPCC-Ukraine@eeas.europa.eu</a></u> or <u><a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></u> <b>(for seconded candidates by EU Member States only)</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <p style="text-align: center;"><b>Mr Josef VOELKER</b>  <b><a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a></b>  <b>+32 2584 3630</b></p>			

The availability of these posts is depending on the creation of a Core Responsiveness Capacity, to be announced at a later stage.

(\*) The availability of this post is pending approval of the extension request

**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)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions.

## **2. Knowledge**

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

## **3. Skills and abilities**

**Language Skills**<sup>2</sup> – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. 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.

**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.

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

<sup>2</sup> Common European Framework of References for Languages

**Visas<sup>3</sup>** – 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).

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

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

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

#### **IV. ADDITIONAL INFORMATION**

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance 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.

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<sup>3</sup> See details in each Call for Contribution.

**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

<b>Position Name:</b> Planning and Evaluation Officer	<b>Employment Regime* :</b> Seconded	
<b>Ref. number:</b> UAC 34	<b>Location:</b> Kyiv	<b>Availability:</b> 18 May 2018
<b>Department/Component/Unit:</b> CoS Office/Planning, Coordination and Cooperation Department	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States: Yes</b>

### 1. Reporting Line

The Planning & Evaluation Officer reports to the Head of Planning, Coordination and Cooperation Department.

### 2. Main Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- 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 support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To prepare and give presentations;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- 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.

### 4. Essential Qualifications and Experience

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

### 5. Essential Knowledge, Skills and Abilities

- Analytical and research 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 leading and communicating change management initiatives to diverse audiences;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;

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

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Ukrainian or Russian language skills.



<b>Position Name:</b> Senior Project Management Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAC 41	<b>Location:</b> Kyiv	<b>Availability:</b> 1 March 2018
<b>Department/Component/Unit:</b> CoS office/Planning, Coordination and Cooperation Department	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Project Cell Officer reports to the Head of Project Cell.

### 2. Main Tasks and Responsibilities:

- To act as Senior Project Management Officer coordinating the work of the Project Management Officers in project Cell.
- To co-ordinate in project planning, development and the implementation of the Mission's projects.
- To assess project proposals and make recommendations on the feasibility and sustainability of projects.
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders.
- To act as the interface between project leaders and various elements of Mission Support.
- To maintain a record of the Mission's project history and ongoing activities.
- To conduct, upon project completion, post-project reporting and evaluation.
- To develop best practices on project management, make training recommendations and record lessons learnt.
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability.
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To maintain and enhance the Mission's project management procedures, mechanisms and tools and keep them up to date and to ensure actual implementation.
- To define and implement capacity building and continuous learning plans.
- To report on the project activities' portfolio and to record lessons learnt process and best practices.
- To develop project control tools and guidelines; to provide training, mentoring and coaching on project implementation to Mission's staff as appropriate.
- To be responsible for the development and maintenance of the Mission's project's database and archiving system.

### 4. Essential Qualification 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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND

- A minimum of 6 years of professional experience, in the field of planning, implementation and evaluation of projects, after having fulfilled the education requirements.

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

- Teamwork capabilities;
- Time management skills;
- Problem solving skills;
- Project management skills.

**6. Desirable Qualifications and Experience:**

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;

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

- Familiarity with the EU Financial Regulations;
- Ukrainian or Russian language skills.

<b>Position Name:</b> Human Resources Development Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 03	<b>Location:</b> Kyiv	<b>Availability:</b> 1 September 2018
<b>Department/Component/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Human Resources Development Adviser/Trainer reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners, including within the area of policing, in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders.
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on Human Resources Management in the absence of the Lead Adviser on Human Resources Management.
- To conceptualize, design and facilitate training programs, including the proposal of new training activities, regular revision of training-related processes, policies and procedures, training methodologies and techniques, as well as evaluation and impact assessment.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Human Resources field.

- To promote, encourage and advise Ukrainian authorities on a comprehensive capacity building strategy: identifying and solving training problems and needs, collecting and preparing training programs, developing and maintain sources of information, developing and presenting suggestions.
- To develop curricula within Human Resources Development and deliver training if and when required.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations.

#### **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 project management.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

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

- Ukrainian or Russian Language skills.

<b>Position Name:</b> Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 18	<b>Location:</b> Kyiv	<b>Availability:</b> 1 May 2018
<b>Department/Component/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Gender Adviser reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities

- To act as the Mission focal point for gender equality, mainstreaming and WPS related dimensions;
- To advise on the integration of a gender perspective and mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on-WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender-sensitive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan
- To monitor and analyse the gender situation and gender relations in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- To support the induction training of Mission's staff members as required;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To perform any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To advise on the development and management of strategic communications with regards to gender issues;
- 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

- A minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Successfully completed one of the established training courses for gender advisors.

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

- Analytical skills and ability to conduct gender analysis;
- Negotiations skills;
- Proactive in developing strategies to accomplish objectives;
- Pedagogical/training skills;

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

- Experience in developing projects and initiatives to promote gender mainstreaming in the civilian security sector.

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

- Ukrainian or Russian language skills.

<b>Position Name:</b> Lead Adviser on Good Governance	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 20	<b>Location:</b> Kyiv	<b>Availability:</b> 27 August 2018
<b>Component/Department/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component	<b>Security Clearance level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Lead Adviser on Good Governance reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

- To act as Mission focal point and direct counterpart to the relevant UA authorities on delineation and good governance matters, including streamlining good governance principles, public administration reform, decentralisation, public oversight and public finance;
- To advise and support in the management of the activities related to delineation and good governance;
- To direct and supervise the work of the Mission staff associated to the delineation and good governance development;
- To ensure a comprehensive understanding of the current state of play relating to delineation and good governance by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To guide the delineation and good governance team in identifying and addressing structural needs in the performance and accountability of the UA counterparts through strategies, organisational change processes, legislation, institutional development;
- To ensure compliance with instructions from his/her line manager within his/her field of responsibility and to issue clear instructions on the operational level to the delineation and good governance team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- 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 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**

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

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

- Experience of change management, related outreach and consultation;
- Experience in managing training projects, duration and preparing of trainings/exercises in civilian security sector institutions;
- Experience in project management.

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

- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.



<b>Position Name:</b> Senior Adviser on Public Oversight	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 23	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Senior Adviser on Public Oversight reports to the Head of Strategic Civilian Security Sector Reform (CSSR) Component.

### 2. Main Tasks and Responsibilities

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

### 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 strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders.
- To ensure a comprehensive understanding of the current state of play in oversight by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in public oversight, including internal oversight mechanisms within the law enforcement agencies and prosecutorial/judicial bodies, citizen oversight and accountability to the public;
- To promote EU best practices and encourage and advise the appropriate Ukrainian authorities to restore public confidence in the law enforcement agencies and rule of law agencies through a series of timely changes to the existing culture of investigation;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in oversight;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective oversight;

- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public finance.
- To manage and lead projects in oversight field.
- To assist in the implementation of training activities for oversight.
- To identify, analyse and disseminate information on all oversight activities within her/his area of responsibility as required.
- To travel within the Mission's area of operations as required.

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

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

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

- Ability to mentor and motivate local counterparts;
- Knowledge of public oversight 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.

<b>Position Name:</b> Senior Adviser on General Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 42	<b>Location:</b> Kyiv	<b>Availability:</b> 1 April 2018
<b>Department/Component/Unit:</b> Operations Department/ Law Enforcement Agencies Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on General Policing reports to the Head of Law Enforcement Agencies Component.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) 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 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 enhance the awareness of the relevant Ukrainian partners 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 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 identify and advise the relevant Ukrainian partners on the capacity and training opportunities on general policing;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general policing;
- To manage and lead projects on general policing and advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- 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 police or military equivalent education or training and rank; AND
- After having fulfilled the educational requirements a minimum of 6 years of relevant professional experience in general policing.

#### **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.

<b>Position Name:</b> Community Policing Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 45 UAO 46 UAO 50	<b>Location:</b> Kyiv	<b>Availability:</b> 7 August 2018 17 August 2018 1 August 2018
<b>Department/Component/Unit:</b> Operations Department/Law Enforcement Agencies Component	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Community Policing Adviser/Trainer reports to the Head of Law Enforcement Agencies Component.

### 2. Main Tasks and Responsibilities

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

### 3. 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, including community partnership and engagement, crime prevention, proactively addressing community safety issues etc.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the community policing field.
- To develop curricula for community policing and deliver training.
- To support in developing and implementing in-service trainings.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations.
- To identify, analyse and disseminate information on all 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.

<b>Position Name:</b> Public Order (Crowd Management) Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 52 UAO 54 UAO 55	<b>Location:</b> Kyiv	<b>Availability:</b> 6 April 2018 18 August 2018 17 May 2018
<b>Department/Component/Unit:</b> Operations Department/ Law Enforcement Agencies Component	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States: Yes</b>

### 1. Reporting Line

The Public Order Adviser/Trainer reports to the Head of Law Enforcement Agencies Component.

### 2. Main Tasks and Responsibilities

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

### 3. 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 policing field, including community partnership and engagement, crime prevention, traffic, proactively addressing public order issues etc.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public order field.
- To develop curricula for public order and deliver training.
- To support in developing and implementing in-service trainings.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations.

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

#### **4. 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.



<b>Position Name:</b> Senior Adviser on Prosecution (Financial)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 73	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/ Rule of Law Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Prosecution (Financial) reports to the Head of the Rule of Law Component.

### 2. Main Tasks and Responsibilities

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

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

### 4. Essential Qualifications and Experience

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

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

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

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

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

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

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

- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> Senior Adviser on Prosecution (Organised Crime)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 75	<b>Location:</b> Kyiv	<b>Availability:</b> 1 April 2018
<b>Department/Component/Unit:</b> Operations Department/ Rule of Law Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of the Rule of Law Component.

### 2. Main Tasks and Responsibilities

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

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

### 4. Essential Qualifications and Experience

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

- After having fulfilled the educational requirements, at least 6 years of relevant professional experience, out of which at least 3 years of experience of fighting organised crime.

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

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

**6. Desirable Qualifications and Experience**

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

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

- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> Senior Adviser on Witness Protection	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 85	<b>Location:</b> Kyiv	<b>Availability:</b> 3 June 2018
<b>Department/Component/Unit:</b> Operations Department / Rule of Law	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Witness Protection reports to the Head of the Rule of Law Component.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

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

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

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of witness protection 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.

<b>Position Name:</b> Senior Adviser on Forensic Identification	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 86	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Rule of Law Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Forensic Identification reports to the Head of the Rule of Law Component.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) 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 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 capabilities on forensic identification.
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU member States' Law Enforcement Agencies.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on forensic identification.
- To manage and lead projects on forensic identification and to advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise.
- To assist in the implementation of training activities on forensic identification.
- 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 police or military equivalent education or training and rank; AND

- After having fulfilled the educational requirements a minimum of 6 years of relevant professional experience.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of forensics matters.
- 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.



<b>Position Name:</b> Senior Adviser on Financial Crimes	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 87	<b>Location:</b> Kyiv	<b>Availability:</b> 9 August 2018
<b>Department/Component/Unit:</b> Operations Department/ Rule of Law Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Financial Crimes reports to the Head of Rule of Law Component.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) 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 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 facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on financial crimes investigation.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on financial crimes investigation.
- To manage and lead projects on financial crimes and to advise and support the relevant Ukrainian partners in implementing externally funded projects/ initiatives in his/her field of expertise.
- To travel within the Mission's area of operations as required.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 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 police or military equivalent education or training and rank; 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 in financial crimes investigations.

**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.

<b>Position Name:</b> Regional Presence Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 01	<b>Location:</b> Lviv	<b>Availability:</b> 1 August 2018
<b>Department/Component/Unit:</b> Operations Department/Regional Presence	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> 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.

<b>Position Name:</b> Adviser/Trainer on Community Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 03	<b>Location:</b> Lviv	<b>Availability:</b> 3 June 2018
<b>Department/Component/Unit:</b> Operations Department/Regional Presence	<b>Level of Security Clearance:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> 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.

<b>Position Name:</b> Adviser/Trainer on Criminal Investigations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 04	<b>Location:</b> Lviv	<b>Availability:</b> 3 August 2018
<b>Department/Component/Unit:</b> Operations Department/Regional Presence	<b>Security Clearance Level :</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States: Yes</b>

### 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.



<b>Position Name:</b> Senior Adviser on General Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 09	<b>Location:</b> Lviv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Regional Presence	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> 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.

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

<b>Position Name:</b> Adviser/Trainer on Community Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 05 ODO 06	<b>Location:</b> Odesa	<b>Availability:</b> ASAP ASAP
<b>Department/Component/Unit:</b> Operations Department/Regional Presence	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> 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.

## SECONDED/CONTRACTED

<b>Position Name:</b> Senior Adviser on Communications and Information Systems	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> UAO 24	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/ Strategic Civilian Security Sector Reform Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Communications and Information Systems reports to the Head of the Strategic Civilian Security Sector (CSSR) Component.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) 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 advise the relevant Ukrainian partners on Information and Communication Technology (ICT) development, improving, management and the related Standard Operating Procedures.
- To make recommendations, based on expert knowledge, for improvements to and interoperability between Law Enforcement Agencies and prosecutorial services information systems, including making recommendations for establishment of relevant data bases and data management.
- To liaise with MoIA, Regional and Local Government authorities, Law Enforcement Agencies, prosecutorial services and the Ministry of Finance on enhancements to planning, budgeting, accounting and implementation monitoring systems in order to increase accessibility and use of data.
- To identify and advise on the capacity and training opportunities of the administrative and internal support policing units.
- To support, as appropriate, the relevant Ukrainian partners to identify the appropriate equipment and infrastructure needed.

- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise.
- To travel within the Mission's area of operations as required.

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

- Successful completion of university studies of at least 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. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, IT Engineering or other relevant subject AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in Information Technology and Information Systems architecture.

#### **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.



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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

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

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to analyse all relevant information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers, and other reports as required;
- To produce long-term assessments and forecasts of the security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations on same;
- To conduct risk analysis and threat assessments on security developments and, when relevant, integrate a gender perspective in the area of operations as well as persons and assets;
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances and to act on his/her behalf in his/her absence;
- To conduct security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise 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 ensure that all necessary actions are taken, particularly in emergency cases;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To conduct the roles and responsibilities of a Mission Security Officer as appropriate;
- To support the maintenance and 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;
- Support and provide direction to EUAM OPS Room for day to day operations and monitoring of security environment.

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

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements;

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

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

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

- Firearms trained;
- Civilian driving license class C;
- Successful completion of EU Mission Security Officer Certification Course or equivalent.

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

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

<b>Position Name:</b> IT Security Manager	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. Number:</b> UAS 44	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Mission Support Department/Communications and Information Systems (CIS) Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The IT Security Manager reports to the Head of CIS.

### 2. Main Tasks and Responsibilities

- Design, implement and maintain the IT Security Architecture and Plan, and direct the implementation of IT security standards and best practices.
- Monitor appropriate IT Security metrics and provide periodic status reports to stakeholders for all critical systems within their specific area of responsibility.
- Develop and implement IT security controls. Formulate operational risk mitigation and execute incident response actions.
- Direct the installation, configuration, and use of security tools (e.g. firewalls, data encryption, IDS) and services, to protect the Mission's data, electronic information, systems and infrastructure.
- Research, evaluate, recommend and introduce new IT security tools, techniques, services and technologies to improve and innovate the Mission's IT security solutions portfolio.
- Identification of budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions and services.
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- Participate in the Mission's cybersecurity management program, working closely with Mission Security and Safety personnel and related management structures.
- Support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions.
- Support the operational hardening of IT and communication systems, services and networks.
- Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners.
- Provide training, advice and easy to follow user guidelines on maintaining IT and cyber security.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Information Security, Computer Science, Information Systems, or Information Technology; AND
- A minimum of 4 years of relevant and proven experience, of which 3 or more in an IT Security Management position, after having fulfilled the education requirements.

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security.
- Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions.
- Demonstrate deep professional experience in managing IT security and possess hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.
- Experience with modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, sandbox).

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

- Possesses real-world knowledge of industry best practices in network, application, hardware and OS platform security and global security standards.
- Have strong fundamental knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats.

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

- A combination of professional and relevant certifications in Microsoft, Cisco, and StormShield products and technologies.
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial.
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ITIL, MOF).
- International experience, particular in crisis areas with multi-national and international organisations.

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

- Project management skills and practical experience with project management tools.
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations.

<b>Position Name:</b> Transport Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> UAS 63	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Mission Support Department/ Logistics and Transport Unit	<b>Security Clearance Level:</b> EU Restricted	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Transport Officer reports to the Head of Logistics (HoL).

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the (HoL).
- To ensure 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) through the electronically Fleet management System;
- To identify and monitor the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- To propose 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 Mission driving orientation briefings to ensure that all Mission members are adequately familiarised with 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 maintain a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- To liaise with forwarder agencies as required with respect to provision of movement resources;
- To provide support on transport related matters to Mission members during the trips to the fields;
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members;
- To provide advice, support and train Mission staff on transport related matters and guidelines.
- To assist the Head of Logistics and the Head Procurement Unit in sourcing air transport and logistic shipping movement resources as required;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To plan, organize, supervise and manage the work within the transportation section;
- 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.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years relevant professional experience, after having fulfilled the education requirements;

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

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management, inclusive tracking software;

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

- 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)

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

- Ukrainian or Russian Language skills.