

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 2-2019 Call for Contributions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref:	Name of the Post:	Location:	Availability:
	<u>Seconded (43)</u>			
	BSE 01	Policy Support Officer - Operations (Brussels Support Element)	Brussels	16 July 2019
	BSE 02*	Human Resources and Administrative Officer (Brussels Support Element)	Brussels	10 October 2019
	UAC 01*	Chief of Staff	Kyiv	17 September 2019
	UAC 12	MAC Analyst	Kyiv	01 January 2020
	UAC 31	Head of Planning, Reporting and Evaluation Department	Kyiv	ASAP
	UAC 34	Planning and Evaluation Officer	Kyiv	ASAP
	UAC 42	Project Management Officer	Kyiv	01 September 2019
	UAC 43	Project Management Officer	Kyiv	04 December 2019
	UAO 03	Human Resources Reform Development Adviser/Trainer	Kyiv	31 October 2019
	UAO 12	Head of Human Reform Resources Development Unit	Kyiv	ASAP
	UAO 13	Human Resources Reform Development Adviser/Trainer	Kyiv	ASAP
	UAO 14	Human Resources Reform Development Adviser/Trainer	Kyiv	ASAP
	UAO 16	Senior Adviser on Anti-Corruption	Kyiv	01 September 2019
	UAO 21	Senior Adviser on Public Administration	Kyiv	14 September 2019
	UAO 22	Senior Adviser on Public Finance	Kyiv	ASAP
	UAO 26	Senior Adviser on Border Guards and Customs	Kyiv	01 September 2019
	UAO 28	Human Resources Reform Development Adviser/Trainer	Kyiv	ASAP

	UAO 30	Strategic Border Guard Adviser	Kyiv	ASAP
	UAO 32	Training Expert	Kyiv	ASAP
	UAO 33	Human Rights and Gender Adviser	Kyiv	ASAP
	UAO 34	Adviser on Anti-Corruption	Kyiv	ASAP
	UAO 43	General Policing Adviser/Trainer	Kyiv	ASAP
	UAO 44	Head of General and Community Policing Unit	Kyiv	ASAP
	UAO 45	Community Policing Adviser/Trainer	Kyiv	08 November 2019
	UAO 51	Head of Public Order Unit	Kyiv	01 September 2019
	UAO 52	Public Order (crowd management) Adviser/Trainer/ CRC Member	Kyiv	ASAP
	UAO 54	Public Order (crowd management) Adviser/Trainer	Kyiv	18 November 2019
	UAO 57	Domestic Security Adviser/Trainer	Kyiv	18 September 2019
	UAO 72	Head of Prosecution/Judiciary Unit	Kyiv	01 September 2019
	UAO 74	Senior Adviser on Prosecution (Management)	Kyiv	ASAP
	UAO 75	Senior Adviser on Prosecution (Organised crime)	Kyiv	04 July 2019
	UAO 78	Senior Adviser on Criminal Justice (Judiciary)	Kyiv	ASAP
	UAO 86	Senior Adviser on Forensic Identification	Kyiv	ASAP
	UAM 02*	Planning and Reporting Officer	Kyiv/ Countrywide	15 November 2019
	UAM 03*	Senior Adviser on Good Governance / Human Resource Management	Kyiv/ Countrywide	03 December 2019
	UAM 21	Senior Adviser on General Policing (Mobile Unit II)	Kyiv/ Countrywide	ASAP
	UAM 25	Criminal Investigations Adviser on Organised Crime (Mobile Unit II)	Kyiv/ Countrywide	ASAP
	KHC 01**	Planning and Reporting Officer	Kharkiv	ASAP
	KHO 05	Adviser/Trainer on Public Order	Kharkiv	27 October 2019
	LVC 01	Planning and Reporting Officer	Lviv	ASAP
	ODO 03***	Senior Adviser on Prosecution	Odesa	01 November 2019
	ODO 04	Adviser/Trainer on Good Governance/ Human Resource Management	Odesa	ASAP
	ODO 06	Adviser/Trainer on Community Policing	Odesa	04 September 2019
	Seconded/Contracted (2)			
	UAD 04	Mission Security Officer	Kyiv	September 2019
	UAD 10	Medical Adviser	Kyiv	ASAP
Deadline for Applications:	Wednesday 10 July 2019 at 17:00 hours (Brussels time)			

Applications must be submitted via:	<ol style="list-style-type: none"> 1. For <i>seconded candidates from EU Member States</i>: <u>https://goalkeeper.eeas.europa.eu/registrar/</u> 2. For <i>contracted candidates from EU Member States</i>: <u>https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</u> 3. For <i>seconded candidates from Invited/Contributing Third States</i> (Annex 2 Application Form attached and available also on the EEAS website): <u>cpcc-ukraine@eeas.europa.eu</u>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Benjamin Engels <u>cpcc-ukraine@eeas.europa.eu</u></p>

(*) The availability of this position is subject to the confirmation of a request for extension.

(**) The availability of this position is subject to the acceptance of the new position.

(***) The availability of this position is subject to the outcome of Brexit.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/invited/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 seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to

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

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.

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

² Common European Framework of References for Languages

³ See details in each Call for Contribution.

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.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing Third States will bear any related costs.

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

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

The EEAS, and its directorate CPCC processes personal data pursuant to regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the decision of the high representative of the union for foreign affairs and security policy of 8 December 2011. The privacy statement on meetings and events is available on the EEAS website> [PRIVACY STATEMENTS](#).

SECONDED POSITIONS

Position Name: Policy Support Officer - Operations (Brussels Support Element)	Employment Regime: Seconded	
Ref. Number: BSE 01	Location: Brussels	Availability: 16 July 2019
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: EU SECRET	Open to contributing third States: No

1. Reporting Line:

The Policy Support Officer reports to the Chief of Staff, while embedded within the relevant CPCC Desk from whom he/she may also take instruction.

2. Main Tasks:

- To provide advice and assistance to the Mission in relation to the context and developments in Brussels;
- To closely coordinate with the Mission regarding the Mission's mandate implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area;
- To liaise with the relevant EEAS services, in particular CPCC and the geographical desk, and forward information on Brussels discussions and timetables that could impact on the Mission objectives;
- To identify political priorities from the Brussels/Member States' perspective and organise Mission visits to Brussels and capitals;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To assist in maintaining close relationship with relevant diplomatic representatives in Brussels;
- To assist in conducting and co-ordinating visits between Brussels and Ukraine;
- To regularly visit the Mission in agreement with the COS and CPCC;
- To assist in ensuring liaison with representatives of Member States, contributing third States, NATO/SHAPE, the OSCE and international organisations as relevant;
- To undertake any other task as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities:

- To conduct background research on items relevant to the Mission;
- To provide input, as requested, to the Mission on the basis of developments relevant to the mandate;
- To liaise, as appropriate, with external partners related to EUAM Ukraine activities and mandate;
- To assist in the drafting of reports issued by the Mission;
- To assist, as requested, the Support Group Ukraine team.

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, after having fulfilled the education requirements.

or

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree
- or
- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above; AND
- after having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience;

5. Essential Knowledge, Skills and Abilities

- Analytical and reporting skills;
- Networking skills.

6. Desirable Qualifications and Experience

- International experience preferable, particularly in crisis area with multi-national and international organisations;
- Knowledge of and experience in relevant processes and procedures of the European Union institutions;
- Familiarity with mission support for civilian CSDP Missions.

7. Desirable Knowledge, Skills and Abilities

- Language skills Russian and Ukrainian

Position Name: Human Resources and Administrative Officer (Brussels Support Element)	Employment Regime: Seconded	
Ref. number: BSE 02	Location: Brussels	Availability: 10 October 2019
Department/Component/Unit: Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The BSE Human Resources and Administrative Officer reports to the Chief of Staff, but is embedded in the CPCC in Brussels and functionally cooperates closely with the Mission Support Division.

2. Main Tasks and Responsibilities

- To prepare Calls for Contributions and to participate in their distribution;
- To process applications and maintain rosters and databases;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their carry out assignments in management and co-ordination of all human resources related issues;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions and Standard Operating Procedures;
- To implement the selection staff policies and processes job applications as per CPCC rules
- To maintain records related to staff selection;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task in the BSE team as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To carry out assignments in management and coordination of all Human Resources related issues;
- To participate in the process of improving recruitment channels for international staff;
- To participate in the assessment of the costs of covering the needs of the Mission, liaising with the Commission and Contributing States.

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; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience in human resources management related issues.

5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical and reporting skills;
- Networking skills.

6. Desirable Qualifications and Experience

- Experience in planning and implementing projects in the field of human resources management;

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: UAC 01	Location: Kyiv	Availability: 17 September 2019
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities

- To manage and oversee day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities.
- To support the Head of Mission and Deputy Head of Mission in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To lead and manage the work of the Chief of Staff Office;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, (and/or "the Office of the EUSR," if applicable) the representatives of EU Member States and Contributing Third States, according to HoM's directions;
- To liaise externally with international organisations, agencies and interlocutors as appropriate;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);
- 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 supervise the Chief of Staff's Office, including the Reporting Section, and the following Mission Headquarters' (MHQs) Departments: Planning and Evaluation, Analysis, Security, Political, Legal, Public Information;
- To ensure that all Mission activities are consistently planned, supported and executed according to Head of Mission's directions (quality control);
- To ensure that the MHQs' Staff are periodically updated on Mission implementation progress as well as on the political and security situation of the Mission area;
- To ensure that liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders, according to the Head of Mission's instructions;
- To coordinate all contributions to the Mission's external reporting;
- To contribute to the induction training of new Mission personnel as required;
- To ensure that all Mission components contribute to identify and report lessons and best practices within their respective fields of responsibility.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area 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 12 years of relevant professional experience, with at least 5 years of experience at senior management level.

5. Essential Knowledge, Skills and Abilities

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, Security, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the Head of Mission, to establish priorities, to plan and to exercise control;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, whilst taking into account possible new guidance as situations evolve;
- Excellent leadership and managerial skills - ability to mentor and motivate staff, to review and edit the work of others;
- An outstanding team player able to unite staff;
- Excellent interpersonal and communication skills - highly resilient under physical and mental pressure;
- Ability to establish priorities and to plan, coordinate and monitor work of others;
- Experience in monitoring and co-ordinating a broad set of activities and ensuring overall coherence;
- Be able to work well on his/her own initiative and as part of a team;
- Work methodically, accurately and with attention to detail;
- Have excellent communication skills;
- Previous international experience;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

6. Desirable Qualifications and Experience

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: MAC Analyst	Employment Regime: Seconded	
Ref. Number: UAC 12	Location: Kyiv	Availability: 01 January 2020
Component/Department/Unit: Chief of Staff Office/Political, Analysis and Cooperation Department/MAC Section	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The MAC Analyst reports to the Head of Political, Analysis and Cooperation Department.

2. Main Tasks and Responsibilities

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by Head of Mission;
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the senior leadership and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining Mission Analytical Capability working methodology and relevant Standard Operating Procedures (SOPs);
- To contribute to an integrated gender perspective into the Missions analyses, where applicable
- To support the efficiency of information within the Mission;
- To act upon the HoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related task as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide analytical assessments of a mid to long-term nature regarding developments affecting opportunities and challenges to mandate implementation, including contributions to early warning of potential threats;
- To contribute identifying and mapping relevant entities related to the Mission mandate;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by Head of Political, Analysis and Cooperation Department;
- To support the efficiency of information within the Mission;
- To act upon the Mission's information and analysis requirements;
- To support the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all the Mission various components as well as external sources;
- To contribute to lessons identification.

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, after having fulfilled the education requirements;
- Experience in the use of analytical IT packages and processes.

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position Name: Head of Planning, Reporting and Evaluation Department	Employment Regime: Seconded	
Ref. Number: UAC 31	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Head of Planning, Reporting and Evaluation Department reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Department so as to implement 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 and to comply with the Mission's operational reporting requirements, including, but not limited to the Intermediary Report, the Six-Monthly Report and Special Reports;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- In coordination with the Mission's Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including the benchmarking of achievements, analysis and evaluation of outcome;
- To collect, collate and analyse the Mission's Lessons Identified/Learned;
- To ensure that planning, reporting and evaluation is conducted with an integrated gender perspective;
- 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 ensure the Projects within the Mission's portfolio are consistent with the Mission's mandate and strategic objectives, and in full support of the operational sections;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Units when tasking planning and reporting staff in Field Offices and Mobile Units;
- To deputise for the CoS when so appointed by the CoS or DHoM;
- To serve as the contact point for the Whistle Blowing SOP.

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 any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which a minimum of 5 years of experience at management level;
- Experience in implementation of reform programmes including a proven ability to establish/review priorities.

5. Desirable Qualifications and Experience

- Experience in strategic analysis, planning, reporting and evaluation as well as a sound understanding of strategic and operational considerations, preferably in the context of CSDP;
- Understanding of key CSDP planning documents and guidelines (e.g. CFC, OPLAN, Civilian COMPACT);
- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

6. Essential Knowledge, Skills and Abilities

- Report compilation, drafting and editing skills;
- Planning and Evaluation skills.

7. Desirable Knowledge, Skills and Abilities

- Analytical capability and very good knowledge of information collection and analytical methods.

Position Name: Planning and Evaluation Officer	Employment Regime* : Seconded	
Ref. number: UAC 34	Location: Kyiv	Availability: ASAP
Department/Component/Unit: CoS Office/Planning, Reporting and Evaluation Department/Planning Section	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Planning & Evaluation Officer reports to the Head of Planning, Reporting and Evaluation 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 Unit, 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.

Position Name: Project Management Officer	Employment Regime: Seconded	
Ref. Number: UAC 42	Location: Kyiv	Availability: 01 September 2019
Department/Component/Unit: Chief of Staff Office/ Project Management Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To assist in project planning and development and co-ordinate 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 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 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.

Position Name: Project Management Officer	Employment Regime: Seconded	
Ref. Number: UAC 43	Location: Kyiv	Availability: 04 December 2019
Department/Component/Unit: Chief of Staff Office/Project Management Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Project Management Officer reports to the Head of Project Management Unit.

2. Main Tasks and Responsibilities

- To assist in project planning and development and co-ordinate 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 Evaluation 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 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration; AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience;

5. Essential Knowledge, Skills and Abilities

- Certificate/diploma in project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context;
- Understanding of the actors and dynamics of international development assistance, particularly in crisis or post-conflict and transitional areas;
- Knowledge of the procurement and contract procedures for EU External Action Service;
- Experience in planning, implementation and management of projects;
- Analytical skills;
- Knowledge of EU Financial Regulations;
- Teamwork skills.

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in project management or other related field.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 03	Location: Kyiv	Availability: 31 October 2019
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/HR Development Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources Development Adviser/Trainer reports to the Head of HR Development Unit.

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 HR development Unit and 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 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 the capabilities in the Human Resources 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 Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula within Human Resources Development and deliver training;
- To support 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 ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Lead Adviser.

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 4 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 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.

Position Name: Head of Human Resources Reform Development Unit	Employment Regime: Seconded	
Ref. Number: UAO 12	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Strategic Civilian Security Sector Reform Component/HR Development Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Head of Human Resources Development Unit reports to the Head of Strategic Civilian Security Sector Reform 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);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- 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 initiate and support the development of the MoIA, National Police of Ukraine, State Fiscal Service (State Customs Service of Ukraine), State Border Guard Service, GPO or other relevant Ukrainian institutions in the field of CSSR through strategic advising, development and implementation of strategies and project;
- To act as Mission focal point and direct counterpart to the relevant UA authorities on Human Resources Development and Training matters, including streamlining Human Resources principles, Human Resources reforms, decentralisation, training planning and development;
- Responsible for the reporting and coordination of inputs to the Operational Implementation Framework (OIF);

- To advise and support in the management of the activities related to Human Resources Development and Training matters;
- To direct and supervise the work of the Component staff associated to the Human Resources Development and Training development;
- To ensure a comprehensive understanding of the current state of play relating to Human Resources Development and Training matters by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To guide the Human Resources Development 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 Human Resources Development and Training team;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- Ensuring the internal quality management within the unit in close cooperation with the Head of Component.
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Units when tasking subject matter experts in Field Offices and Mobile Units;
- 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 customs, police or/and military education or training or an award of an equivalent rank AND
- A minimum of 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Solid Knowledge of Human Resources and Training processes in the context of SSR;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate local counterparts and mission subordinated staff;
- Ability to manage and coordinate a diversified team;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Excellent interpersonal and communication skills;
- Highly resilient under physical and mental pressure;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience

- Previous experience in similar position;
- Professional Training Qualification/Certification;
- Experience with vetting processes;
- 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.

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 13	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/ HR Development Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources Development Adviser/Trainer reports to the Head of HR Development Unit.

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 HR Development Unit and 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 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 the capabilities in the Human Resources 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 Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula within Human Resources Development and deliver training;
- To support 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 ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Lead Adviser.

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 4 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 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.

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 14	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/HR Development Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources Development Adviser/Trainer reports to the Head of Human Resources Development Unit.

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 Unit and 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 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 the capabilities in the Human Resources 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 Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop, support and curricula for Law Enforcement Agencies and EUAM (TOT/Trainer) within Human Resources Development and deliver training;
- To support 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 ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To ensure the Operational Implementation Framework (OIF) being updated under coordination and cooperation with the Head of Unit.

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 4 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 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.

Position Name: Senior Adviser on Anti-Corruption	Employment Regime: Seconded	
Ref. Number: UAO 16	Location: Kyiv	Availability: 01 September 2019
Component/Department/Unit: Operations/Deputy Head of Operations Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Anti-Corruption reports to the Deputy Head of Operations.

2. Main 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 CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in developing a legal/regulatory framework in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in Anti-Corruption;
- To manage and lead projects in Anti-Corruption field;
- To assist in the implementation of training activities for Anti-Corruption;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Anti-Corruption activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To perform any other task as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To provide anticorruption related advice to those Ukrainian authorities involved in drafting security sector related legislation;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Anti-Corruption field;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective Anti-Corruption;
- To assist the National Anti-Corruption Bureau of Ukraine to make fully informed decisions relating to the investigation of corruption crimes.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise OR
- a qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/ referenced 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 in the above-mentioned field of experience, e.g. a master degree OR
- Equivalent Police or/and Military education or training or an award of an equivalent rank. AND a minimum of 10 years of relevant professional experience out of which 7 related to the field of anti-corruption, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting and analytical skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Excellent interpersonal and communication skills;
- Experience of change management, related outreach and consultation would be an significant advantage;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

6. Desirable Qualifications and Experience

- Experience of change management, related outreach and consultation would be an significant advantage;
- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region is desirable.

Position Name: Senior Adviser on Public Administration	Employment Regime: Seconded	
Ref. Number: UAO 21	Location: Kyiv	Availability: 14 September 2019
Department/Component/Unit: Operations Department/Strategic Civilian Security Sector Reform Component/Good Governance Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Public Administration reports to the Head of Good Governance Unit.

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 undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- 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 public administration and decentralisation by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in public administration and decentralisation, including in analysis, planning, designing, programming, budgeting and implementing strategies and increasing citizen participation in the aforementioned processes, decentralisation of administration related responsibility and accountability, including human resources management, budget, finance and accounting, and assisting the Ukrainian authorities in identifying good governance requirements relevant to their reform programme;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in public administration and decentralisation;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective public administration and decentralisation;
- To manage and lead projects in public administration and decentralisation;
- To travel within the Mission's area of operations as required;

4. Essential Qualifications and Experience

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

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Public Finance	Employment Regime: Seconded	
Ref. Number: UAO 22	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/Strategic Civilian Security Sector Reform Component/Good Governance Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Public Finance reports to the Head of Good Governance Unit.

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 Manager(s).

3. Mission Specific Tasks and Responsibilities

- To ensure a comprehensive understanding of the current state of play in the public finance field by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in the public finance field, including logistics, procurement, and applying the principles of public finance management;
- To enhance the awareness of the relevant Ukraine authorities in their attitudes and approaches towards public finance, logistic and procurement related issues, applying EU standards, models and approaches;
- To assist the Ukraine authorities in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping the Ukrainian civilian security sector reforms and their implementation;
- To assist the relevant Ukraine authorities in designing and managing an effective financial system to support civilian security sector reform, in respect of the principles of public finance management and with a particular attention to fighting corruption;
- To promote, encourage and advise the relevant Ukraine authorities to make changes in the existing culture of public finance, logistics and procurement, with a special view to related transparency, responsibility and accountability, in order to support Ukrainian civilian security sector reforms;

- To design and pilot a role mode of Public Finance Management in cooperation with the Ukrainian interlocutors;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the public finance field;
- 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 public finance field;
- To assist in the implementation of training activities for public finance;
- To identify, analyse and disseminate information on all public finance 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 the public finance management.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Senior Adviser on Border Guards and Customs	Employment Regime: Seconded	
Ref. Number: UAO 26	Location: Kyiv	Availability: 01 September 2019
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/Border and Customs Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Border Guards and Customs reports to the Head of Border and Customs Unit.

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 coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies;
- In partnership and cooperation with EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of special border policing and immigration control in the EU;
- To promote, encourage and advise the commanders and decision makers responsible for the State Fiscal Service Customs Administration and Border Guard to identify and take rapid changes;
- To advise the leadership of the Border Guard and/or State Fiscal Service Customs Administration on harmonisation of reforms with broader civilian security sector reforms;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree AND
- 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 Customs Management and Integrated Border Management;
- 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;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 28	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/HR Development Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources Development Adviser/Trainer reports to the Head of HR Development Unit.

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 HR Development Unit and 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 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 the capabilities in the Human Resources 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 Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula within Human Resources Development and deliver training;
- To support 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 ensure timely reporting and information flow;

- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Lead Adviser.

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 4 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 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.

Position Name: Strategic Border Adviser	Employment Regime: Seconded	Post Category:
Ref. Number: UAO 30	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Strategic Civilian Security Sector Reform Component/Border and Customs Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Strategic Border Adviser reports to the Head of Border and Customs Unit.

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) in a structured manner;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of respective counterparts/institutions and to propose development and solutions for 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 collect and collate statistics about the workload/performance of local counterparts;
- To maintain 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, Operational Implementation Framework (OIF) 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 Border reform related advice on strategic/operational/tactical level to the relevant Ukrainian counterparts, in accordance with the Mission mandate;
- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian Border agencies;
- In partnership and cooperation with different international actors to increase awareness and understanding amongst responsible Ukrainian officials of various models of Border and IBM models in the EU;

- To promote, encourage and advise the commanders and decision makers responsible for the State Border Guards Administration to identify and promote fast changes;
- To advise the leadership of the State Border Guards Administration on harmonisation of reforms with broader civilian security sector reforms;
- 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. The qualification should be in any of the fields Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or Border Guard equivalent education or training and equivalent rank AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience;
- Experience and knowledge of Integrated Border Management and overall Border Management.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Solid knowledge of Border Management, Integrated Border Management and Migration Control would be an asset;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience

- Experience in the maritime domain;
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Training Expert (Capacity Building)	Employment Regime: Seconded	
Ref. Number: UAO 32	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Strategic CSSR Component/HR Development Unit/Training Development Section	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Training Expert reports to the Head of Human Resources Development Unit.

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 development of the training documents (training plan and materials) to counterparts/institutions and to propose solutions for strengthening same;
- To support the Mission's efforts in addressing areas of pedagogical support for in training strategy creation (methods, techniques, equipment, training groups and environment);
- To develop best practices on training management, make training recommendations and record lessons identified/learnt;
- To design and expand training and training development programmes based on the needs of the counterpart organisation and the individual;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide support and advice to the relevant Ukrainian partners in the area of national training strategy/policies/capacities as well as the provision of direct training by the Mission;
- To support the development of trainings of the counterparts/institutions in the field of CSSR through mentoring, monitoring and advising;
- 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 assist and develop needed training curriculum for the Ukrainian civilian LEAs, in particular in the field of in-service training for LEAs;
- To ensure correct and timely reporting of progress into the Operational Implementation Framework (OIF);
- To advise the Ukrainian authorities and other Mission staff regarding the development, implementation of various training developments;
- To facilitate effective and timely coordination and cooperation with the counterparts and other mission members in relation to curricular development;
- To coordinate all activities closely with all other EU instruments (SGUA, EUDEL, DG NEAR, EUBAM, Europe Aid etc) and international actors working in support of training development for Civilian Ukrainian LEAs;
- 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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested customs, police or/and military education or training or an award of an equivalent rank AND
- A minimum of 5 years of relevant professional experience, experience in change management, management and implementation of reform programmes, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Experience of designing and delivering training;
- Pedagogical/training skills;
- Solid Knowledge of Training Development;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate local counterparts and mission subordinated staff;
- Presentation skills;
- Innovative thinking and approach to learning and training delivery;
- Ability to plan, multi-task and manage time effectively;
- Excellent interpersonal and communication skills;
- Highly resilient under physical and mental pressure;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience

- Solid knowledge of Migration Control would be an asset;
- Previous experience in similar position;
- Professional Training Qualification/Certification;
- Experience in national training units/programmes for law enforcement/RoL agencies;
- 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.

Position Name: Human Rights and Gender Adviser	Employment Regime: Seconded	
Ref. Number: UAO 33	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Deputy Head of Operations	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing Third States: Yes

1. Reporting Line

The Human Rights and Gender Adviser reports to the Deputy Head of Operations and coordinates closely with the Gender Adviser.

2. Main 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 CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To advise on all Human Rights and Gender related issues which arise and to advise the full range of EUAM partners on these issues (e.g. NPU, GPO, SSU, etc.);
- To advise on the integration of a human rights and gender perspective and mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To contribute to the discussions on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments on human rights and gender equality; To support the development of a systematic human rights and gender analysis of the implementation of the Mission's mandate;
- To contribute to Mission's reporting and information flow on human rights and gender related aspects.
- To advise on the development and content of strategic communications with regards to human rights and gender;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating a human rights and gender perspective throughout the SOPs;
- To contribute to monitor and analyse the Human rights and Gender situation in the host state;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of human rights and gender;
- To work proactively ensuring that the mission leadership and key staff are up to date with the human rights and gender related situation in the mission area;
- To provide expertise to strengthen the capabilities in the human rights and gender fields;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To work as an Adviser/ travelling within the Mission's area of operations;
- To identify, analyse and disseminate information on all human rights and gender activities within her/his area of responsibility as required;
- To perform any other task as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- 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 liaise with the local and international entities involved in the promotion of human rights and gender equality;

- To monitor and analyse the human rights and gender situation and gender relations in the host state;
- In coordination with the Mission's operational components, advise on the promotion of human rights and 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.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise 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 customs, police or/and military education or training or an award of an equivalent rank
- a minimum of 5 years of relevant professional experience in human rights and gender in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical skills and ability to conduct gender analysis;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Negotiations skills;
- Proactive in developing strategies to accomplish objectives;
- Successfully completed one of the established training courses for gender advisors.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region is desirable.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian Language skills.

Position Name: Adviser on Anti-Corruption	Employment Regime: Seconded	
Ref. Number: UAO 34	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Deputy Head of Operations Section	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing Third States: Yes

1. Reporting Line

The Adviser on Anti-Corruption reports to reports to the Deputy Head of Operations.

2. Main 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 CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the relevant Ukrainian partners in developing a legal/regulatory framework in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in Anti-Corruption;
- To manage and lead projects in Anti-Corruption field;
- To assist in the implementation of training activities for Anti-Corruption;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Anti-Corruption activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To develop a comprehensive plan for the mission Anti-Corruption (AC) team in terms of counterparts and specific areas to be prioritised in the field of AC and integrity building;
- To coordinate and cooperate with other international actors in the field (specifically EUACI) and to work on specific projects such as the EUACI Integrity Cities initiative;
- To represent the AC team at external meetings and to present the work of the mission in the initiatives which it launches to develop integrity building mechanisms within the civilian security sector counterparts (e.g. NPU, GPO, SBI, MoIA, etc.);
- To provide anticorruption related advice to those Ukrainian authorities involved in drafting security sector related legislation and legislation aiming at combating corruption and building integrity in the civilian security sector;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Anti-Corruption field;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to fight corruption in an effective manner.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise OR a qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/ referenced 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 in the above-mentioned field of experience, e.g. a master degree OR Equivalent Police or/and Military education or training or an award of an equivalent rank. AND

- a minimum of 7 years of relevant professional experience out of which 5 related to the field of anti-corruption, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting and analytical skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

6. Desirable Qualifications and Experience

- Experience of change management, related outreach and consultation would be a significant advantage;
- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region is desirable;
- Ukrainian and/or Russian Language skills.

Position Name: General Policing Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 43	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/ General and Community Policing Unit/ General Policing Section	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The General Policing Adviser/Trainer reports to the Head of General and Community Policing Unit.

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 General and Community Policing Unit;
- 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 internal and external training curricula;
- 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 identified/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 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 develop curricula for general 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 identify, analyse and disseminate information on all general policing 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 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Head of General and Community Policing Unit	Employment Regime: Seconded	
Ref. Number: UAO 44	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/ Law Enforcement Agencies Component/General and Community Policing Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Head of General and Community Policing Unit 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);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- 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 support the development of the National Police of Ukraine in the field of general and community policing through advising on strategical level, coordination and cooperation with counterparts and other national and international actors and specific hands-on advice;
- To be a key interlocutor with the (Senior) Management of the National Police of Ukraine;
- To enhance the awareness of the NPU partners of EU policing standards, models and approaches, specifically in the field of general and community policing;
- To coordinate and supervise the general and community policing team to assist them in identifying choices, making informed decisions, analysing implications and planning in the context of shaping Ukrainian police reforms and their implementation;
- To coordinate and supervise the general and community policing team to provide expertise to strengthen capabilities on service-minded and citizen-oriented policing in general policing

(specifically Police command and control, Police performance evaluation, first response, patrolling, minor investigations, crime scene management, traffic enforcement-education-engineering, operations planning etc.) and community policing;

- To coordinate and supervise the general and community policing team to identify and advise the relevant Ukrainian partners on the capacity and training opportunities on general and community policing;
- To coordinate and supervise the general and community policing team to support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general and community policing;
- To coordinate and supervise the general and community policing team to work in a comprehensive manner to manage and lead projects on general and community policing and to advise and support the relevant Ukrainian partners in implementing respective externally funded projects/initiatives;
- To coordinate and supervise the general and community policing team to assist in the implementation of training activities on general and community policing;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Units when tasking subject matter experts in Field Offices and Mobile Units.

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 7 years of relevant professional Police experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a Police management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Very good leadership/ managerial skills in leading of teams, staff guiding, mentoring and motivating;
- Ability to manage and coordinate a diversified team;
- In-depth knowledge of the relevant general and community policing issues from Police managerial level;
- Ability to engage with senior officials/ governmental level decision makers (specifically from NPU and MoIA);
- Ability to mentor and motivate local counterparts;
- Very good knowledge of Project Management and ability to apply Project Management tools and procedures.

6. Desirable Qualifications and Experience

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience of designing and delivering training;
- Experience of workflow and decision-making in central Police institutions.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Community Policing Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 45	Location: Kyiv	Availability: 08 November 2019
Component/Department/Unit: Operations/Law Enforcement Agencies Component/General and Community Policing Unit/Community Policing Section	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing third States: Yes

1. Reporting Line:

The Community Policing Adviser/Trainer reports to the Head General and Community Policing Unit.

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) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective 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 collect and collate statistics about the workload/performance of local counterparts;
- 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;

3. Mission Specific Tasks and Responsibilities:

- To undertake any other related task as requested by the Line Manager(s). 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 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 ensure timely reporting and information flow;
- 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
- A minimum of 5 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 community policing based on the European best practises;
- Mediation skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian Language skills.

Position Name: Head of Public Order Unit	Employment Regime: Seconded	
Ref. Number: UAO 51	Location: Kyiv	Availability: 01 September 2019
Division/Department/Unit: Operations/ Law Enforcement Agencies Component/Public Order Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Head of Public Order Unit reports to the Head of Law Enforcement Agencies Component (LEAC).

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 lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- 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 deputise in the absence of Head of LEAC;
- To advise and support the management of the activities related to Public Order policing;
- To supervise and support the public order team in the efforts in supporting the Ukrainian counterparts to implement the Public Order Concept (MoIA #706);
- To guide the public order team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, (management-) trainings institutional development;
- To proactively support the Ukrainian partners in the implementation of the activities related to crowd management;

- To comply with instructions by the Mission management within his/her field of responsibility and to issue clear instructions on the operational level to the Public Order team;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Units when tasking subject matter experts in Field Offices and Mobile Units.

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 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Experience in and knowledge about public order policing;
- Knowledge of public order policing based on the European best practises;
- Ability to mentor and motivate local counterparts;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- 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 and/or Russian Language skills.

Position Name: Public Order (Crowd Management) Adviser/Trainer (CrC)	Employment Regime: Seconded	
Ref. number: UAO 52	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/Public Order Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Public Order Adviser/Trainer reports to the Head of Public Order Unit.

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 Public Order Unit;
- 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. Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by the Civilian Operations Commander, are expected to:

- Participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- Support larger up/down scaling of missions, or refocusing of mandates;
- Participate in liquidation and closures of Missions;
- Act as a floater under the Exchange of staff policy;
- Participate in the specific Core Responsiveness Capacity trainings and exercises;
- Undertake any other tasks related to the Core Responsiveness Capacity as required.

5. 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.

6. Essential knowledge, skills and abilities

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

7. 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.

8. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Public Order (Crowd Management) Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 54	Location: Kyiv	Availability: 18 November 2019
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/Public Order Unit	Level of Security Clearance: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Public Order Adviser/Trainer reports to the Head of Public Order Unit.

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 Public Order Unit;
- 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.

Position Name: Domestic Security Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 57	Location: Kyiv	Availability: 18 September 2019
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/Public Order Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Domestic Security Adviser/Trainer reports to the Head of Public Order Unit.

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 Public Order Unit;
- 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 ensure regular communication and cooperation with Security Service of Ukraine officials.
- To deliver strategic advice on domestic security and intelligence;
- To deliver subject-matter trainings for Security Service of Ukraine officials;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on intelligence-related matters;
- 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 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.

5. Desirable Qualifications and Experience

- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law
- Professional Training Qualification from recognised institute.
- Ability as a trainer.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and Russian language skills

.

Position Name: Head of Prosecution and Judiciary Unit	Employment Regime: Seconded	
Ref. Number: UAO 72	Location: Kyiv	Availability: 01 September 2019
Component/Department/Unit: Operations Department/Rule of Law Component/ Prosecution and Judiciary Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Prosecution and Judiciary Unit 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);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- 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 support the development of the Ukrainian counterparts in the prosecution service and criminal justice system, in particular investigating judges and criminal court judges, in the field of CSSR and Criminal Justice Sector Reform through mentoring, monitoring and advising;
- To be the key interlocutor with the Prosecutor General Office, the Public Prosecution Office, the Qualification and Disciplinary Commission of Prosecutors, National Academy of Prosecutors, all actors of the Judiciary in the Field of Criminal Justice (Supreme Court Criminal Chamber, Appeal Courts, District Courts), High Council of Justice, Council of Judges, High Qualification Commission of Judges and National School of Judges, the Ministry of Justice and other relevant key partners;
- To advise and support the management of the activities related to prosecution and Criminal Justice / Judiciary and Legal Reform;

- To advise in close coordination with the Head of Criminal Investigation Unit on best practices in relation to the prosecutorial-led investigation / close cooperation between LEAs and prosecution office;
- To direct and supervise the work of the Mission staff associated to the development of the prosecution service, the judiciary in the area of criminal justice and legal reform;
- To guide the Prosecution and Judiciary Unit in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To direct and supervise providing expertise by the Mission staff to strengthen capabilities in the field of criminal justice in Ukraine within an efficient, equitable, secure and accessible justice system;
- To direct and supervise building local capacities of judges of criminal courts / chambers/ High Specialized Court on Civil and Criminal Cases and investigative judges;
- To direct and supervise providing strategic advice and assistance by Mission staff to the relevant Ukrainian partners in developing a legal/regulatory framework in accordance with the agreed policies, guidelines and best practices and in coordination with other international actors and stakeholders;
- To direct and supervise assisting the relevant Ukrainian authorities in identifying and analysing SSR related legislative needs, challenges, options and solutions;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Units when tasking subject matter experts in Field Offices and Mobile Units.

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, in law;
- A minimum of 7 years of relevant professional experience, preferably as a judge, prosecutor, lawyer or legal advisor in the field of criminal justice, experience in dealing with legal matters, with a specific focus on prosecutorial and/or judicial aspects and experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of international standards of fair and effective criminal justice system as well as EU good practices in criminal justice administration and management;
- Experience in criminal justice reform either domestically or internationally including prosecutorial, judicial and legislative aspects;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in reforming the Prosecution Service and/or the Criminal Justice System in an EU-Member State or in a fragile and conflict affected state;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian Language skills;
- Understanding of Ukrainian law;
- Knowledge of EU Human Rights legislation;
- Understanding and knowledge of Ukrainian challenges in the area of criminal justice.

Position Name: Senior Adviser on Prosecution (Management)	Employment Regime: Seconded	
Ref. Number: UAO 74	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/ Rule of Law Component/ Prosecution/Judiciary Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution (Management) reports to the Head of Prosecution/Judiciary Unit.

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 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; this will include advice on policy relating to such matters as prosecutorial ethos, structural and operational organisation of the Public Prosecutor's Office, independence and self-governance, resource management and the vetting process of prosecutors;
- To provide awareness and advice to the national level Ukrainian prosecutorial leadership relating to the establishment of robust and effective internal communication, human resources and discipline procedures;
- 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 support Mission Field Offices where relevant;
- 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
- A minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience in prosecution management, after having fulfilled the educational requirements.

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.

Position Name: Senior Adviser on Prosecution (Organised Crime)	Employment Regime: Seconded	
Ref. Number: UAO 75	Location: Kyiv	Availability: 04/07/2019
Department/Component/Unit: Operations Department/ Rule of Law Component/Organised Crime Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of Organised Crime Unit.

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.

Position Name: Senior Adviser on Criminal Justice (Judiciary)	Employment Regime: Seconded	
Ref. Number: UAO 78	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/ Prosecution/Judiciary Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Criminal Justice (Judiciary) reports to the Head of Prosecution/Judiciary Unit.

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 at 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 in the field of criminal justice in Ukraine within an efficient, equitable, secure and accessible justice system;
- To provide strategic advice and assistance to the relevant Ukrainian partners, such as the High Council of Judges, the High Qualifications and Disciplinary Commission, the State Judicial Administration and other relevant judicial offices in the field of criminal justice, in developing a legal/regulatory framework in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders. This includes advice on specific EU practices of judges of criminal courts / chambers / High Specialized Court on Civil and Criminal Cases and investigative judges, on judicial ethos, on structural and operational organization of the judiciary with them emphasise on courts responsible for criminal cases, on independency of judges of criminal courts / chambers/ / High Specialized Court on Civil and Criminal Cases and investigative judges, on court security, on the role of self-governance in particular regarding judges of criminal courts / chambers/ / High Specialized Court on Civil and Criminal Cases and

investigative judges, on resource management and on the vetting process in particular of judges of criminal courts / chambers and investigative judges;

- To build local capacities of judges of criminal courts / chambers/ High Specialized Court on Civil and Criminal Cases and investigative judges through individual advisory sessions with justice institution, such as courts and different judges on different levels, the High Council of Judges, the High Qualifications and Disciplinary Commission, the State Judicial Administration and other relevant judicial offices in the field of criminal justice to exchange views and sharing best practices with regard to all aspects of judicial functions in the area of criminal justice;
- To improve the professional interaction of judges of criminal courts / chambers and investigative judges with prosecutors and defence lawyers;
- To enhance the awareness of EU and other international standards in criminal justice, such as ECHR jurisprudence, and of models and approaches related to the judiciary in the field of criminal justice;
- To identify and advise the relevant Ukrainian partners on training opportunities in the judicial reform and in particular to judges of criminal courts / chambers and investigative judges to specialise their knowledge in solving cases of corruption crimes, organised crimes, cybercrimes and other major crimes which requires special knowledge and to coordinate training issues closely with the National School of Judges;
- To advice and support the Head of Rule of Law, the Head of Operations and the Head of Mission to build up relations to the new established Cassation Criminal Court of the Supreme Court;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective judicial reform in the field of criminal justice;
- To identify, analyse and disseminate information on all legislative drafting activities within her/his area of responsibility as required;
- To manage and lead projects in the judicial reform field;
- To travel within the Mission's area as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, preferably as a judge, lawyer or legal advisor in the field of criminal justice;
- Experience in dealing with legal matters, with a specific focus on judicial aspects.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process;
- Experience in criminal justice reform either domestically or internationally;
- Experience in working with legal matters, with a specific focus on judicial aspects in particular in the field of criminal justice.

7. Desirable Knowledge, Skills and Abilities

- Understanding of Ukrainian law;
- Knowledge of EU Human Rights legislation;
- Understanding and knowledge of Ukrainian judiciary in the field of criminal justice;
- Ukrainian or Russian language skills.

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

1. Reporting Line

The Senior Adviser on Forensic Identification reports to the Head of Organised Crime Unit.

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 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.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAM 02	Location: Kyiv/Countrywide	Availability: 15 November 2019
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Department/ Mobile Unit I	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Planning and Reporting Officer reports to the Head of Planning, Reporting and Evaluation Department.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- Under the supervision of the Head of PRED, advise and support the Head of the Field Office in reporting on the activities in the region according to the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of PRED and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the supervision of the Head of PRED, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's instructions;
- Under the supervision of the Head of PRED, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the regions;
- Under the supervision of the Head of PRED, to identify informational needs and contribute to the Mission reporting and information gathering;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Analytical and research skills;
- Report compilation, drafting and editing skills.

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior Adviser on Good Governance / Human Resources Management	Employment Regime: Seconded	
Ref. Number: UAM 03	Location: Kyiv/Countrywide	Availability: 03 December 2019
Department/Component/Unit: Operations Department /Mobile Unit I	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Good Governance/Human Resources Management reports to the Head of Mobile Unit I.

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 tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND

- After having fulfilled the education requirements, a minimum of 8 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;
- Knowledge of human resources management and good governance;
- Experience of designing and delivering training;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAM 21	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Mobile Unit II	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on General Policing reports to the Head of Mobile Unit II.

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 also in the Government controlled areas in the south and southeast of Ukraine.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- After having fulfilled the educational requirements a minimum of 6 years of relevant professional experience in general policing, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Criminal Investigations Adviser on Organised Crime	Employment Regime: Seconded	
Ref. Number: UAM 25	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Mobile Unit II	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Criminal Investigations Adviser on Organised Crime reports to the Head of Mobile Unit II.

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) in a structured manner;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of respective counterparts/institutions and to propose development and solutions for 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 collect and collate statistics about the workload/performance of local counterparts;
- To maintain 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 advice and training to the relevant regional/local Ukrainian partners on criminal investigations of organised crime with focus on the areas of criminality especially high in the regions;
- To help ensuring an effective implementation of reorganising the pre-trial investigation unit (investigators) and criminal police unit (operatives) at police station level (inter-district/hub and district), including reorganising police structure, SOPs, job descriptions etc.;
- To travel within the Mission's area of operations as required also in the Government controlled areas in the south and southeast of Ukraine.

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 4 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

- Experience of designing and delivering training;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: KHC 01	Location: Kharkiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Department/Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Planning and Reporting Officer reports to the Head of Planning, Reporting and Evaluation Department.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- Under the supervision of the Head of PRED, advise and support the Head of the Field Office in reporting on the activities in the region according to the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of PRED and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the supervision of the Head of PRED, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's instructions;
- Under the supervision of the Head of PRED, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the regions;

- Under the supervision of the Head of PRED, to identify informational needs and contribute to the Mission reporting and information gathering;
- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.

5. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law;
- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills.

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Adviser/Trainer on Public Order	Employment Regime: Seconded	
Ref. number: KHO 05	Location: Kharkiv	Availability: 27 October 2019
Department/Component/Unit: Operations Department/ Field Office Kharkiv	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Public Order reports to the Head of Field Office.

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 Field Office;
- 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 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 in the region 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 the region 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;

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;
- Knowledge of the Crowd and Riot Control;

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: LVC 01	Location: Lviv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/ Planning, Reporting and Evaluation Department/Field Office	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Planning and Reporting Officer reports to the Head of Planning, Reporting and Evaluation Department.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

- Under the supervision of the Head of PRED, advise and support the Head of the Field Office in reporting on the activities in the region according to the Head of Mission's directions, OPLAN, MIP, OIF and other relevant planning documents. To this effect, he/she supports the Head of PRED and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- Under the supervision of the Head of PRED, to help ensuring that the operational activities and possible projects in the region are conducted in accordance with the Mission's instructions;
- Under the supervision of the Head of PRED, to ensure that the lessons learnt and the best practices are properly identified, collected and disseminated in the regions;
- Under the supervision of the Head of PRED, to identify informational needs and contribute to the Mission reporting and information gathering;

- To travel within the Mission's area of operations as required.

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Analytical and research skills;
- Report compilation, drafting and editing skills.

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: ODO 03	Location: Odesa	Availability: 01 November 2019
Department/Component/Unit: Operations Department/Field Office Odesa	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution reports to the Head of Field Office.

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 the Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

be in Law; AND

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Good Governance/ Human Resource Management	Employment Regime: Seconded	
Ref. Number: ODO 04	Location: Odesa	Availability: ASAP
Department/Component/Unit: Operations Department /Field Office Odesa	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Good Governance/Human Resource Management reports to the Head of Field Office.

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 the Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: ODO 06	Location: Odesa	Availability: 04 September 2019
Department/Component/Unit: Operations Department/Field Office Odesa	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

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 Field Office;
- 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 POSITIONS

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: UAD 04	Location: Kyiv	Availability: September 2019
Department/Component/Unit: Security and Duty of Care Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences with focus on security, risk or crisis management; OR equivalent police/military education or training attested by a diploma and a rank of 2nd Lieutenant/1st Lieutenant or equivalent rank; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience;
- Validated license for armoured vehicle or civilian driving license class C or C1

5. Essential Knowledge, Skills and Abilities

- Organisational, planning, and time-management skills;
- Language skills (full professional proficiency in English)

6. Desirable Qualifications and Experience

- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- Previous work experience in the region.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: UAD 10	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department/Medical Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Medical Adviser (who is the Head of the Medical Unit) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities

- To assist and advise the HoM and SMSO on all medical/welfare matters;
- To be a permanent member of the Mission security management team (SECMT);
- To co-ordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance to all staff members and to liaise with Finance and Human Resources on certified sick leaves, uncertified sick leaves – both in and out of theatre;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or medical evacuation (by ground and/or by air) if EUAM mission members are in need of (advanced) medical treatment due to illness or an emergency in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member as per applicable Contingency Plans and SOPs and in close cooperation with all involved health care providers and the Mission's insurance company;
- To organize the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To develop, organise and monitor the provision of primary care and Basic Life Support Care to the Mission;
- To co-ordinate and perform Medical Briefings, as well as carry out and coordinate other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To assess on a regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the Area of Operation;
- Responsible to develop, maintain and organise mission medical and Basic Life Support assets;

- To act as focal point of contact for the mission Critical Incident Staff Assistance/Peer support programme;
- Coordination with MSD to ensure timely procurement of equipment and implementation of training or resource's;
- Support and advise EUAM security training officer on all medical and Basic Life Support training;
- To manage and supervise any future mission medical contractor.

4. Essential Qualifications and Experience

- Successful completion of university studies in medicine of at least 3 years attested equivalent to level 6 in the qualification in the National Qualifications Framework or 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 Medicine OR Registered Nurse Bachelor's in Nursing with specialisation in emergency medicine or Anaesthesia, Intensive Care or Primary Care; AND
- A minimum of 4 years of relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, after having fulfilled the educational requirements;
- A minimum of 4 years of relevant professional experience, in the field of medical planning and administrative procedures, after having fulfilled the educational requirements;
- Provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent national authority.

5. Essential Knowledge, Skills and Abilities

- Extensive knowledge of emergency medicine;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Presentation skills in a wider audience;
- Experience in drafting SOPs, medical planning documents, decisions notes or similar documents;
- Fluent written and spoken English language skills are a requirement.

6. Desirable Qualifications and Experience

- Flight Medical and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS) course;
- Advanced Cardiac Life Support (ACLS) certificate minimum provider level;
- Pre-Hospital Trauma Life Support (PHTLS) certificate or equivalent minimum provider level;
- Advanced Medical Life Support (AMLS) certificate or equivalent minimum provider level;
- Instructor Certificate Basic Life Support/ Cardio Pulmonary Resuscitation (CPR);
- Successful completion of MIMMS (Major Incident Medical Management and Support) training;
- Instructor Certificate CPCC Medical Security Course (MEDSEC);
- International medical experience, particularly in crisis areas with multi-national and international organisations;
- Experience and training in MEDEVAC/CASEVAC;
- Experience in delivering medical/nursing training in emergency medicine, trauma and health care;
- Experience in planning/major incident medical management and support, after having fulfilled the education requirements.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.