EUROPEAN EXTERNAL ACTION SERVICE

European Union Advisory Mission Ukraine

(EUAM Ukraine)

CfC 02 - 2026 Call for Contribution for a Specialised Team on: Mobile Checkpoint Operations.

Annex 1 – Requirements and Job Descriptions

All positions listed hereunder are open to applications from candidates seconded[1] by EU Member States.

Post Ref.:	Post Title:	Location:	Availability:	Open to	
				Contracted Applications[2]	Third States[3]
UST 27	Senior Adviser/expert in SOP development for law enforcement and stabilization operations (Team Leader)	Kyiv – Deployable to all security approved locations in Ukraine	01 Feb 2027	-	YES
UST 28	Senior Adviser/Expert on Human Rights and Gender (Team Member)	Kyiv – Deployable to all security approved locations in Ukraine	29 Mar 2027	-	YES
UST 29 UST 30	Senior Adviser/Expert on counter-smuggling, SALW control and Document fraud detection (Team Members)	Kyiv – Deployable to all security approved locations in Ukraine	29 Mar 2027	-	YES
UST 31 UST 32	Senior Adviser/Expert on Tactical Intervention (Team Members)	Kyiv – Deployable to all security approved locations in Ukraine	29 Mar 2027	-	YES

[1]*Seconded candidates are candidates who hold the citizenship of an EU Member State and have been endorsed by their National Seconding Authority (NSA) as well as validated in their database. Candidates interested in applying as seconded for vacant posts should contact their respective NSA for information on the application process and national eligibility criteria. Please note that CivOpsHQ and the Mission are unable to provide further information on National Seconding Authorities.*

[2]*When 'YES' is indicated, this post is, in addition to seconded, open to candidates holding the citizenship of an EU Member State applying under Contracted Employment Regime.*

[3]*When 'YES' indicated, this post is open to seconded candidates holding a citizenship of a Non-EU state considered a Contributing or Invited Third State (CTS) to the respective Mission.*

Deadline for Applications | Monday, 21 December 2026 at 17:00 hrs (Brussels time)

MD-Civilian Operations Headquarters (CivOpsHQ)
European External Action Service (EEAS)
Rue d'Arlon 88, B-1046 Brussels
Telephone: +32 460 84 62 42
Email: civopshq-hr-euam-ukraine@eeas.europa.eu

How to submit an application:

- **You hold the citizenship of an EU Member State** and must use Goalkeeper to apply following the indicated links; either:
  a) You are already registered on Goalkeeper AND you have an associated EU Login: https://goalkeeper.eeas.europa.eu/registrar/web
  b) You do not have a Goalkeeper account nor an associated EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do

- **You do not hold the citizenship of an EU Member State**. Candidates who hold the citizenship of a non-EU Contributing Third State (CTS) may only be considered when they are seconded by their National Seconding Authority (NSA). Personal applications will not be accepted. Candidates should contact their NSA and submit their application form through this channel.

For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):

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According to the EEAS Country Threat Assessment (CTA), the current rating of the host country of the Mission is critical. Please note that the CTA of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements.

Critical Threat Non-Family Mission
EUAM Ukraine bears a Critical Threat Non-Family Mission status due to the present threat rating of the mission area as critical. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

Seconded Specialised Teams – Only Specialised Team (ST) Offers of personnel nominations received through official channels will be considered.

Seconding Member States/entities will bear all personnel-related costs (e.g. salaries and medical coverage, with the exception of Health and High-Risk insurance) and allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), and as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Where applicable and with due respect to the EU institutional framework, Seconding Third States will bear all personnel-related costs (e.g. salaries and medical coverage), allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025), and High-Risk insurance. Specialised Team members seconded from contributing Third States are not entitled to receive allowances paid according to the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025), including the coverage of the High-Risk insurance.

EU Agencies will bear, where applicable and with due respect to the EU institutional framework, all personnel-related costs (e.g. salaries and medical coverage, with the exception of Health and High-Risk insurance) and allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Alternatively, eligible costs may be entirely covered by the seconding Member State(s), EU Agency, EGF, other multinational formation or Third States as an 'in-kind' contribution, with due respect to the EU institutional framework.

Members of Specialised Teams are to deploy on the date agreed with the mission, unless a gradual deployment is justified for operational reasons. Seconding authorities shall be responsible for all necessary travel arrangements of the Specialised Team members to and from their place of deployment. Once on duty in the mission, the latter will be responsible for all logistical support and transport arrangements, including duty travel.

Due to the non-permanent nature of Specialised Teams' assignments to civilian CSDP missions, specific provisions may apply with regard to their status, entitlements, rights and obligations, and security.

Apart from Compensatory Time Off (CTO), which is not granted to Specialised Teams members, other leave entitlements should be the same as for regular mission members. However, granting of leave is subordinated to operational priorities. Specialised Team members may follow the mission's public holidays during their deployment in the mission area, as decided by the Head of Mission and depending on operational needs.

In case of multiple rotations, the receiving mission will foresee only one check-in and one check-out session covering the whole period of deployment.

Tour of Duty Period – Subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be as follows:

The Team Leader will deploy for **21 weeks (01 February – 25 June 2027),** while the remaining five Specialised Team members will deploy for **13 weeks (30 March – 25 June 2027).**

The deployment may be subject to extension and, as a rule, should not exceed 6 months overall. The indicative deployment period provided is also subject to change for operational reasons and the Specialised Team is expected to be flexible in this regard.

The Civilian Operations Commander requests that Contributing States/EU Agencies/entities propose Specialised Team Offers for the following positions for EUAM Ukraine, according to the requirements and profiles described below and the Concept Note for the Deployment of a Specialised Team on Mobile Checkpoint Operations.

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected 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 – 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 – 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.

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:

Physical and mental health – 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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with "Fit to work clearance" procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: https://ec.europa.eu/ploteus/content/descriptors-page.

Knowledge – 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).

Skills and abilities

Language skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are advised to verify their proficiency through the following link: https://europa.eu/europass/en/common-european-framework-reference.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

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

Digital skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world.

Driving skills – Candidates must be in possession of a valid – including in the 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 general conditions may result in repatriation/termination of the secondment/contract.

II.B. Desired Requirements

Knowledge of the Mission area – 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 Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Knowledge of 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 – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

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

Required Personnel Security Clearance (PSC) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent national Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called ***Certificate of good conduct***).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the ***Certificate of good conduct***, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate

has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/booklet of vaccination – 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 Area of Operation of the Mission.

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

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

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

IV. ADDITIONAL INFORMATION

Equal opportunities – The Mission is committed to an equal opportunities policy for all its staff and candidates, promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

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 CivOpsHQ encourages the EU Member States, European Institutions and the European External Action Service to take this into account when putting forward candidates at all levels.

Application Form – The Team Leader will apply using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module and will attach to his/her application in PDF format: 1) the Specialised Team offer (Appendix II – Template of the Specialised Team Offer) and 2) the team member's application forms. In case of applications from candidates holding the citizenship of a Contributing Third State, the dedicated Application Form(s) should be returned in MS Word format.

Selection Process – With due respect to the EU institutional framework, Specialised Teams can be provided either by a single Member State, a group of Members States (including European Gendarmerie Force (EGF)), an EU Agency, and, if so agreed, participating Third

States. Offers must be made for complete teams based on the requirements expressed in the Call for Contributions. Prior to their submission, interested Member States or entities can submit to the Civilian Operation Commander an expression of interest indicating available resources. The Civilian Operations Headquarters will facilitate information exchange on team compositions between seconding authorities to support the creation of multinational teams.

Offers for Specialised Teams must include details on how to deliver on tasks and achieve objectives, including the deployment duration and timelines. Offers must also include the proposed composition of the team, including respective expertise and background, and a nominated team leader. A template for a Specialised Team offer is in Appendix II.

The selection will be carried out by the receiving civilian CSDP mission in consultation with headquarters, which will also approve selection panels.

Any time during the selection process, offering authorities may be requested to provide additional information. While CivOpsHQ may reach out to the designated Specialised Team leader, there will normally be no individual interviews with Specialised Team members.

In order to effectively address the needs, the selection procedure should ensure a quality and rapid process, as well as an inclusive, fair, transparent, non-discriminatory and accountable recruitment for all Specialised Team offers, in line with the overall Calls for Contributions selection principles and procedures.

The selection of the Specialised Team will be conducted based on the written offers for Specialised Teams and in line with the overall selection and recruitment procedures, with the exception that only the nominated team leader of a proposed Specialised Team will be interviewed and invited to present the composition of the team and its professional portfolios.

Information on the Outcome – The results of the selection process, including, if applicable, justifications for non-selection, will be communicated to seconding authorities.

Training – The selected candidates should complete Mission wise, SAFE and Code of Conduct e-modules, which are designed for the EU delegations or equivalent courses until a new platform is launched, prior to their deployment to the Mission. The modules can be accessed in the following link: https://webgate.ec.europa.eu/eeas/security-e-learnings/.

HEAT Training - Candidates must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago.

Pre-Deployment Training – Member of selected Specialised Teams must have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

Code of Conduct – As part of the PDT, the selected candidates must complete the session about the Code of Conduct and Disciplinary Procedure for civilian EU CSDP Missions, also complete the e-learning module on the Code of Conduct prior to their deployment and provide the mission with the course certificate which is kept in their personal file.

Data Protection – The EEAS, and its Managing Directorate CivOpsHQ, processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies 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 is available on the EEAS website.

Code of Conduct – The Code of Conduct and Discipline for EU civilian CSDP Missions and the Upgraded Generic Standards of Behaviour for CSDP Missions and Operations as

respectively endorsed by the Foreign Affairs Council on 18 July 2016 (doc. 11961/16) and on 22 January 2018 (doc. 6877/18) apply to Specialized Team members, who should familiarize themselves with these documents.

The description of administrative provisions can be found in Appendix III (Detailed Administrative Provisions). Annex 3 contains the list of security and medical equipment.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Annex I – Specialised Team tasks, responsibilities

Position Name: Senior Adviser/expert in SOP development for law enforcement and stabilization operations (Team Leader)	**Employment Regime:** Seconded	
Ref. Number: UST 27	**Location:** Kyiv, Ukraine – Deployable to all security approved locations in Ukraine	**Availability:** 01 Feb 2027
Component/Department/Unit: Operations Department / Law Enforcement Component / Police Unit	**Security Clearance Level:** NOT REQUIRED	**Open to Contributing Third States:** Yes

1. Reporting Line:

Senior Adviser/expert in SOP development for law enforcement and stabilization operations (Team Leader) reports to the Head of the Police Unit.

2. Main Tasks and Responsibilities:

- Develop a comprehensive, context-specific Standard Operating Procedure (SOP) for mobile checkpoint operations, integrating human rights, gender-responsive approaches, Small Arms and Light Weapons (SALW) control measures, and clearly defined operational roles across different threat levels, in close consultation with and subject to the approval of the National Guard of Ukraine (NGU),
- To lead convoy movements of the Specialised Team and report on the security situation of the Team, as required by Mission Security Staff;
- Lead and coordinate the Specialised Team in the development of modular scenario-based training materials aligned with the SOP, covering practical checkpoint skills, detection of prohibited items, document fraud, behavioural analysis, tactical intervention, and gender-sensitive and rights-based conduct.
- Develop and deliver a two-week Training of Trainers (ToT) programme for up to 15 NGU officers, equipping them to deliver basic and advanced checkpoint training autonomously, ensuring sustainability and institutionalisation of knowledge.
- Support the first phase of cascade training through mentoring and operational guidance, fostering consistent and safe application of SOPs in the field.
- Supervise the work of the Specialised Team members, including training design and planning, curriculum development, training provision, and data collection.
- Monitor the progress of training delivery.
- Manage administrative matters regarding the Specialised Team.
- Prepare reports and recommendations summarising key outcomes, lessons learned, and proposals for follow-up support or institutional capacity-building.
- Create and handover a comprehensive final report on the training delivery, including a final report on mentoring and cascade training monitoring.
- At the final stage of the trainings, handover to the target beneficiaries all training materials.

3. General Tasks and Responsibilities:

- Identify and report on lessons learned and best practices within the respective area of responsibility.
- Contribute and ensure timely reporting on activities within the respective area of responsibility.
- Take account of gender equality and human rights aspects in the execution of tasks.
- Undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts.
- Ability to exercise collaborative, sound and effective leadership;
- Experience of designing and delivering training including adult learning and scenario-based training methodologies.
- Excellent communication, facilitation, and drafting skills, with the ability to engage diverse audiences in a professional and culturally sensitive manner.
- Proven experience in SOP development for law enforcement and stabilization operations, SALW control and checkpoint management.
- Extensive knowledge of EU and international best practices in border security.
- Demonstrated understanding of operational and command structures within gendarmerie institutions or law enforcement institutions.

6. Desirable Qualifications and Experience:

- Experience working with or advising gendarmerie or law enforcement agencies on stabilization operations.
- Previous engagement with EU CSDP missions, NATO, OSCE, ICRC, or other international organisations involved in security sector reform.
- Familiarity with the Ukrainian security and defence sector context or prior experience working in conflict-affected environments.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of emerging technologies relevant to SALW control and checkpoint management.

Position Name: Senior Adviser/Expert on Human Rights and Gender (Team Member)	**Employment Regime:** Seconded	
Ref. Number: UST 28	**Location:** Kyiv, Ukraine – Deployable to all security approved locations in Ukraine	**Availability:** 29 Mar 2027
Component/Department/Unit: Operations Department / Law Enforcement Component / Police Unit	**Security Clearance Level:** NOT REQUIRED	**Open to Contributing Third States:** Yes

1. Reporting Line:

Senior Adviser/Expert on Human Rights and Gender reports to the Senior Adviser/expert in SOP development for law enforcement and stabilization operations (Team Leader).

2. Main Tasks and Responsibilities:

- Provide expert advice and technical input to ensure that training materials based on the Standard Operating Procedure (SOP) for mobile checkpoint operations fully integrates human rights-based and gender-responsive approaches, including protection of vulnerable groups, proportional use of force, prevention of discrimination, and compliance with international human rights standards.
- Contribute to the design of modular, scenario-based training materials aligned with the SOP, ensuring the systematic integration of gender equality, human rights, child protection, prevention of sexual exploitation and abuse, sex- and age-disaggregated data collection and survivor-centred approaches in checkpoint operations.
- Co-deliver, together with other Specialised Team members, the two-week Training of Trainers (ToT) programme, focusing on rights-compliant conduct, gender-sensitive communication, treatment of civilians at checkpoints, and safeguarding standards.
- Support the first phase of cascade training through mentoring and operational guidance to trainers and field personnel, promoting consistent application of human rights standards and gender-responsive practices during checkpoint operations.
- Provide ongoing technical support to the Team Leader, particularly on the integration of gender and human rights components into training planning, curriculum development, delivery methodologies, and monitoring tools.
- Contribute to monitoring and quality assurance of training delivery from a human rights and gender perspective, identifying gaps, risks, and areas for improvement.
- Draft inputs for reports and recommendations summarising key outcomes, lessons learned, good practices, and proposals for follow-up support related to human rights compliance and gender mainstreaming.
- Contribute to the preparation and handover of final training packages and guidance materials to the target beneficiaries, ensuring sustainability of gender and human rights integration in future training cycles.

3. General Tasks and Responsibilities:

- Identify, document, and report lessons learned and best practices related to gender equality and human rights in checkpoint operations and law enforcement training.
- Contribute to timely and accurate reporting on activities within the area of responsibility.

- Mainstream gender equality and human rights considerations across all activities of the Specialised Team.
- Undertake any other related tasks as requested by the Team Leader.

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 and/or 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:

- Proven ability to mentor, advise, and motivate local counterparts on human rights-compliant and gender-responsive policing practices.
- Experience in designing and delivering training on human rights, gender equality, protection of civilians, and professional conduct in law enforcement or security contexts.
- Excellent communication, facilitation, and drafting skills, with the ability to engage diverse audiences in a professional and culturally sensitive manner.
- Demonstrated knowledge of EU and international human rights standards relevant to law enforcement and stabilisation operations, including gender equality frameworks, trauma-informed approaches and protection of vulnerable groups.
- Understanding of operational environments and command structures within gendarmerie or law enforcement institutions.

6. Desirable Qualifications and Experience:

- Experience working with or advising law enforcement, gendarmerie, or security sector institutions on human rights and gender mainstreaming in operational contexts.
- Previous engagement with EU CSDP missions, NATO, OSCE, ICRC, UN agencies, or other international organisations involved in security sector reform or protection of civilians.
- Familiarity with the Ukrainian security and defence sector context or prior experience working in conflict-affected or post-conflict environments.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of international frameworks and standards related to protection of civilians, conflict-related sexual violence, and safeguarding in security operations.

Position Name: Senior Adviser/Expert on counter-smuggling, SALW control and Document fraud detection (Team Members)	**Employment Regime:** Seconded	
Ref. Number: UST 29 UST 30	**Location:** Kyiv, Ukraine – Deployable to all security approved locations in Ukraine	**Availability:** 29 Mar 2027
Component/Department/Unit: Operations Department / Law Enforcement Component / Police Unit	**Security Clearance Level:** NOT REQUIRED	**Open to Contributing Third States:** Yes

1. Reporting Line:

The Senior Advisers/Experts on counter-smuggling, SALW control and Document fraud detection (Team Members) report to the Senior Adviser/expert in SOP development for law enforcement and stabilization operations (Team Leader).

2. Main Tasks and Responsibilities:

- Provide specialised technical input to the application of the Standard Operating Procedure (SOP) for mobile checkpoint operations, with a focus on counter-smuggling, SALW control, detection of illicit trafficking, and document fraud detection, in line with international and EU best practices.
- Contribute to the design of modular, scenario-based training materials aligned with the SOP, covering practical skills in detection of prohibited and high-risk items, identification of forged and fraudulent documents, behavioural analysis, vehicle and cargo inspection techniques, and evidence handling.
- Co-deliver, together with other Specialised Team members, the two-week Training of Trainers (ToT) programme, strengthening operational capacities in counter-smuggling, SALW interdiction, risk profiling, and document examination at checkpoints.
- Support the first phase of cascade training through mentoring and operational guidance, promoting consistent, lawful, and safe application of SOPs in counter-smuggling and SALW control activities at checkpoints.
- Provide technical support to the Team Leader in the technical preparation of the Specialised Team, particularly regarding training planning, curriculum development, training delivery methodologies, and development of operational checklists and job aids related to counter-smuggling and document fraud detection.
- Contribute to monitoring and quality assurance of training delivery, identifying operational gaps, training needs, and areas for improvement in counter-smuggling, SALW control, and document fraud detection capacities.
- Draft inputs for reports and recommendations summarising key outcomes, lessons learned, good practices, and proposals for follow-up support related to counter-smuggling, SALW interdiction, and document fraud detection.
- Contribute to the preparation and handover of final training packages and technical guidance materials to the target beneficiaries, ensuring sustainability and institutionalisation of enhanced checkpoint practices.

3. General Tasks and Responsibilities:

- Identify, document, and report lessons learned and best practices within the area of counter-smuggling, SALW control, and document fraud detection in checkpoint operations.
- Contribute to timely and accurate reporting on activities within the respective area of responsibility.
- Ensure that gender equality and human rights considerations are integrated into technical content and operational guidance related to search, screening, questioning, and seizure procedures.
- Undertake any other related tasks as requested by the Team leader.

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 and/or 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:

- Proven ability to mentor, advise, and motivate local counterparts in operational and investigative techniques related to counter-smuggling, SALW interdiction, and document fraud detection.
- Experience in designing and delivering practical, scenario-based training for law enforcement or border/security agencies.
- Excellent communication, facilitation, and drafting skills, with the ability to engage diverse audiences in a professional and culturally sensitive manner.
- Proven experience in counter-smuggling operations, SALW control, risk profiling, search techniques, and document fraud detection in operational environments.
- Solid understanding of operational and command structures within gendarmerie or law enforcement institutions and of checkpoint operations in stabilisation contexts.

6. Desirable Qualifications and Experience:

- Experience working with or advising gendarmerie or law enforcement agencies on stabilisation operations, border management, or organised crime disruption.
- Previous engagement with EU CSDP missions, NATO, OSCE, ICRC, or other international organisations involved in security sector reform, border security, or SALW control.
- Familiarity with the Ukrainian security and defence sector context or prior experience working in conflict-affected environments.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of emerging technologies relevant to SALW detection, vehicle and cargo screening, and document examination (e.g. mobile forensics, document readers, detection devices).

Position Name: Senior Adviser/Expert on Tactical Intervention (Team Members)	**Employment Regime:** Seconded	
Ref. Number: UST 31 UST 32	**Location:** Kyiv, Ukraine – Deployable to all security approved locations in Ukraine	**Availability:** 29 Mar 2027
Component/Department/Unit: Operations Department / Law Enforcement Component / Police Unit	**Security Clearance Level:** NOT REQUIRED	**Open to Contributing Third States:** Yes

1. Reporting Line:

The Senior Advisers/Experts on Tactical Intervention (Team Members) report to the Senior Adviser/expert in SOP development for law enforcement and stabilization operations (Team Leader).

2. Main Tasks and Responsibilities:

- Provide specialised operational input to the application of the Standard Operating Procedure (SOP) for mobile checkpoint operations, focusing on tactical intervention, force protection, escalation/de-escalation of force, response to high-risk incidents, and actions under different threat levels.
- Contribute to the design of modular, scenario-based training materials aligned with the SOP, covering tactical positioning, vehicle stop procedures, arrest and restraint techniques, response to armed threats, IED indicators awareness (where relevant), use of cover and concealment, and coordination within checkpoint teams.
- Co-deliver, together with other Specialised Team members, the two-week Training of Trainers (ToT) programme, strengthening operational and tactical capabilities for safe and lawful interventions at checkpoints.
- Support the first phase of cascade training through mentoring and operational guidance, promoting consistent, safe, and proportionate application of tactical SOPs in real operational environments.
- Provide technical support to the Team Leader, particularly regarding practical training design, scenario development, training safety management, and after-action review methodologies.
- Contribute to monitoring and quality assurance of training delivery, identifying tactical gaps, safety risks, and areas for improvement in intervention techniques and team coordination.
- Draft inputs for reports and recommendations summarising key outcomes, lessons learned, good practices, and proposals for follow-up support related to tactical intervention capacities at checkpoints.
- Contribute to the preparation and handover of final training packages, tactical drills, and safety guidance materials to the target beneficiaries, ensuring sustainability and institutionalisation of safe tactical practices.

3. General Tasks and Responsibilities:

- Identify, document, and report lessons learned and best practices related to tactical intervention in checkpoint operations.
- Contribute to timely and accurate reporting on activities within the respective area of responsibility.

- Ensure that gender equality and human rights considerations are integrated into tactical procedures, particularly regarding use of force, arrest, search, and treatment of civilians.
- Undertake any other related tasks as requested by the Team Leader.

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 and/or 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:

- Proven ability to mentor, advise, and motivate local counterparts in tactical procedures and safe intervention techniques.
- Experience in designing and delivering practical, scenario-based tactical training for law enforcement or gendarmerie-type institutions.
- Excellent communication, facilitation, and drafting skills, with the ability to engage diverse audiences in a professional and culturally sensitive manner.
- Proven operational experience in tactical intervention, use-of-force continuum, high-risk vehicle stops, arrests in volatile environments, behavioural analysis, de-escalation techniques and force protection measures.
- Solid understanding of operational and command structures within gendarmerie or law enforcement institutions and checkpoint operations in stabilisation contexts.

6. Desirable Qualifications and Experience:

- Experience working with or advising gendarmerie or law enforcement agencies on stabilisation operations, public order management, or high-risk interventions.
- Previous engagement with EU CSDP missions, NATO, OSCE, ICRC, or other international organisations involved in security sector reform or operational capacity-building.
- Familiarity with the Ukrainian security and defence sector context or prior experience working in conflict-affected environments.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of emerging technologies relevant to tactical operations at checkpoints (e.g. body-worn cameras, less-lethal options, mobile command and control tools).

Appendix II – Template of the Specialised Team (ST) Offer

Offer of the Specialised Team for …….

Detailed concept/plan on how to deliver on the tasks and achieve objectives:
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Duration and timelines:
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Proposed ST composition:
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Respective expertise and background of ST members *(application forms to be enclosed):*
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Nominated Team Leader:
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Miscellaneous (including “in kind” and project type contribution):
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Appendix III – Detailed Administrative Provisions

1. Legal status/regime

All members of Specialised Teams are mission members for the duration of their deployment to a civilian CSDP mission.

EU agencies that wish to propose candidates for Specialised Teams must first have concluded a framework agreement on the conditions for secondments with respective civilian CSDP missions.

2. General conditions

To be engaged in the context of a civilian CSDP mission, Specialised Team members shall:

a) Possess the expertise and experience required to contribute to the mission's activities as specified in the respective Call for Contributions;
b) Be physically and mentally fit to travel and spend time in-country;
c) Have completed Hostile Environment Awareness Training (HEAT), if required for a particular mission;
d) Be resilient and flexible to contribute to the delivery of the mission's operations in-country, as required;
e) Possess the language skills compatible with the mission's operational requirements;
f) Complete a pre-deployment training prior to and in preparation for their deployment;
g) Possess a valid Personnel Security Clearance, as required;
h) Specific conditions may be added in the respective Call for Contributions.

3. Prior to deployment

Provision of relevant information
Once the Specialised Team is selected, the mission will establish direct contact with the Specialised Team leader and provide the team with information relevant to their planned deployment. Seconding authorities will be kept informed of this.

Hostile Environment Awareness Training (HEAT)
Depending on the mission's area risk assessment, Specialised Team members shall be required to undertake necessary security training. If applicable and if not yet completed, Specialised Team members must undergo Hostile Environment Awareness Training (HEAT). To reduce the time between selection and deployment and with the objective of increasing Specialised Teams' deployment flexibility, members of Specialised Teams should ideally have completed a HEAT course before applying. More details on required training can also be addressed in the relevant planning documents and in the Call for Contributions.

Certificate/booklet of vaccination
Specialised Team members must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received prior to deployment, to be checked by the mission. They must also be vaccinated according to the required immunisations for the mission area. The Call for Contributions will specify these requirements.

Medical certificate
Specialised Team members must undergo a medical examination and be certified medically fit for duty in a civilian CSDP mission by a competent authority from the seconding authority. A copy of this certification must be provided to the civilian CSDP mission prior to deployment

or accompany deployed personnel. To reduce the time between selection and deployment, members of a Specialised Team should be declared medically fit before applying.

Passport
Specialised Team members must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued before applying for a Specialised Team.

Visas
Seconding authorities and Specialised Team members must ensure that visas are obtained for entry into the mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the mission area. Where appropriate and possible, the civilian CSDP mission and the EUDEL will provide necessary support.

Equipment
All Specialised Team members are to be equipped with personal protection equipment to be provided by the seconding authority as specified in the Call for Contributions, in line with relevant provisions in the mission's OPLAN.
Essential equipment needed by Specialised Teams (including, for example, office space, desk, laptop, mobile phone, vehicle, etc.) will be provided by the mission or procured through framework agreements with suppliers or through potential warehouse capabilities if available. Highly specialised equipment needed by Specialised Teams to execute their tasks (e.g. forensic lab equipment, training material) should be provided by the seconding authority and brought along by the Specialised Team.
Where applicable, receiving missions may provide Specialised Teams with satellite phones, personal mobile radios, GPS, and personal medical kits. The distribution of this equipment to Specialised Team members is decided by the Senior Mission Security Officer or his/her appointed alternate. Members of a Specialised Team shall be capable of operating the provided equipment prior to deployment, which may imply specific training.

Travel arrangements
Members of Specialised Teams are to deploy on the date agreed with the mission, unless a gradual deployment is justified for operational reasons. Seconding authorities shall be responsible for all necessary travel arrangements of the Specialised Team members to and from their place of deployment. Once on duty in the mission, the latter will be responsible for all logistical support and transport arrangements, including duty travel.

Contact with the Mission Security Officer
Prior to deployment (no later than D-72 hours), a Mission Security Officer will contact all members of the Specialised Team and give instructions regarding travel to the mission area.

4. During the deployment

Briefing & check-in procedure
Immediately upon arrival in the mission area, the Specialised Team shall undergo the regular check-in procedure and receive an up-to-date and location-specific security briefing. The security briefing shall be given by a member of the mission's Security and Duty of Care Department. The security briefing shall cover the current situation in the mission area, threat assessment for the future, and all relevant security procedures including Standard Operating Procedures, Emergency Evacuation and Relocation Plans, and other relevant Contingency Plans. In case of multiple deployments, only one security briefing shall be given to the members of a Specialised Team, unless relevant changes have occurred.

Performance of planned activities
Specialised Teams shall carry out their duties under the overall guidance and in accordance with the specific requirements set by the Head of Mission. The mission is responsible for

ensuring that the Specialised Team is properly embedded within the Mission during deployment and receives the necessary logistical support. In the discharge of their duties, they shall act in the sole interest of the mission. Upon request from the seconding authorities or the Specialised Team leader or based on the assessment of the mission and/or the headquarters as relevant, a performance appraisal can be issued by the mission.

5. Financial and administrative provisions

The OPLAN should include a standard clause that ensures that Specialised Teams can, by default, be deployed in all missions.
Seconding Member States will bear all personnel-related costs (e.g. salaries and medical coverage, with the exception of Health and High-Risk insurance) and allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), and as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).
Seconding Third States will bear all personnel-related costs (e.g. salaries and medical coverage), allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), and as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025), and High-Risk insurance.

EU Agencies will bear, where applicable and with due respect to the EU institutional framework, all personnel-related costs (e.g. salaries and medical coverage, with the exception of Health and High Risk insurance) and allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), and as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Eligible costs linked to the deployment of Specialised Teams in a mission (i.e. allowances paid according to the Council documents ST 7291/09, and as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025), as well as Health and High-Risk insurance) will be covered from the mission's budget.

Due to the non-permanent nature of Specialised Teams' assignments to civilian CSDP missions, specific provisions may apply regarding their status, entitlements, rights and obligations, and security. If specific provisions apply, they will be outlined in the Call for Contributions.

Apart from Compensatory Time Off (CTO), which is not granted to Specialised Teams members, other leave entitlements should be the same as for regular mission members. However, granting of leave is subordinated to operational priorities. Specialised Team members may follow the mission's public holidays during their deployment in the mission area, as decided by the Head of Mission and depending on operational needs.

In case of multiple rotations, the receiving mission will foresee only one check-in and one check-out session covering the whole period of deployment.

6. Duty of care

The Civilian Operation Commander shall have overall responsibility for ensuring that the EU's duty of care is properly discharged, including for all Specialised Team members. While in the mission area, the Head of Mission shall be responsible for the security of the mission and for ensuring compliance with minimum security requirements applicable to the mission. The Specialised Team must be fully incorporated into the emergency evacuation and relocation plans and other contingency plans. They shall receive the same protection and treatment as all other international mission members.