

EXTERNAL ACTION SERVICE



Annex 1

European Union Advisory Mission in Ukraine EUAM Ukraine 2-2026 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Advisory Mission in Ukraine			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (44)</u>			
	ODO 014	Adviser/Trainer on Community Policing	Odesa	ASAP
	UAO 064	Adviser on General Policing (*)	Kyiv	12 Nov 2026
	UAO 061	Head of Police Unit	Kyiv	ASAP
	LVO 011	Head of IBM Unit	Lviv	ASAP
	BSE 001	Brussels Support Element (Operations)	Brussels	ASAP
	LVC 001	Planning and Reporting Officer	Lviv	ASAP
	UAC 003	Executive Officer to the Deputy Head of Mission	Kyiv	ASAP
	UAC 009	Adviser on Human Rights	Kyiv	10 Nov 2026
	UAC 033	Planning and Evaluation Officer	Kyiv	ASAP
	UAC 037	Reporting Officer	Kyiv	ASAP
	UAC 042 UAC 044	Project Management Officer	Kyiv	13 Nov 2026 23 Nov 2026
	UAR 005	Human Resources Training Officer	Kyiv	ASAP
	UAR 006	Human Resources Management Officer	Kyiv	ASAP
	UAT 006	Senior Adviser on Investigation of International Crimes	Kyiv	20 Nov 2026
	UAT 027	Senior Adviser on Legal Reform	Kyiv	ASAP
	UAT 028	Senior Adviser on Legal Reform	Kyiv	10 Nov 2026
	UAT 035	Senior Adviser on Complex Crime Scene Analysis	Kyiv	ASAP
	UAM 005	Senior Adviser on Prosecution	Kyiv	10 Nov 2026
	UAM 008	Adviser on Veterans Support	Kyiv/Countrywide	ASAP

**Job titles/
vacancy
notice:**

LVO 013	Senior Adviser on Organised Crime	Lviv	ASAP
ODO 016	Senior Adviser on Maritime Security/IBM	Odesa	ASAP
UAO 043	Senior Adviser on Communications and Information Systems	Kyiv	16 Oct 2026
UAO 051 UAO 053	Adviser on Communications and Information Systems	Kyiv	ASAP ASAP
UAO 067	Adviser on Veterans Support	Kyiv	ASAP
UAO 082	Senior Adviser on Border/IBM and Customs	Kyiv	ASAP
UAO 094	Senior Adviser on Transitional Justice	Kyiv	1 Dec 2026
UAO 112	Senior Adviser on Cybercrime	Kyiv	ASAP
UAO 133	Senior Adviser on Legal Reform	Kyiv	ASAP
UAO 139	Senior Adviser on Complex Crime Scene Analysis	Kyiv/Countrywide	ASAP
UAO 145	Senior Adviser on Defence and Fair Trial Rights	Kyiv	ASAP
UAO 146	Senior Adviser on Adjudication of International Crimes	Kyiv	ASAP
UAO 148 UAO 149	Adviser on Hybrid Threats	Kyiv	ASAP
UAO 161	Legal Adviser on State Security Reform	Kyiv	ASAP
UAO 171	Senior Adviser Hybrid Threats	Kyiv	ASAP
UAO 172	Adviser on Hybrid Threats	Kyiv	ASAP
UAO 181	Senior Adviser Police Reform	Kyiv	ASAP
UAO 182	Senior Adviser on Digital Solutions	Kyiv	ASAP
UAO 183	Senior Adviser on EU Legislation	Kyiv	ASAP
UAO 184	Adviser on IBM	Kyiv	ASAP
UAO 185	Senior Adviser on EU Legal Standards	Kyiv	ASAP
UAO 186	Adviser on Child-Friendly Justice	Kyiv	ASAP
<u>Seconded/Contracted (8)</u>			
UAS 023	Procurement Officer/ Market Survey Reviewer	Kyiv	ASAP
UAR 002 UAR 004	Human Resources Management Officer	Kyiv	ASAP ASAP
UAD 015	Mission Security Officer	Kyiv	1 Jan 2027
UAD 006 UAD 019	Mission Security Analyst	Kyiv	02 Oct 2026 15 Oct 2026
UAD 020	Psychologist	Kyiv	ASAP
UAC 015	Internal Auditor	Kyiv	ASAP
(*) Post pending availability			

Deadline for applications:	Friday, 18 September 2026 at 17:00 (Brussels time)
Applications must be submitted to:	1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do 2) You do not have the nationality of an EU Member State: Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form. <i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i>
Information:	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): Mr Bruno FERREIRA CivOpsHQ-HR-EUAM-Ukraine@eeas.europa.eu +32 460 846 242

Please note that the Country Threat Assessment (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. The CTA mentioned in this call for contribution is valid on the date of its publication.

High/Critical Threat Non-Family Mission

EUAM Ukraine bears a High/Critical Threat Non-Family Mission status due to the present threat rating of the mission area as high/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 personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including 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), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Seconded personnel from Contributing Third States – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to 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).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission ("cooling off period") at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

EUAM Ukraine. For the purpose of counting the maximum cumulative period referred in the paragraphs above, the date from which this period should be counted is 9 March 2022 when the mission was re-classified from low to critical risk environment.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

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.

The Civilian Operation Commander requests that EU Member States and Contributing Third States (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 – 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 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 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 Desirable 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 – Contributing 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 on route to the Mission.

Education diploma(s)/certificate(s) and/or professional certificate(s) – 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 taking up their duties.

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 (CivOpCdr 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 EEAS and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member

States. It aims 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 and European Institutions to take this into account when putting forward candidates at all levels.

Application form – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

Selection process – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or via video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

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.

Training – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

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 (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

Data protection – The EEAS/CivOpsHQ 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, bodies, offices and agencies and on the free movement of such data. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Privacy Statement is available on the EEAS website.

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 Operational Plan (OPLAN).

SECONDED POSITIONS

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: ODO 014	Location: Odesa	Availability: ASAP
Department/Component/Unit: Operations Department/Field Office Odesa/LAT Unit	Security Clearance Level: Not Required	Open to Contributing Third States: NO

1. Reporting Line:

The Adviser/Trainer on Community Policing reports to the Head of LAT Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of Community Policing;
- To be the key interlocutor with the relevant regional/local Ukrainian partners;
- To develop policies in line with the local institutions.
- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Leadership and Education Unit and the Head of Strategic Reform Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct 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 prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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, advise, and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of criminal investigations.
- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask 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 Public Security at the national and/or at the regional level, in particular in the field of community safety, crime prevention, and dialogue in the context of veterans reintegration.
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian Language skills

Position Name: Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAO 064	Location: Kyiv	Availability: 12 Nov 2026
Department/Component/Unit: Operations/Law Enforcement Component/ Police Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Adviser on General Policing reports to the Head of Police 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of protection of critical infrastructures, the National Police of Ukraine (NPU) and National Guard of Ukraine (NGU), in the field of first line policing/law enforcement (direct contact with public) through activities such as advising, supporting, training, educating, and purchasing equipment needed for policing tasks;
- To be the key interlocutor with the NPU and NGU at operational and tactical level;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or military education or training or an award of an equivalent rank;
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of first line policing through functions such as uniformed patrolling, community policing.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Head of Police Unit	Employment Regime: Seconded	
Ref. Number: UAO 061	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Law Enforcement Component/ Police Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Head of Police Unit reports to the Head of Law Enforcement 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, manage and coordinate 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 the 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 benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.
- To support and advise on the development, of the National Police of Ukraine and National Guard and follow up on their reform needs;
- To act as a Mission focal point and direct counterpart to dedicated Ukrainian authorities (National Police of Ukraine and National Guard of Ukraine) according to OPS Management directions;
- To develop recommendations to drive the reforms in Ukraine;
- To enhance the awareness of the interlocutors of EU policing standards, models and approaches, especially but not limited to general and community policing and Stability Policing;
- To plan, coordinate, and assist in the implementation of training activities, and participate in training at the Academies, Universities and training centres as a trainer of trainers, if necessary;

- Participate in the steering and development of the projects and act as the Project Manager or project activity owner, if required.

3. General Tasks and Responsibilities:

- To advise on reforms and on EU standards and best practices within the area of responsibility;
- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 Qualification 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 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 exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Police knowledge in change management, management and implementation of reform programmes;
- Knowledge and practical experience in the implementation of the EU acquis regulating law enforcement activities, including policing requirements related to EU accession;
- Knowledge and experience in EU and international police cooperation: recent developments (nationwide and within EU context) and available instruments (Europol, Interpol, etc).

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Knowledge of project management;
- Knowledge of the EU regulatory framework and policy mechanisms governing criminal policy and crime prevention;

- Understanding of the EU law enforcement architecture, regulatory and operational framework for European and international police cooperation, and associated reform policies required for EU accession;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Experience in EU enlargement processes and cooperation frameworks coordinated by DG ENEST, including support to alignment with EU acquis and accession-related reforms;
- Experience of cooperation with EU security agencies;
- Experience of recent developments in EU policing, knowledge of European best practices in this area.

Position name: Head of IBM Unit	Employment regime: Seconded	
Ref. number: LVO 011	Location: Lviv	Availability: ASAP
Component/Department/Unit: Operations/Field Office Lviv/IBM Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Integrated Border Management Unit (IBM) reports to the Head of Field Office Lviv.

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, manage and coordinate 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 the 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 benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission based in the mission Headquarters;
- To maintain necessary contacts and build relationships with relevant local counterparts in the field of Integrated Border Management and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on aspects related to border management;
- To contribute and ensure timely reporting on border management related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diverse and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of project management
- Knowledge of EU Integrated border management protocols especially in land border domain/customs, EU Schengen Catalogue/Schengen Borders Code.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership, or professional management experiences in the field of IBM at an operational or strategic level;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or/and Russian language skills.

Position name: Policy Support Officer – Operations (Brussels Support Element)	Employment regime: Seconded	
Ref. number: BSE 001	Location: Brussels	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Policy Support Officer Operations - Brussels Support Element (BSE), reports to the Chief of Staff at Mission's operational Headquarters in Kyiv and functionally supports and works with the Operations Division of the Civilian Operations Headquarters (CivOpsHQ) in Brussels, Belgium.

2. Main Tasks and Responsibilities:

- To liaise and maintain close coordination between the Mission and CivOpsHQ, the European Union External Action Service, European Commission services and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CivOpsHQ Desk and liaise with Points of Contact of various CivOpsHQ divisions;
- To provide analysis on the Mission mandate implementation;
- To inform and advise CivOpsHQ on relevant aspects of Mission operations;
- To contribute to reporting, drafting and planning of Mission documents;
- To support CivOpsHQ Operations desk and contribute to briefings, reports, meetings, read-outs, notes etc., in close coordination with the Desk officers of the Operations Division;
- To contribute to CivOpsHQ presentations to Brussels-based working groups and other actors;
- To support Mission visits to Brussels, EU capital's and vice versa;
- To be embedded within Civilian Operations Headquarters (CivOpsHQ);
- To visit the Mission area of operations regularly.

3. Mission Specific Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 Degree; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical and reporting skills;
- Networking skills and ability to build effective working relationships.
- Political judgement and diplomatic skills;

- Personal skills (pro-active mindset, discretion, confidentiality, solution-oriented, flexibility, time management);

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU institutions and the Common Security and Defence Policy of the EU.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: LVC 001	Location: Lviv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Division /Field Office Lviv	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To 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, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents and reporting guidelines. To this effect, he/she supports the Head of Planning, Reporting and Evaluation Division 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;
- To help to ensure that operational activities and projects in the region are conducted in accordance with the Mission's instructions;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- 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 the situation in the Missions' area of responsibility;
- To contribute to the development and regular updating of the MIP and Operations Implementation Framework OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To contribute to the identification and development of new projects in line with the objectives of the Mission's mandate and in support of the Mission's Project Cell;
- 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.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Report compilation, drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Executive Officer to the Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: UAC 003	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Executive Officer to the Deputy Head of Mission reports to the Deputy Head of Mission (DHoM) and is administratively line managed by the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support the management of the Head of Mission Office;
- To ensure close cooperation with the Head of Mission Office and other Mission departments in drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
- Coordinate and prepare programs for high-level visits in cooperation with other Mission departments;
- To coordinate and liaise with relevant Mission components as required;
- To serve as the main point of contact for DHoM for necessary coordination and following up with EUAM senior staff, EEAS, other CSDP Missions, other international organisations and diplomatic Missions;
- To review documents, reports, and letters prepared for signature by DHoM in order to ensure quality and accuracy in substance;
- To coordinate drafting of speeches, key messages, talking points, background briefings, papers, in coordination with the Political Analysis and Coordination Division, and prepare and file minutes from meetings;
- To liaise with local authorities, international partners, non-governmental organisations, and other external counterparts on behalf of DHoM;
- To replace the HoM's and CoS's Executive Officers, whenever required;
- To ensure follow-up within the Mission of any decisions taken by the DHoM and help facilitate the flow of information through maintaining contacts with all Components/Departments and Offices.
- To ensure dissemination of information across the Mission departments.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Political judgement and diplomatic skills;

- Personal skills (discretion, confidentiality, problem solving, flexibility, time management);
- Ability to build effective working relationships;
- Administrative skills (office management, event planning, project management).

6. Desirable Qualifications and Experience:

- Experience with EU protocol;
- Working experience in an assisting and advisory capacity to senior management;
- International experience, particularly in crisis areas with multi-national and international organisations;

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position name: Adviser on Human Rights	Employment regime: Seconded	
Ref. number: UAC 009	Location: Kyiv	Availability: 10 Nov 2026
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: NOT REQUIRED	Open to contributing Third States: No

1. Reporting Line:

The Adviser on Human Rights reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Gender Adviser in Chief of Staff Office, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.
- To act as the Mission focal point on Children and Armed Conflict (CAAC) and child protection issues.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager.

4. Essential Qualifications 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 Degree; OR equivalent and attested police and/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:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of human rights due diligence, including human rights risk assessment and mitigation measures;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations.

6. Desirable Qualifications Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in human rights work related to the security sector and/or security sector reform.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or/and Russian language skills.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 033	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/ Planning, Reporting and Evaluation Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP), in close cooperation with the relevant Mission operational elements and other stakeholders;
- To support the Mission's operational and advisory elements in transforming strategic objectives and operational priorities into work strands by providing the necessary tools, systems, and frameworks;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the Mission's operational activities and of mandate implementation;
- To support and contribute to the revision of the Mission mandate and Operation Plan (OPLAN) in terms of its tasks and benchmarking framework;
- To liaise regularly with the Mission's operational and advisory elements, on the one hand, and external stakeholders, on the other, for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of Mission Implementation Plan (MIP) and ensure that Mission personnel is also regularly updated in this regard;
- To coordinate, develop and implement baseline surveys, as well as monitoring and evaluation exercises for assessing the impact of the Mission activities.
- To ensure the development, maintenance and updating of the Mission's internal online tool, the Operation Implementation Framework (OIF);
- To develop, update and organise trainings, and support Mission Members in using the OIF system;
- To contribute to the drafting of the Benchmarking Table for the Mission' Six-Monthly Report and MIP implementation status review;
- To liaise with the Planning and Reporting Officers in the Field Offices to follow-up on MIP implementation and evaluation in the regions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection.

6. Desirable Qualifications and Experience:

- Experience with applying monitoring and evaluation tools and frameworks to track and assess implementation progress;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Political awareness and understanding.

7. Desirable Knowledge, Skills and Abilities:

- Analytical and drafting capability and profound knowledge of information collection and analytical methods.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAC 037	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/ Planning, Reporting and Evaluation Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To monitor and collect information on political and security developments and operational trends, with a particular focus on the host country, EU and international relevant stakeholders potentially impacting the situation in the Mission's area of responsibility.
- To collate and support a quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking, mandate, Operation Plan (OPLAN) and Mission Implementation Plan (MIP).
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters in Brussels, and EU Member States regarding the Mission's implementation of its mandate.
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP).
- To prepare and give presentations; coordinate delivery of thematic presentations and to produce and/or revise talking points, speeches and presentations for Head of Mission and Deputy Head of Mission for various purposes and contexts.
- To communicate with key Mission staff members on, analysis and reporting procedures and information management in order to ensure submission of high-quality reports.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;

6. Desirable Qualifications and Experience:

- Experience in drafting high-level reports, briefings, talking points and speeches for senior leadership in an international or governmental context.
- Previous experience in CSDP missions, EU institutions, UN, OSCE or similar international organisations, particularly in reporting, political analysis or strategic planning roles.
- Familiarity with EU reporting formats and products (e.g. situational reports, strategic reports, operational summaries) or equivalent reporting frameworks of other/similar organisations.
- Experience in inter-institutional coordination, including engagement with host-state authorities, international partners and donors.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or/and Russian language skills, including basic ability to read text in Cyrillic script.

Position name: Project Management Officer	Employment regime: Seconded	
Ref. number: UAC 042 UAC 044	Location: Kyiv	Availability: 13 Nov 2026 23 Nov 2026
Component/Department/Unit: Chief of Staff/Project Cell	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: Yes

1. Reporting Line:

The Project Management Officer reports to the Team Leader Project Management.

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation and implementation of project proposals, budgets, project changes, notes of understanding and project agreements, among other things;
- To ensure project proposals are in line with Mission projects Master List and programmes, and coordinated both internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting, evaluation and monitoring of donations;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience related to planning and implementation of projects for civilian law enforcement agencies;

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

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU financial regulations.

Position Name: Human Resources Training Officer	Employment Regime: Seconded	
Ref. Number: UAR 005	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Human Resources Division	Level of Security Clearance: NOT REQUIRED	Open to contributing Third States: Yes

1. Reporting Line:

The Human Resources Training Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To develop in-house training strategies and policies, including cooperation with the European Security and Defence College and other EU training providers on CSDP related matters;
- To develop, coordinate and conduct interactive training workshops and capacity-building activities, including programme planning, design, implementation, management, monitoring, and evaluation;
- To manage and implement the e-Learning platform;
- To design and update manuals, training materials and modules, both didactically and by e-Learning;
- To coordinate/organise training activities provided by external training providers;
- To monitor the implementation of training plans;
- To provide periodic training reports;
- To monitor the training budget and provide periodic financial overviews;
- To contribute to internal reporting against benchmarking, and assess the consistency and sustainability of training activities;
- To utilise the centralised IT tools such as CiMA (HR database) and the Goalkeeper Register;
- To support, inform, assist, and advise on training and staff development;
- To implement a performance management approach in accordance with CivOpsHQ policy, for monitoring, assessing, and developing the performance of Mission members;
- To contribute to the planning, setting up, and development of human resources-related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ.
- To work closely with the Mission's Human Resources division on all related matters and provide support as necessary.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Experience in design and delivering of trainings to diverse audiences;
- Presentation skills and experience with drafting training materials.

6. Desirable Qualifications and Experience:

- Professional Training Qualification/Certification from a recognised institute/academy;
- Experience with management/leadership training design, methods and delivery;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Human Resources Management Officer	Employment Regime: Seconded	
Ref. Number: UAR 006	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Human Resources Division	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing Third States: No

1. Reporting Line:

The Human Resources Management Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Office;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Civilians Operations Headquarters in all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and CivOpsHQ
- To coordinate the selection and recruitment process:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CivOpsHQ, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CivOpsHQ Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralised IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To implement a performance management approach in accordance with CivOpsHQ policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;
- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ.

- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To coordinate the deployment of selected candidates, check-in and check-out of staff members with all involved stakeholders, including line managers and the Brussels Point of Contact from CivOpsHQ3;
- To 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 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, in the field of human resources management field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Organisational skills and capacity to develop plans, policies and forecasts;

6. Desirable Qualifications and Experience

- Organisational skills and capacity to develop plans, policies and forecasts;

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region

Position name: Senior Adviser on the Investigation of International Crimes	Employment regime: Seconded	
Ref. number: UAT 006	Location: Kyiv, Countrywide	Availability: 20 Nov 2026
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Investigations Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on the Investigations of International Crimes reports to the Head of International Crimes Investigations Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other advisers;
- To design and deliver training;
- To be a key interlocutor for the National Police of Ukraine, the Special Bureau of Investigations, and the Security Service of Ukraine;
- To develop policies that enhance the performance and sustainability of local counterparts in the area of international crimes investigations.
- To provide support by way of advice, mentoring and training in the investigation of international crimes (i.e., war crimes, crimes against humanity, genocide, and the crime of aggression) to Ukrainian law enforcement agencies;
- To design and implement innovative strategies and solutions that enhance the capabilities of Ukrainian law enforcement agencies to conduct effective and human rights-compliant international crimes investigations.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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:

- Knowledge of investigating complex criminal cases (international crimes, organised crime, or other) at the national or international level;
- Ability to mentor and motivate local counterparts;
- Expertise in designing and delivering training;
- Knowledge of strategic, operational, and tactical criminal analysis.

6. Desirable Qualifications and Experience:

- Experience of investigating international crimes;
- Experience of International Criminal Law and International Humanitarian Law;
- Experience in project management;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position Name: Senior Adviser on Legal Reform	Employment Regime: Seconded	
Ref. Number: UAT 027	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Rule of Law and Organised Crime Component/Rule of Law Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Legal Reform reports to the Head of Rule of Law 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training and support on the organisation of workshops for local counterparts;
- To support the development of the local institution such as Public Prosecution Office, Ministry of Internal Affairs (MoIA), Ministry of Justice, Verkhovna Rada in the field of civilian security sector reform including supporting them in drafting legislation in line with EU standards;
- To be the key interlocutor with the Public Prosecution Office, MoIA, Ministry of Justice and other;
- To provide analysis of compliance with international and EU legal standards and support Ukrainian authorities with drafting legislation in line with international and EU standards with particular focus on civilian security sector reform SSR and criminal justice, and the analysis of comparative laws and studies, etc.;
- To develop comments and provide comparative studies to Ukrainian (draft) legislation and to draft specific legal provisions as required to align the legislation with international and EU legal standards particularly in the area of SSR and criminal justice;
- To assist and/or take part in working groups and committees formed by Ukrainian authorities to review legislation for compliance with EU standards;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the legal reform and legislative drafting field.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on legal reform related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and 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, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of EU legal standards and best practices in the area of civilian security sector, combating organised crime, criminal justice and cooperation in criminal justice matters;
- Knowledge of EU standards, methodology and techniques of legal drafting in a process of bringing national legislation in line with EU standards;
- Legal drafting skills.

6. Desirable Qualifications and Experience:

- Practical experience from national or international level with supporting national authorities in the process of drafting of legislation in compliance with EU legal standards in the area of security sector reform, combating organised crime and criminal justice
- Experience in parliamentary process, international law, procedural law, administrative law, criminal law, contract law and labour law, developing legislation and legislative drafting;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of Ukrainian law and Ukrainian law-making processes;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region.

Position name: Senior Adviser on Legal Reform	Employment regime: Seconded	
Ref. number: UAT 028	Location: Kyiv	Availability: 10 Nov 2026
Department/Component/Unit: Operations/Rule of Law and Organised Crime Component/ Rule of Law Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Legal Reform reports to the Head of Rule of Law 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution of the Ministry of Justice and responsible Committees of the Verkhovna Rada in the field of legal reform and legislative drafting through providing advice in the form of legal opinions and expert discussions;
- To be the key interlocutor with the Verkhovna Rada and Ministry of Justice on legislative matters;
- To develop policies in line with the local institutions on legislative drafting.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices related to legal reform;
- To contribute and ensure timely reporting on legal reform related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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. The qualification should be in Law; 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 legislative procedures and the EU acquis.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in the following: parliamentary process; international law, procedural law, administrative law, criminal law, contract law and labour law;
- Experience in project management;

- Understanding of Ukrainian law.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language skills.

Position name: Senior Adviser on Complex Crime Scene Analysis	Employment regime: Seconded	
Ref. number: UAT 035	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department, Rule of Law and Organized Crime Component, Organised Crime Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Complex Crime Scenes 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, by advising and mentoring local counterpart at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of Ukrainian counterparts in the field of forensic capabilities in relation to complex crime scene activities/management];
- To facilitate the support of European Union agencies, e.g., EUROPOL, and EU Member States' Law Enforcement Agencies (LEAs);
- To support relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance complex forensic crime scene activities and management;
- To assist in the implementation of training activities on the best practices in forensic standards on major incident or crime sites.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within complex crime scene analysis;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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, having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of forensics matters, in the context of criminal investigations;
- Knowledge of forensic techniques and analysis at a complex crime scenes;

- Ability to reconstruct complex crime scenes;
- Expertise in handling major incidents and crimes scenes;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience:

- Experience in CBRNE
- Experience in crime scene management;
- Experience in capturing, visualising and reconstructing crime scene;
- Experience in crime scene work in high-risk areas (IED, EOD, and UXO's).
- Knowledge of various systems of forensic expertise in EU MS
- Experience with forensic system reform

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian language.

Position name: Senior Adviser on Prosecution	Employment regime: Seconded	
Ref. number: UAM 005	Location: Kyiv/Countrywide	Availability: 10 Nov 2026
Component/Department/Unit: Operations/Mobile Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Prosecution reports to the Head of Mobile 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, by advising and mentoring local counterparts at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and to propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of local institutions in the field of prosecution;
- To be the key interlocutor with the regional prosecutors' office;
- To develop policies in line with the local institutions, to support and advice relevant regional counterparts on criminal justice-related matters and on legal reform;
- To provide advice and assistance to 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, and criminal courts – and legal reform;
- To support and advice the regional prosecutor's office on the development of sustainable working and evaluation processes, as well as on cooperation with other regional authorities, especially police–prosecution cooperation.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 in law OR a qualification in the National Qualifications Framework in law 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 in law, 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, advise, and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of the prosecution service in the area of criminal justice and legal reform;

6. Desirable Qualifications and Experience:

- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of gender mainstreaming;
- Ukrainian or Russian language skills.

Position Name: Adviser on Veterans Support	Employment Regime: Seconded	
Ref. Number: UAM 008	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations/Mobile Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Adviser on Veterans Support reports to the Head of Veterans Unit.

2. Main Tasks and Responsibilities:

- Support the Head of Veterans Unit in advancing veterans-related initiatives, with particular emphasis on implementation, coordination, and project management at national and regional level. Assist in assessing how veterans' policies, programmes and services are implemented in practice, identifying operational bottlenecks, coordination gaps, and capacity constraints at regional and local level.
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of Ministry of Veterans Affairs (MoVA) and Ministry of Internal Affairs (MoIA) in the field of veteran rehabilitation and reintegration
- To be the key interlocutor with MoVA and MoIA;
- To develop policies in line with the local institutions

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or 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 advise and, support and motivate local counterparts;
- Experience of working in an intercultural environment, with respect of diversity
- Experience of designing and delivering training and to facilitate workshops
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector in the area of veteran's rehabilitation and reintegration

- Exhibit strong knowledge and understanding of veterans-related areas or Demonstrate expertise in veterans-related areas. OR exhibit strong understanding of veterans-related programs and policies.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Ability to build productive and cooperative working relationships with other staff members.
- Ability to prioritise tasks and to deliver high quality of work in a timely manner even under pressure.

7. Desirable Knowledge, Skills and Abilities:

- Experience working in civilian-military context.

Position Name: Senior Adviser on Organised Crime	Employment Regime: Seconded	
Ref. Number: LVO 013	Location: Lviv	Availability: ASAP
Component/Department/Unit: Operations/Field Office Lviv/Criminal Investigation and Organised Crime Team	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Organised Crime reports to the Head of Field Office Lviv.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the regional/local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the regional/local institution Prosecution, National Police of Ukraine and other law enforcement agencies in the field of organised and cross-border crime through activities advising, mentoring, capacity building as appropriate;
- To be the key interlocutor with the law enforcement institutions mandated to combat organised crime;
- To develop policies in line with the regional/locals Law Enforcement Agencies objectives.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;

- Knowledge of international organised crime networks, criminal intelligence, international and regional cooperation.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Senior Adviser on Maritime Security/IBM	Employment regime: Seconded	
Ref. number: ODO 016	Location: Odesa	Availability: ASAP
Component/Department/Unit: Operations/Field Office Odesa/Maritime/IBM Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Maritime Security/IBM (Integrated Border Management) Adviser reports to the Head of Maritime/IBM (Integrated Border Management) 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the State Border Guard Service's /Maritime Border Guard Directorate in Odesa in the maritime environment;
- To be the key interlocutor with the State Border Guard Service's /Maritime Border Guard Directorate in Odesa, Port Authorities and other actors involved in the maritime domain;
- To develop policies in line with the local institutions involved in the maritime environment in Odesa Region.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge on designing and delivering training;
- Knowledge of field of expertise as integrated border management protocols especially in maritime domain/customs/ /maritime law, EU Schengen Catalogue etc.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Project management experience

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Communications and Information Systems	Employment Regime: Seconded	
Ref. Number: UAO 043	Location: Kyiv	Availability: 16 Oct 2026
Department/Component/Unit: Operations/Strategic Reform Component/OAS Reform Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line

The Senior Adviser on Communications and Information Systems reports to the Head of OAS Reform Unit.

2. Main Tasks and Responsibilities

- To advise the relevant Ukrainian partners on Information and Communication Technology (ICT) development, improving, management and the related Standard Operating Procedures.
- To make recommendations, based on expert knowledge, for improvements to and interoperability between Law Enforcement Agencies and prosecutorial services information systems, including making recommendations for establishment of relevant data bases and data management.
- To liaise with Ministry of Internal Affairs, Regional and Local Government authorities, Law Enforcement Agencies, prosecutorial services and the Ministry of Finance on enhancements to planning, budgeting, accounting and implementation monitoring systems in order to increase accessibility and use of data.
- To identify and advise on the capacity and training opportunities of the administrative and internal support policing units.
- To support, as appropriate, the relevant Ukrainian partners to identify the appropriate equipment and infrastructure needed.
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise.
- To travel within the Mission's area of operations as required.

3. General 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).

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. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, IT Engineering or other relevant subject; OR

- 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.
- Ability to engage with senior officials/ governmental level decision makers.
- Experience in the field of communications and information systems.
- Experience in advising on and implementing digital transformation.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience of drafting strategies and/or actions plans in the area of digital transformation.
- Project management experience in the field of communications and information systems.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.
- Knowledge on the latest technical developments on the protection of critical communications and information systems.

Position name: Adviser on Communications and Information Systems	Employment regime: Seconded	
Ref. number: UAO 051 UAO 053	Location: Kyiv	Availability: ASAP ASAP
Component/Department/Unit: Operations/Strategic Reform Component/OAS Reform Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Adviser on Communications and Information Systems reports to the Head of OAS Reform 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institutions such as Ministry of Internal Affairs, Economic Security Bureau of Ukraine, State Bureau of Investigations and other stakeholders in the field of Civilian Security Reform (CSSR) through advice, mentoring and practical support activities;
- To be the key interlocutor with the relevant CSSR stakeholders on all matter related to Information and Communications Systems;
- To develop policies in line with the local institutions on all matters related to Information and Communication Systems.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or 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, advise and motivate local counterparts;
- Expertise of designing and implementing training;
- Experience in the field of communications and information systems;
- Experience in advising on and implementing digital transformation

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Knowledge on the latest technical developments on the protection of critical communication and information systems;
- Knowledge of applicable international standards with regard to communications systems.
- Project Management experience in the field of communication and information systems;

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Adviser on Veterans Support	Employment Regime: Seconded	
Ref. Number: UAO 067	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Law Enforcement/Veterans	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: Yes

1. Reporting Line:

The Adviser on Veterans Support reports to Head of Veterans Unit.

2. Main Tasks and Responsibilities:

- Support the Head of Veterans Unit in advancing veterans-related initiatives, with particular emphasis on implementation, coordination, and project management at national and regional level. Assist in assessing how veterans' policies, programmes and services are implemented in practice, identifying operational bottlenecks, coordination gaps, and capacity constraints at regional and local level.
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of Ministry of Veterans Affairs (MoVA) and Ministry of Internal Affairs (MoIA) in the field veteran rehabilitation and reintegration
- To be the key interlocutor with MoVA and MoIA;
- To develop policies in line with the local institutions.
-

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or 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, advise and motivate local counterparts;
- Experience of working in an intercultural environment, with respect of diversity
- Experience of designing and delivering training and to facilitate workshops
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector in the area of Veteran rehabilitation and reintegration

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Ability to build productive and cooperative working relationships with other staff members.
- Ability to prioritise tasks and to deliver high quality of work in a timely manner even under pressure.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Border/IBM and Customs	Employment Regime: Seconded	
Ref. Number: UAO 082	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/IBM Component	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Border/IBM and Customs reports to the Head of the IBM Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s); on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart(s) in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To advise and support the development of State Border Guard Service and State Customs Service in light of the EU Accession process, within the broader Civilian Security Sector Reform (CSSR), taking into consideration the necessary inter-agency cooperation and coordination
- To be a key interlocutor with State Border Guard Service of Ukraine and State Customs Service;
- To develop policies and strategies in line with the local institutions State Border Guard Service of Ukraine and State Customs Service.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to advise local counterparts;
- Knowledge of European Union's Customs Code, customs policies, structures, challenges and opportunities

- Knowledge and skills related to European Integrated Border Management within the wider scope of the Schengen Acquis;
- Experience of designing and delivering trainings;

6. Desirable Qualifications and Experience:

- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations;
- Experience in drafting Schengen Governance and Action Plan;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of human rights and gender mainstreaming;
- Ukrainian and/or Russian language.

Position name: Senior Adviser on Transitional Justice	Employment regime: Seconded	
Ref. number: UAO 094	Location: Kyiv	Availability: 1 Dec 2026
Component/Department/Unit: Operations/Rule of Law and Organised Crime Component/ Rule of Law Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Transitional Justice reports to the Head of Rule of Law 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of transitional justice through activities such as legislative and policy advice and training;
- To be the key interlocutor with the Ministry of Justice and Parliament, public prosecution office, judiciary and law enforcement agencies;
- To develop policies in line with the local institutions on transitional justice;
- To support local authorities in drafting legislation in the area of transitional justice.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of transitional justice mechanisms.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Cybercrime	Employment Regime: Seconded	
Ref. Number: UAO 112	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations /Rule of Law and Organised Crime Component/Organised Crime Unit	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Cybercrime 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Ministry of Interior and Cyber Department of National Police of Ukraine in the field of combating cybercrime through activities such as advice on draft legislation, policies, strategies, standard operational procedures, international cooperation, inter-agency cooperation;
- To be the key interlocutor with the Ministry of Interior and Cyber Crime Department of the National Police of Ukraine;
- To develop policies in line with the local institutions (Ministry of Interior and Cyber Crime Department of National Police of Ukraine).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and 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, advise and motivate local counterparts;
- Experience of designing and delivering training;

- Knowledge of and operational experience with combating and investigating cyber-crime;
- Experience with providing advice on strategies, policies and procedures and legislation related in cybercrime;

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 and/or Russian language.

Position Name: Senior Adviser on Legal Reform	Employment Regime: Seconded	
Ref. Number: UAO 133	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/National Security Component/Reform Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on Legal Reform reports to the Head of Reform 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To provide strategic advice to the relevant Ukrainian partners – the Security Service of Ukraine and Foreign Intelligence Service of Ukraine – on law drafting, implementing democratic civilian control as well as in other matters related to legal reform of the security and intelligence services;
- To provide strategic advice on establishing new oversight institutions and effective mechanisms for cooperation with the Verkhovna Rada committee responsible for the oversight of the activities of the security and intelligence services;
- To support the development of inspections and security vetting procedures of the deputies of Verkhovna Rada in the field of parliamentary oversight through advice and training;
- To be the key interlocutor with the security and intelligence services in their consultations with Verkhovna Rada's committee responsible for legal reform of the security and intelligence services and intelligence oversight;
- To develop policies in line with the Rule of Law Roadmap and other relevant strategies in the field of national security.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and 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, advise and motivate local counterparts;
- Ability to engage with senior officials and decision makers.
- Experience of designing and delivering training;
- Knowledge of various aspects and best practices of the activities of security and intelligence services

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Familiarity with the security environment in Ukraine and the region;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Complex Crime Scene Analysis	Employment Regime: Seconded	
Ref. Number: UAO 139	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department /International Crimes Component/International Crimes Investigations Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on Complex Crime Scene Analysis reports to the Head of Unit International Crimes Investigations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution the Office of the Prosecutor General (OPG), National Police Unit (NPU) and the Security Services of Ukraine (SSU) in the field of International Crimes through activities Workshops/Training events etc.;
- To be the key interlocutor with the OPG, NPU and SSU;
- To develop policies in line with the local institutions such as the OPG, NPU and SSU.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of forensics matters and techniques, in particular with regard to criminal investigations and analysis at complex crimes scenes;

- Ability to reconstruct complex crime scenes;
- Expertise in dealing with scenes of major incidents and crimes.

6. Desirable Qualifications and Experience:

- Experience in CBRNE (chemical, biological, radiological, nuclear and explosive)-related crime scenes;
- Experience in working at larger crime scenes, trace analyses and recovery (e.g., DNA, blood), identifying of bodies, or parts of bodies;
- Experience in capturing, visualising, and reconstructing crime scenes;
- Experience in crime scene work in high-risk areas (involving IEDs, EODs, and UXO's);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position name: Senior Adviser on Defence and Fair Trial Rights	Employment regime: Seconded	
Ref. number: UAO 145	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department /International Crimes Component/International Crimes Legal Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on Defence and Fair Trial Rights reports to the Head of International Crimes Legal 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other advisers;
- To design and deliver training;
- To support the development of the local institutions primarily the Free Legal Aid Centres and the relevant bar associations in the field of upholding fair trial rights during criminal proceedings for international crimes cases through activities including advice, mentoring and training;
- To be the key interlocutor with the Free Legal Aid Centres and the relevant bar associations;
- To develop policies in line with the local institutions;
- To provide advice and training in order to build the capacity of defence counsel in upholding fair trial rights and guarantees of suspects and defendants during international crimes cases in Ukraine;
- To provide training to defence counsel on the application of international humanitarian law, international criminal law and international human rights law within the context of the armed conflict in Ukraine.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights mainstreaming in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies in law 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 educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of upholding the rights of suspects and defendants during complex criminal proceedings gained as defence counsel, or as a judge or through another relevant position;
- Knowledge of international humanitarian law, international criminal law and international human rights law;
- Legal drafting skills.

6. Desirable Qualifications and Experience:

- Experience of representing suspects and defendants during international crimes proceedings within national jurisdictions and/or at the international level (from specialised courts/tribunals and/or from executive international mission);
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position name: Senior Adviser on Adjudication of International Crimes	Employment regime: Seconded	
Ref. number: UAO 146	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Legal Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on Adjudication of International Crimes reports to the Head of International Crimes Legal 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution the judiciary of Ukraine in the field of the adjudication of international crimes proceedings (war crimes, crimes against humanity, crime of genocide, crime of aggression) through activities that include giving advice, training and mentoring;
- To be the key interlocutor with the judiciary of Ukraine;
- To develop policies in line with the local institutions namely the judiciary of Ukraine.
- To enhance the capacity of Ukrainian judges to adjudicate international crimes proceedings in a manner that is effective, transparent and in accordance with fair trial and victim and witness rights standards.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies in law 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 educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of adjudicating international crimes proceedings as an investigative and/or trial judge within national or international jurisdictions;
- Knowledge of international humanitarian law and international criminal law;
- Legal drafting skills.

6. Desirable Qualifications and Experience:

- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Adviser on Hybrid Threats	Employment Regime: Seconded	
Ref. Number: UAO 148 UAO 149	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations /National Security Component/Hybrid Threats Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Adviser on Hybrid Threats reports to the Head of Hybrid Threats 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, by advising and mentoring relevant Ukrainian counterparts at the strategic and operational levels;
- To support the Mission in identifying and addressing structural weaknesses in the performance and accountability of relevant counterparts/institutions and to propose appropriate solutions;
- To provide analysis, strategic and operational advice, and recommendations to relevant Ukrainian counterparts within the area of responsibility;
- To support the development and operational capabilities of relevant Ukrainian counterparts in countering hybrid threats, including foreign information manipulation and interference (FIMI);
- To develop, as required, action plans and implementation plans for countering hybrid threats and strengthening resilience;
- To advise relevant Ukrainian counterparts on intelligence collection and analysis from a variety of sources, taking into account a whole-of-government and whole-of-society approach;
- To provide strategic and operational advice and assistance to relevant Ukrainian partners in implementing reforms in accordance with agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To ensure timely reporting on activities in accordance with the relevant planning documents;
- To facilitate support from, and liaison with, EU Member States and like-minded state institutions involved in countering hybrid threats;
- According to operational needs, to liaise with international bodies and EU institutions, bodies and agencies;
- To identify and advise relevant Ukrainian counterparts on capacity-building and training opportunities related to hybrid threats, including foreign information manipulation and interference;
- To identify and advise on capacity-building and training opportunities on hybrid threats for the counterparts of the component;
- To design and deliver training and assist in the implementation of external training activities related to countering hybrid threats;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure required to strengthen resilience to hybrid threats;
- To advise, support and facilitate relevant Ukrainian partners in the implementation of externally funded projects and initiatives within his/her field of expertise;
- To liaise closely and coordinate with other horizontal advisers to ensure coherence and complementarity across relevant Mission activities;
- To serve as a key interlocutor on hybrid threats within the Mission and with relevant Ukrainian and international counterparts..

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies (relevant with international relations, strategic studies or intelligence/security topics etc.) 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 Degree OR equivalent and attested police and/or 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:

- Good knowledge of hybrid threats including concrete experience on either strategic or operational levels gained in a governmental agency or equivalent;
- Ability to mentor, advise and motivate local counterparts;
- Knowledge on influence operations in the digital era;
- Experience of designing and delivering training;

6. Desirable Qualifications and Experience:

- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats;
- Experience of developing hybrid scenarios;
- Knowledge and practical experience to use existing world-known software solutions detecting disinformation campaigns, identifying the source of these campaigns and elaborating possible ways to counteract them;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Russian and/or Ukrainian Language skills.

Position Name: Legal Adviser on State Security Reform	Employment Regime: Seconded	
Ref. Number: UAO 161	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/National Security Component/Reform Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Legal Adviser on State Security Reform reports to the Head of Reform 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To provide strategic advice to the relevant Ukrainian partners – the Security Service of Ukraine and Foreign Intelligence Service of Ukraine – on law drafting and implementing democratic civilian control over the security and intelligence services;
- To provide strategic advice on establishing new oversight institutions and effective mechanisms for cooperation with the Verkhovna Rada committee responsible for the oversight of the activities of the security and intelligence services;
- To support the development of inspections and security vetting procedures of the deputies of Verkhovna Rada in the field of parliamentary oversight through advice and training;
- To be the key interlocutor with the security and intelligence services in their consultations with Verkhovna Rada's committee responsible for intelligence oversight;
- To develop policies in line with the Rule of Law Roadmap and other relevant strategies in the field of national security.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or 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, advise and motivate local counterparts;
- Ability to engage with senior officials and decision makers.
- Experience of designing and delivering training;
- Knowledge of key aspects and best practices related to the work of security and intelligence services.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Familiarity with the security environment in Ukraine and the region;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser Hybrid Threats	Employment Regime: Seconded	
Ref. Number: UAO 171	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/National Security Component/Hybrid Threats Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Hybrid Threats reports to the Head of Hybrid Threats 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the sustainable development of relevant Ukrainian counterparts in the field of countering hybrid threats—particularly the National Security and Defence Council, the Security Service of Ukraine, the Foreign Intelligence Service of Ukraine, and the State Service of Special Communications and Information Protection of Ukraine—by providing strategic advice and identifying sustainable training and equipment needs.
- To support counterparts in developing strategies and policies aligned with EU standards and best practices for strengthening resilience to hybrid threats.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and 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, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Good knowledge of hybrid threats, including concrete strategic- or operational-level experience gained in a governmental agency or an equivalent institution.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Knowledge of the EU policy framework for enhancing resilience to, and countering, hybrid threats;
- Experience in developing hybrid-threat scenarios;
- Expertise in the field of national security, including relevant knowledge of the work of security and intelligence agencies.

7. Desirable Knowledge, Skills and Abilities:

- Russian and/or Ukrainian language.

Position Name: Adviser on Hybrid Threats	Employment Regime: Seconded	
Ref. Number: UAO 172	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/National Security Component/Hybrid Threats Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Adviser on Hybrid Threats reports to the Head of Hybrid Threats 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of security and intelligence services, as well as the National Cyber Security Coordination Centre, in the areas of intelligence and (cyber) security through the provision of advice and training.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or 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, advise and motivate local counterparts;
- Experience of designing and delivering training on risk management, strategic planning, operational targeting and intelligence analysis.
- Knowledge of national security, intelligence, cybersecurity, and/or counterterrorism matters, including concrete operational-level experience gained in a governmental agency or an equivalent institution;
- Ability to work effectively with intelligence and security services, as well as other relevant stakeholders.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Degree in national security studies, intelligence and security studies, new technologies, or information/cybersecurity.

7. Desirable Knowledge, Skills and Abilities:

- Familiarity with the security environment in Ukraine and the region;
- Ukrainian and/or Russian language.

Position Name: Senior Adviser Police Reform	Employment Regime: Seconded	
Ref. Number: UAO 181	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Law Enforcement Component/Criminal Investigation Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Police Reform reports to the Head of Criminal Investigation 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development and reform of national Law Enforcement Agencies (LEA) under the Ministry of Internal Affairs (MoIA) to align criminal investigation practices to EU acquis.
- To be a key interlocutor with MoIA LEAs in their reform and actualisation processes regarding criminal pretrial investigations.
- To advise and support the development of strategic documents (policies, strategies and action plans) according to each LEAs mandate.
- To advise and support Ukrainian LEAs in strengthening structures, processes, and service delivery mechanisms related to the goals of the Security Sector Reform of Ukraine.
- To strengthen institutional capability to cooperate with EU partners and apply EU procedural standards in criminal investigations.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and 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, advise and motivate local counterparts;
- Experience in mentoring, monitoring, and advising capacities;
- Experience in the development, review, and implementation of policies and reforms in law enforcement agencies.
- Knowledge of EU best practices regarding criminal investigation from a law enforcement perspective.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Senior Adviser on Digital Solutions	Employment Regime: Seconded	
Ref. Number: UAO 182	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Law Enforcement Component/Criminal Investigation Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Digital Solutions reports to the Head of Criminal Investigation 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support and consolidate the digital transformation of law enforcement bodies in the field of criminal investigation based on the latest IT solutions and strategic management tools that align with EU best practices;
- To advise LEA on enhancing investigation capabilities using specialised IT solutions and tools, both in terms of efficiency and legal standards;
- To promote standardisation of digital solutions used by LEA for criminal investigations, facilitating common working practices, training and sustainability;
- To develop policies and regulations in line with the implementation of digital solutions for criminal investigation purposes for local institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and 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, advise and motivate local counterparts;
- Experience in design and delivering training;

- Knowledge of IT solutions, digital tools, and software applications used in law enforcement to enhance, develop and/or improve criminal investigations;
- Knowledge of processes and regulations required to implement specialised IT solutions, tools and applications for criminal investigation in accordance with EU acquis and best practices.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Senior Adviser on EU Legislation	Employment Regime: Seconded	
Ref. Number: UAO 183	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Rule of Law and Organised Crime Component/Rule of Law Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on EU Legislation reports to the Head of Rule of Law 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of local institutions in aligning Ukrainian national laws with the European Union (EU) acquis through activities such as conducting legal gap analyses, drafting legal opinions on amendments to national legislation, and applying the structural and technical requirements of EU directives and regulations;
- To be the key interlocutor with the Ministry of Justice and Parliament, public prosecution office, judiciary and law enforcement agencies;
- To develop policies in line with the local institutions on aligning Ukrainian national laws with the EU acquis to advance Ukraine's accession process.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and 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, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Good knowledge of EU law and directives;
- Good knowledge and skills in technical legal drafting;
- Ability to conduct comparative studies;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience of working in EU institutions, government ministries or parliamentary committees.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian (and/or Russian) language skills.

Position Name: Adviser on IBM	Employment Regime: Seconded	
Ref. Number: UAO 184	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/IBM Component	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Adviser on IBM reports to the Head of IBM 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the State Migration Service and the State Border Guard Service in the field of migration policy, strategy and action plan implementation with focus on countering irregular migration through activities of advising on drafting policies and strategies as well as advising and supporting the implementation of the action plan
- To be the key interlocutor with the State Migration Service

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or 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 advise and motivate local counterparts on strategic, policy and operational level;
- Profound knowledge of European Integrated Border Management
- Sound knowledge of the four pillars of EU's new migration and asylum policy / EU pact on migration and asylum
- Skills and experience of designing and delivering training in countering irregular migration

- Proven record on knowledge, skills and abilities contributing to mitigate irregular migration

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in project management

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Schengen Governance framework
- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of human rights and gender mainstreaming
- Ukrainian or/and Russian language

Position Name: Senior Adviser on EU Legal Standards	Employment Regime: Seconded	
Ref. Number: UAO 185	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Rule of Law and Organised Crime Component	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on European Union Legal Standards reports to the Head of the Rule of Law 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support local institutions in meeting the European Union's (EU) enlargement criteria specifically Chapter 23 (Judiciary and Fundamental Rights) and Chapter 24 (Justice, Freedom and Security) through activities that assist national Ukrainian institutions function in accordance with EU rule of law standards and European Court of Human Rights (ECtHR) jurisprudence;
- To be the key interlocutor with the Ministry of Justice and Parliament, public prosecutions offices, the judiciary, and law enforcement agencies;
- To develop policies in line with the local institutions;
- To assess the independence, integrity and accountability of national rule of law and law enforcement bodies, and to advise on national strategies for the reform of such bodies to ensure their compliance with EU legal standards.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and 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, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of the EU enlargement policy; rule of law and fundamental rights, justice, freedom and security (Chapters 23 and 24), Venice Commission and GRECO standards, and the European Convention on Human Rights;
- Professional level proficiency in English.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience of working on EU accession processes such as with or for national governments or within organisations such as the Council of Europe, OSCE, or EU justice missions.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian (and/or Russian) language skills.

Position Name: Adviser on Child-Friendly Justice	Employment Regime: Seconded	
Ref. Number: UAO 186	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Rule of Law and Organised Crime Component/Organised Crime Unit.	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Adviser on Child-Friendly Justice reports to the Head of the 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of local institutions including the Ukrainian justice and law enforcement bodies working in the field of the protection and prevention of sexual and other forms of violence and exploitation of children, also via online exploitation, through activities including advising on policies and processes designed to safeguard children and prevent re-traumatisation of child victims or witnesses during criminal proceedings;
- To strengthen inter-agency cooperation to improve the identification and protection of child victims of sexual violence and exploitation, particularly for children exploited by criminal networks;
- To be the key interlocutor with the Ukrainian justice and law enforcement bodies that work in this field;
- To develop policies in line with the local institutions on measures to protect child victims and witnesses in criminal proceedings with a focus on child friendly and gender-sensitive approaches.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or 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, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of investigating, prosecuting, adjudicating or otherwise working on criminal cases involving child sexual exploitation or abuse;
- Knowledge of policies and processes designed to safeguard children and prevent re-traumatisation of child victims or witnesses during criminal proceedings;
- Knowledge of specialised interviewing techniques and protocols for children who have experienced severe trauma;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience working on cases concerning children exploited by organised criminal networks;
- Experience of advising justice and law enforcement bodies on trauma-informed processes and enhancing national systems for protecting children from violence and exploitation.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian (and/or Russian) language skills.

Seconded/Contracted

Position Name: Procurement Officer/ Market Survey Reviewer	Employment Regime: Seconded	
Ref. Number: UAS 023	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Mission Support/Procurement Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer/ Market Survey Reviewer reports to the Head of Procurement Section.

2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Procurement on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To assist other Units and mission members with general Preliminary Market Analysis (PMA) matters;
- To review and assess PMAs submitted by other Units to the Procurement Section;
- To maintain procurement and PMA related databases;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices.
- To advise mission members on procurement-related questions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager.

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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG).

Position Name: Human Resources Management Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: UAR 002 UAR 004	Location: Kyiv	Availability: ASAP ASAP
Component/Department/Unit: Human Resources Division	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing third States: No

1. Reporting Line:

The Human Resources Management Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Office;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Civilians Operations Headquarters in all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and CivOpsHQ
- To coordinate the selection and recruitment process:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CivOpsHQ, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CivOpsHQ Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralised IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To implement a performance management approach in accordance with CivOpsHQ policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;

- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To coordinate the deployment of selected candidates, check-in and check-out of staff members with all involved stakeholders, including line managers and the Brussels Point of Contact from CivOpsHQ3;
- To 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 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, in the field of human resources management field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Organisational skills and capacity to develop plans, policies and forecasts;

6. Desirable Qualifications and Experience

- Organisational skills and capacity to develop plans, policies and forecasts;

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. Number: UAD 015	Location: Kyiv/Countrywide	Availability: 01 Jan 2027
Department/Component/Unit: Security and Health Department/Security Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
- To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
- To ensure all security and communications equipment is operational and ready to use;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
- To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To travel to all Mission areas including high-risk areas as required.
- To perform any other duties assigned by the SMSO in accordance with the Department's activities and operational needs.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Mission Security Analyst	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. Number: UAD 006 UAD 019	Location: Kyiv	Availability: 02 Oct 2026 15 Oct 2026
Department/Component/Unit: Security and Health Department/ Security Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures.
- To assess the security situation and to analyse all relevant information.
- To produce incident based and travel security advisories.
- To prepare daily, weekly, monthly security working papers, and other reports as required.
- To produce long-term assessments and forecasts of the security situation.
- To assist the SMSO in maintaining continuity of security information analysis efforts.
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations.
- To conduct risk analysis and threat assessments on security developments for persons and assets;
- To provide briefings to new Mission members on the security situation and ensure all members are prepared for emergencies.
- To ensure the quick dissemination of security related information.
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances.
- To deputise in the absence of the Information Security Officer, as required.
- To perform security surveys of Mission member's personal protective security requirements, transport security, residential and office security.
- To liaise and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide assistance and appropriate response to Mission members and ensure that all necessary actions are taken, particularly in emergency cases.
- To provide timely, precise and accurate reports and analyses.
- Support and provide direction to Security Operations Room for monitoring security environment.
- To perform any other duties assigned by the SMSO in accordance with the Department's activities and operational needs.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility.
- To contribute and ensure timely reporting on activities within the respective area of responsibility.
- To take account of gender equality and human rights aspects in the execution of tasks.
- To 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 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in security analysis, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to contribute to the development of security policies and procedures;
- Reporting skills;
- Presentation skills (preparing and delivering presentations);

6. Desirable Qualifications and Experience

- Security studies, security and defence studies, international security studies, peace and conflict studies, political sciences, intelligence or other related studies.
- Successful completion of CPCC Mission Security Officer Certification Course or equivalent.
- International experience with multi-national and international organisations, particularly in Ukraine.
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Ability to contribute creatively to the development of security policies and procedures.
- Highly resilient under mental pressure.
- Valid license for armoured vehicles or C or C1 Driving license;

7. Desirable Knowledge, Skills and Abilities

- Ability to use GIS – software.
- Presentations skills (preparing and delivering presentation).

Position Name: Psychologist	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. Number: UAD 020	Location: Kyiv/Country Wide	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Health Department/Medical Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Psychologist is administratively managed by the Medical Adviser and, in coordination with the Medical Adviser, reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To assist and advise the Senior Mission Security Officer and the Medical Adviser on all Mental Health and Psychosocial Support (MHPSS) matters, including strategic advice on the psychological impact of security threats and health measures across the Mission area of operation;
- To act as the primary psychological focal point for the Mission Critical Incident Staff Assistance (CISA), and Peer Support programmes;
- To design, implement, and maintain an evidence-based psychological trauma response framework, conducting immediate psychological debriefings and crisis interventions following serious incidents (security, medical, war-related incidents, or emergency evacuations);
- To assist in formulating and updating institutional MHPSS plans, mental health quality assurance procedures, Safe and Inclusive Working Environment policies, and psychological support emergency contingency plans proactively for the promotion of psychosocial wellbeing of Mission Members;
- To provide psychological support and operational advice to Mission leadership regarding operational planning, decision-making processes, and risk mitigation strategies;
- To provide direct psychological consultation, assessment, and short-term support to Mission Members, establishing external referral networks with specialised providers, clinics, and hospitals;
- To design, coordinate, and deliver targeted MHPSS trainings (e.g., Psychological First Aid, Peer Supporter continuous training, psychological resilience, war-zone stress management, vicarious trauma support, etc.) for all Mission Members;
- To support management, HR and Confidential Counsellors in conflict mediation and healthy workplace practices;
- To perform psychological evaluations and assessments of fit-to-work status for mission members and pre-deployment candidates when required.
- To coordinate and liaise with CivOpsHQ.5 psychologist, international and local civilian and non-governmental humanitarian support agencies operating in Ukraine on MHPSS matters.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 police or military equivalent education or training and rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements covering crisis response and trauma intervention: AND
- Current valid license, registration, or official government recognition to practice as a clinical psychologist in an EU Member State; AND
- Provision of a valid "Certificate of Good Standing / Current Professional Status" (or national equivalent) issued by a competent EU national authority;

5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of acute trauma, PTSD, psychological crisis intervention, and personal resilience in high-stress operational environments;
- Knowledge and skill to draft institutional documents, including Standard Operating Procedures (SOPs), contingency plans, policy notes, decision briefs and mental health and wellbeing recommendations for Mission Members;
- Excellent crisis management abilities and high-level cross-cultural communication skills;
- High level of personal resilience, adaptability to work in a high-security risk environment, and willing to work extra hours when required;
- Have the ability to work in interdisciplinary and intercultural teams;

6. Desirable Qualifications and Experience:

- Certified training in evidence-based psychological interventions, Psychological First Aid (PFA), formal workplace mediation/ADR and familiarity with IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings;
- Additional training or certification in occupational health, staff support, and traumatic/critical incident stress, as well as a broad range of related fields, such as alcohol/substance abuse, family counselling, training, stress management, are considered an asset.
- Experience in delivering MHPSS training programs in international civilian or military missions.
- At least 2 years in conflict/high-risk zones or international organisations
- Complete professional proficiency in English (speaking, reading, writing, and drafting);

7. Desirable Knowledge, Skills and Abilities:

- Valid Category C or C1 driving license.
- Language skills in Ukrainian (or Russian).

Position Name: Internal Auditor	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. Number: UAC 015	Location: Kyiv	Availability: 01 Jun 2026
Component/Department/Unit: Head of Mission Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Internal Auditor reports to the Head of Mission and acts independently in the Mission's interest.

2. Main Tasks and Responsibilities:

- To advise the Head of Mission and all concerned parties on dealing with risks and provide independent advice on quality control systems and processes;
- To advise and assist the Head of Mission to ensure compliance with internal control standards;
- To assist and promote sound financial management;
- To assist the Head of Mission in identifying and controlling significant risks related to the achievement of the Common Security Defence Policy (CSDP) Mission objectives;
- To evaluate adequacy of management control systems, the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To be responsible for planning and conducting financial systems and performance audit controls;
- To establish a risk based ex-post financial control function to be performed in compliance with recognised audit standards and applicable rules;
- To develop a risk based audit programme for validation by the Mission management;
- To draft audit procedures and methods to meet the objective of audit engagements;
- To prepare high quality operational audit reports, present findings and recommendations on actions taken;
- To ensure financial operations are legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To design and establish risk mitigation systems and Mission financial circuits to improve compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To examine if resources are used efficiently and economically to achieve effective results;
- To operate in accordance with relevant rules and regulations and internationally established professional internal auditing standards;
- To prepare an annual audit report containing a summary of the number and type of internal audits, a synthesis of the recommendations and the actions taken;
- To prepare a 6 month monitoring report aiming to ensure the implementation of corrective actions introduced by the Audit Report/s and provide a follow up on all previous recommendations, if they have not been effected yet;
- To make recommendations to the Mission management to improve efficiency and effectiveness of Mission operations.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To 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 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to deliver high-quality reports and make recommendations;
- Analytical, research and problem solving skills;
- Knowledge of audit and accounting principles;
- Experience working with financial/accounting/audit management software;

6. Desirable Qualifications and Experience:

- Master's degree in Economics, Accounting, Audit, Finance, or other related field;
- Experience in setting up an internal audit capability in a complex organisation;
- Knowledge of relevant EU rules and regulations;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or a recognised internal, external audit/accountancy certification or professional qualification, such as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Experience in the Common Security Defence Policy environment.