

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Advisory Mission in Ukraine EUAM Ukraine 1-2026 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 (48)</u>			
	UAR 004	Human Resources Management Officer	Kyiv	01 July 2026
	BSE 001	Policy Support Officer - Operations (Brussels Support Element)	Brussels	ASAP
	UAC 003	Executive Officer DHoM	Kyiv	ASAP
	UAC 015	Internal Auditor	Kyiv	01 Jun 2026
	UAC 025	Senior Coordination and Cooperation Officer	Kyiv	01 Aug 2026
	UAC 033	Planning and Evaluation Officer	Kyiv	ASAP
	UAC 037	Reporting Officer	Kyiv	02 Jul 2026
	UAC 043	Project Management Officer	Kyiv	ASAP
	UAC 045*	Team Leader, Project Management (Project Cell)	Kyiv	02 Sep 2026
	UAC 046*	Team Leader, Project Supply (Project Cell)	Kyiv	12 Aug 2026
	UAC 050	Head of Press and Public Information Division	Kyiv	ASAP
	UAC 054	Strategic Communication Adviser	Kyiv	ASAP
	UAM 002	Senior Adviser on General Policing	Kyiv/Coun-trywide	01 Sep 2026
	ODO 001	Head of Field Office Odesa	Odesa	08 Jul 2026
	ODO 008	Senior Adviser on Criminal Investigation	Odesa	ASAP
ODO 015	Adviser on General Policing	Odesa	01 Jun 2026	

UAO 003	Deputy Head of Operations (Coordination)	Kyiv	01 Jun 2026
UAO 038	Adviser on Civilian Security Sector Education	Kyiv	ASAP
UAO 053	Adviser on Communication and Information Systems	Kyiv	ASAP
UAO 060	Head of Law Enforcement Component	Kyiv	06 Aug 2026
UAO 082	Senior Adviser on Border/IBM and Customs	Kyiv	ASAP
UAO 088	Senior Maritime IBM Adviser	Kyiv	02 Jul 2026
UAO 089	Senior Adviser on IBM Strategies Implementation	Kyiv	ASAP
UAO 092	Senior Adviser on Prosecution (management)	Kyiv	19 May 2026
UAO 098	Senior Adviser on Penitentiary and Probation	Kyiv	01 May 2026
UAO 112	Senior Adviser on Cybercrime	Kyiv	ASAP
UAO 116	Senior Adviser on Financial Crimes	Kyiv	ASAP
UAO 132	Senior Adviser on National Security	Kyiv	23 Jul 2026
UAO 139	Senior Adviser on Complex Crime Scene Analysis	Kyiv	ASAP
UAO 141	Senior Adviser on Organised Crime - Drugs	Kyiv	ASAP
UAO 146	Senior Adviser on Adjudication of International Crimes	Kyiv	ASAP
UAO 150	Head of Veterans Support Unit	Kyiv	01 Jun 2026
UAO 151 UAO 152	Senior Adviser on Veterans' Support	Kyiv	01 Jun 2026
UAO 153	Adviser on Veterans Support	Kyiv	01 Jun 2026
UAO 160	Head of Reform Unit	Kyiv	01 Jun 2026
UAO 161	Legal Adviser on State Security Reform	Kyiv	01 Jun 2026
UAO 170	Head of Hybrid Threats Unit	Kyiv	01 Jun 2026
UAO 171	Senior Adviser on Hybrid Threats	Kyiv	01 Jun 2026
UAO 172	Adviser on Hybrid Threats	Kyiv	01 Jun 2026
UAO 180	Senior Adviser on Police Reform	Kyiv	01 Jun 2026
UAO 181	Senior Adviser on Police Reform	Kyiv	01 Jun 2026
UAO 182	Senior Adviser on Digital Solutions	Kyiv	01 Jun 2026
UAS 023	Procurement Officer/ Market Survey Reviewer	Kyiv	10 Aug 2026
UAT 027	Senior Adviser on Legal Reform	Kyiv	01 Sep 2026
UAT 034	Senior Adviser on Forensics	Kyiv	ASAP
UAT 035	Senior Adviser on Complex Crime Scene Analysis	Kyiv	ASAP

	UAT 040	Senior Adviser on OSINT	Kyiv	22 Apr 2026
	<u>Seconded/Contracted (2)</u>			
	LVD 002	Mission Security Officer	Lviv	7 Aug 2026
	UAD 001	Senior Mission Security Officer	Kyiv	ASAP
Deadline for applications:	Wednesday, 29 April 2026, at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>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.</p> <p><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></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p>Mr Bruno FERREIRA</p> <p>CivOpsHQ-HR-EUAM-Ukraine@eeas.europa.eu</p> <p>+32 460 846 242</p>			

*Post pending Deployment Plan approval.

Please note that the Country Treat 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 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: Human Resources Management Officer	Employment Regime: Seconded	
Ref. Number: UAR 004	Location: Kyiv	Availability: 01 July 2026
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 managing and coordinating the Human Resources Office;
- To advise and assist Mission members on human resources policies and procedures;
- To cooperate closely with the Brussels Support Element on Human Resources and other Liaison Officers on all matters related to human resources management;
- To plan, prepare, and implement end-to-end selection and recruitment processes in accordance with the CivOpsHQ policy and procedures;
- To prepare Calls for Contributions (CfC) for international staff, and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded staff prior to the launch of CfCs;
- To update job descriptions in line with the Civilian Mission Handbook, in consultation with line managers and the EEAS/Civilian Operations Headquarters (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, and 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 support the administration of 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 the Goalkeeper Register;
- To support, inform, assist, and advise on training and staff development;
- 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.

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:

- People management skills;
- Organisational skills and capacity to develop plans, policies, forecasts and draft reports;
- Problem-solving skills and capacity to deal with disputes, grievances, and staffing issues;
- Influencing, persuasion, coaching, and negotiation skills.

6. Desirable Qualifications and Experience:

- Training and experience in MS Excel, Access, and Visio, and in building databases with similar software;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- 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 and functionally supports and works with the Operations Division of the Civilian Operations Headquarters (CivOpsHQ).

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: 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, 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: Internal Auditor	Employment Regime: Seconded	
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.

Position Name: Senior Coordination and Cooperation Officer	Employment Regime: Seconded	
Ref. number: UAC 025	Location: Kyiv	Availability: 01 August 2026
Component/Department/Unit: Chief of Staff Office/ Political Analysis and Coordination Division/ Coordination and Cooperation Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Senior Coordination and Cooperation Officer reports to the Head of Political Analysis and Coordination Division.

2. Main Tasks and Responsibilities

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate.
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives.
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders.
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives.
- To contribute to the development and regular updating of the Mission Implementation Plan.
- To contribute to Mission's internal and external reporting against benchmarking.
- To ensure that all Coordination and Cooperation Office activities are consistently and coherently planned and implemented according to the Mission mandate and tasks as set out in the planning documents, Operation Plan (OPLAN) and the Mission Implementation Plan (MIP).
- To assist the Head of Political, Analysis and Coordination Division to coordinate all contributions from Operations to the Mission's internal and external periodic reporting.
- To assist the Head of Political, Analysis and Coordination Division in ensuring that liaison and coordination is consistently maintained between EUAM Operations, the EU, non-EU and local stakeholders.
- To assist the Head of Political, Analysis and Coordination Division in ensuring the coherent implementation of activities within the Coordination and Cooperation Line of Operations to achieve the tasks and objectives set for it.
- To contribute ensuring that all the activities of the Mission are closely coordinated with all EU and international actors, in particular the EU Delegation in Kyiv, avoiding duplication in a comprehensive approach in the field of civilian security sector reform.
- To support and/or organise international coordination fora.
- To contribute to identifying lessons learned and best practises in his/her respective field of competence.
- To contribute to the induction of Mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel.
- To regularly assess the consistency and sustainability of Mission operational activities across time and to provide recommendations for the improvement of Mission performance.
- To take into account overall Civilian Security Sector Reform issues to ensure coherence between the Mission's activities and wider CSSR aspects.
- To assist the Chief of Staff in developing, implementation and reviewing Operational Standard Operating Procedures (SOPs) when required.

- To assist the Mission Management on protocol-related issues, including support on drafting of official correspondence.
- To undertake any other related tasks as requested by the Line Manager(s).

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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; AND
- A minimum of 6 years of relevant professional experience, , after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Capacity to analyse and structure information;
- Planning and coordination skills;
- Capacity to deliver in a structured way;
- Networking

6. Desirable Qualifications and Experience:

- Experience in a coordination function.
- Experience in international efforts to support host state reforms in the area of Security Sector and Rule of Law.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or Russian Language skills.
- Ability to engage with senior officials/ governmental level decision makers.

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: 02 Jul 2026
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;
- Language skills (as applicable).

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:

- Very good command of English;
- Basic ability to read text in Cyrillic script.

Position Name: Project Management Officer	Employment regime: Seconded	
Ref. number: UAC 043	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff/Project Cell	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

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 support the review and quality control of documentation produced within the Project Cell prior to submission for signature or digital approval by the Head of Project Cell and, where applicable, other senior management.
- 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:

- Team work skills;
- Project management skills;
- Time management skills;
- Problem solving skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Experience related to planning and implementation of projects for civilian law enforcement agencies;
- Familiar with EU financial regulations.

Position Name: Team Leader Project Management	Employment Regime: Seconded	
Ref. Number: UAC 045*	Location: Kyiv	Availability: 02 Sep 2026
Component/Department/Unit: Project Cell/Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Team Leader Project Management reports to the Head of Project Cell.

2. Main Tasks and Responsibilities:

- Under the overall authority of the Head of Project Cell, to lead, manage and coordinate the work and staff of the Project Management Team within the Project Cell;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To support the review and quality control of documentation produced within the Project Management Team prior to submission for signature or digital approval by the Head of Project Cell and, where applicable, other senior management;
- To contribute to the coordination and segregation of activities and portfolio responsibilities within the team structure, and to oversee the planning, tasking and implementation of the team's activities and the allocation of resources to support the achievement of operational objectives and related operational and financial processes;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To conduct quantitative and qualitative analysis of the operational activities, in particular progress and/or lack of progress;
- To elaborate timely and accurate, periodic ad-hoc reports, as well as written reports as requested;
- To co-ordinate training activities, as applicable;
- To facilitate the communication and brief the team regularly to keep them informed and updated on ongoing developments;
- 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 maintain and update relevant Standard Operating Procedures;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- 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 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 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 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Project management skills;
- Problem solving skills;
- Ability to acquire, analyse and manage information from a variety of sources;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Experience related to planning and implementation of projects for civilian law enforcement agencies.
- Familiar with EU financial regulations.

Position Name: Team Leader Project Supply	Employment Regime: Seconded	
Ref. Number: UAC 046*	Location: Kyiv	Availability: 12 Aug 2026
Component/Department/Unit: Project Cell/Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Team Leader Project Supply reports to the Head of Project Cell.

2. Main Tasks and Responsibilities:

- Under the overall authority of the Head of Project Cell, to lead, manage and coordinate the work and staff of the Project Supply Team within the Project Cell;
- To contribute to the coordination and segregation of activities and portfolio responsibilities within the team structure, and to oversee the planning, tasking and implementation of the team's activities and the allocation of resources to support the achievement of operational objectives and related operational and financial processes;
- To oversee contract management functions within the Project Cell, including coordination of assigned contract managers;
- To support the review and quality control of documentation produced within the Project Supply Team prior to submission for signature or digital approval by the Head of Project Cell and, where applicable, other senior management;
- To coordinate the supply team in the preparation of technical specifications and market research in support of procurement processes, in cooperation with operational units and Procurement Section;
- To monitor the utilization of Framework contracts within their ceilings, including the supervision, and follow-up of Order Forms, and preparation, when needed.;
- To monitor delivery processes and logistics performance, ensuring effective tracking of goods and services, including supervision of asset management, including registration, tracking and handover of assets through donations agreements;
- To elaborate timely and accurate, periodic ad-hoc reports, as well as written reports as requested, in particular progress and/or lack of progress;
- To oversee the planning, tasking and implementation of team's activities and the allocation of resources for the completion of the operational objectives;
- To co-ordinate training activities, as applicable;
- To facilitate the communication and brief the team regularly to keep them informed and updated on ongoing developments;
- To ensure effective coordination with other Mission Components and Mission Support Division, in particular Finance, Procurement, Logistics and Warehouse, in support of project supply implementation.
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To maintain and update relevant Standard Operating Procedures;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- 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 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 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 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Project management skills;
- Problem solving skills;
- Ability to acquire, analyse and manage information from a variety of sources;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Head of Public Information Division / Senior Spokesperson	Employment Regime: Seconded	
Ref. Number: UAC 050	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/Press and Public Information Division	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Press and Public Information Division (PPID) /Senior Spokesperson reports to the Chief of Staff.

2. Main Tasks and Responsibilities

- To lead, manage and coordinate the staff and work of the Press and Public Information Office;
- To act as the Mission main spokesperson and communicate the work of the Mission to the public;
- To maintain a close working relationship with the Spokesperson of the High Representative in coordination with the Civilian Operational Headquarters (CivOpsHQ);
- To draft, review and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To supervise and contribute to the development and maintenance of an effective Mission website and social media accounts;
- To advise and contribute to the drafting of press releases, public statements, media summaries, articles and features;
- To manage the Press and Public Information budget, procurement processes and contract/tender/designs for Mission visibility items;
- To coordinate with the press offices of other EU Delegations, the EU Special Representative and other EU actors in the host state;
- To monitor disinformation against the interests of the Mission in close cooperation with input from the Mission Analysis Capability, Security and Duty of Care and CIS;
- 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 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 in Communication. The qualification should be in any of the fields of

Communication Sciences, Political studies, International Relations, Humanities, Social sciences or other related field; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities

- Ability to exercise collaborative, sound and effective leadership;
- Excellent interpersonal and communication skills;
- Excellent drafting skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position name: Strategic Communications Adviser	Employment regime: Seconded	
Ref. number: UAC 054	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/ Press and Public Information Division	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Strategic Communications Adviser reports to the Head of Press and Public Information Division.

2. Main Tasks and Responsibilities:

- To work in collaboration with the Mission's other advisers to provide strategic advice and practical support to Ukrainian authorities in developing and reforming the Civilian Security Sector in accordance with the Mission's mandate;
- To assist the Ukrainian Civilian Security Sector leadership in developing, making and implementing informed strategic communications decisions;
- To contribute to the enhancement of the Ukrainian Civilian Security Sector leadership, with emphasis on their awareness of the critical importance of up-to-date communication environments at the strategic level;
- To assist Ukrainian Civilian Security Sector agencies and institutions in conducting needs assessments of their communication-related areas;
- To mentor, advise and support the Ukrainian Civilian Security Sector leadership to develop communication strategies at the national and regional levels, in line with related European models and practices;
- To contribute to the development of training curricula and the delivery of targeted trainings of Ukrainian Civilian Security Sector agencies and institutions on strategic communications, media interaction, and related topics;
- To initiate, manage and evaluate public information / awareness campaigns jointly carried by the Mission and designated Ukrainian Civilian Security Sector agencies or institutions;
- To manage other communication-related projects, including budgeting and reporting, and to initiate and participate in tender procedures assigned to the Press and Public Information Division.

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:

- Analytical skills and experience in extracting and deducing recommendations;
- Expertise in delivering strategic communications advice at the strategic/leadership level;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Experience in planning and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Head of Field Office Odesa	Employment Regime: Seconded	
Ref. Number: ODO 001	Location: Odesa	Availability: 08 Jul 2026
Department/Component/Unit: Operations /Field Office Odesa	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line

The Head of Field Office Odesa reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To lead, manage and coordinate the work and staff of Field Office in accordance with the Mission Implementation Plan and relevant planning documents;
- To coordinate and contribute to the development and updating of the Mission Implementation Plan by identifying the Field Office operational requirements;
- To ensure Field Office Mission members are periodically updated about and contribute to the Mission mandate implementation progress;
- To coordinate the Field Office contribution to the Mission internal and external reporting;
- To assess the consistency and sustainability of Mission operational activities in accordance with the Mission Operation Plan and provide recommendations for the improvement of Mission performance;
- To ensure close coordination with other Mission operational, horizontal advising and support functions;
- To coordinate the Mission Support related aspects of the Field Office, under the guidance of the Head of Mission Support Department;
- To lead, coordinate and contribute to the Field Office work with local authorities, and local EU/international actors in cooperation with the Mission Coordination and Cooperation Unit;
- To identify confidence building measures particularly in the Field Office area of responsibility in consultation with the Head of Operations;
- To ensure that Field Office staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- To ensure Standard Operating Procedures are implemented with the Field Office;
- 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 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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

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;
- Ability to represent the Mission at the highest levels of local counterparts.

6. Desirable Qualifications and Experience

- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- 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 Criminal Investigations	Employment Regime: Seconded	
Ref. Number: ODO 008	Location: Odesa	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office Odesa/Maritime IBM Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Criminal Investigations reports to the Head of Maritime IBM 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 build and maintain relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of Ukrainian law enforcement agencies in the field of criminal investigations through activities of mentoring and advising;
- To be the key interlocutor with the Heads of regional law enforcement agencies;
- To develop policies in line with relevant 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 equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of designing and delivering trainings;
- Knowledge and experience in the field of criminal investigation;
- Knowledge of drafting legislation related to the strategic aspects of criminal investigations;
- Knowledge of strategic, operational, and tactical criminal analysis.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: ODO 015	Location: Odesa	Availability: 01 Jun 2026
Component/Department/Unit: Operations/ Field Office Odesa/ LAT 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 LAT 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 the local institution in the field of general policing through a service-minded and citizen-oriented community safety strategy, in particular as regards police command and control, patrolling, minor investigations, crime scene management, traffic enforcement, and first response;
- To be the key interlocutor with relevant Ukrainian partners;
- To enhance local awareness of EU policing standards, models, and approaches;
- To assist Ukrainian partners in identifying choices, making informed decisions, analysing implications, and planning in the context of shaping police reforms and their implementation;
- To support relevant Ukrainian partners in identifying the equipment and infrastructure needed to deliver effectively on general policing;
- To manage and lead projects on general policing, and advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To support the Mission's efforts in addressing less developed structural areas in performance and accountability, and to propose solutions for developing and strengthening counterparts/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 designing and delivering training;
- Experience in programs and project management;
- Knowledge of recent developments in policing and management, and awareness of European 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 General Policing	Employment Regime: Seconded	
Ref. Number: UAM 002	Location: Kyiv/Countrywide	Availability: 01 Sep 2026
Department/Component/Unit: Operations Department/ Mobile Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on General Policing 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 the local institution in the field of general policing through a service-minded and citizen-oriented community safety strategy, in particular as regards police command and control, patrolling, minor investigations, crime scene management, traffic enforcement, and first response;
- To be the key interlocutor with relevant Ukrainian partners;
- To enhance local awareness of EU policing standards, models, and approaches;
- To assist Ukrainian partners in identifying choices, making informed decisions, analysing implications, and planning in the context of shaping police reforms and their implementation;
- To support relevant Ukrainian partners in identifying the equipment and infrastructure needed to deliver effectively on general policing;
- To manage and lead projects on general policing, and advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To support the Mission's efforts in addressing less developed structural areas in performance and accountability, and to propose solutions for developing and strengthening counterparts/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 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 in general policing, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise, and motivate local counterparts;
- Experience of designing and delivering trainings;
- Knowledge of general policing issues;
- Skills to engage with senior officials/governmental decision makers.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in programs and project management;
- Knowledge of recent developments in policing and management, and awareness of European best practices;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Reform - and/or change management/ -processes knowledge and skills;
- Ukrainian and/or Russian language.

Position Name: Deputy Head of Operations (Coordination)	Employment Regime: Seconded	
Ref. Number: UAO 003	Location: Kyiv	Availability: 01 Jun 2026
Division/Department/Unit: Operations	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Deputy Head of Operations (Coordination) reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To support the Head of Operations in the implementation of Mission operational components, namely Strategic Reform Component and activities in Field Offices and Mobile Unit, ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To deputise in the absence of the Head of Operations;
- To strengthen cooperation with Field Offices and Mobile Unit, ensuring effective coordination of activities related to the implementation of the Mission mandate and OPLAN;
- To ensure effective cross-cutting coordination across the six components of the department, the Field Offices and the Mobile Unit;
- To ensure effective cooperation with EU partners and to coordinate closely with international partner organisations in cooperation with relevant sections of the Mission;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress, particularly in relation to resource requirements;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To contribute to the induction and training of Mission members;
- 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;
- Proactively 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 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; AND
- A minimum of 10 years of relevant experience, after having fulfilled the education requirements, out of which minimum 5 years at coordination/management level.

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;
- Understanding of peace stabilisation mechanisms and conflict prevention.

6. Desirable Qualifications and Experience:

- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational consideration;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or/and Russian language.

Position Name: Adviser on Civilian Security Sector Education	Employment Regime: Seconded	
Ref. Number: UAO 038	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Strategic Reform Component/Leadership and Education Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Adviser on Civilian Security Sector Education reports to the Head of Leadership and Education 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 identify and 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 a local relevant institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant international stakeholders and local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To facilitate study visits and exchanges of best practices for counterparts' representatives with similar relevant institutions from EU Member States;
- To support Ukrainian counterparts in the Civilian Security Sector (CSS) to develop education structures and curricula in line with European standards;
- To support the systematization of educational reform within the CSS, including the development of educational policies in line with the local institutions' needs and goals for modernisation and EU standards;
- To be the Mission's interlocutor for educational institutions within the system of the Ministry of Interior of Ukraine with regard to CSS education reform and curricula;
- To liaise closely with other horizontal advisers and staff from other Components as well as from Field Offices and the Mobile Unit in matters relating to CSS education.

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;
- Knowledge of CSS education systems in EU Member States;
- Knowledge on designing training programs and curriculum development and plan, organise and deliver trainings.

6. Desirable Qualifications and Experience:

- Experience in communicating and engaging with senior officials and governmental decision makers;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position name: Adviser on Communications and Information Systems	Employment regime: Seconded	
Ref. number: UAO 053	Location: Kyiv	Availability: 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 Interior, Economic Security Bureau of Ukraine, State Bureau of Investigations and other stakeholders in the field of Civil Security Reform through advice, mentoring and practical support activities;
- To be the key interlocutor with the relevant Civil Security Sector Reform 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 network 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 network systems;
- Knowledge of applicable international standards with regard to communications systems.
- Project Management experience in the field of communication network systems;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Ukraine and its digital transformation challenges;
- Ukrainian and/or Russian language skills.

Position: Head of Law Enforcement Component	Employment Regime: Seconded	
Ref. number: UAO 060	Location: Kyiv	Availability: 06 Aug 2026
Component/Department/Unit: Operations /Law Enforcement Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Law Enforcement Component reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Component in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts (National Police of Ukraine, National Guard of Ukraine, State Border Guard Service, State Customs Service, State Emergency Service of Ukraine) and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local counterparts in the field of Civilian Security Sector Reform and in war related challenges;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- 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 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 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 7 years of relevant professional experience, after having fulfilled the educational requirements, out of which a minimum of 3 years at coordination/management level.

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;

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Managerial track record, including in change management and programme/project delivery;
- International experience, particularly in crisis area with multinational or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the political, cultural and security situation of the Mission's area and other areas within the same geopolitical region;
- Knowledge of Public Administration organisation at managerial level in a relevant service within the Civilian Security Sector of a Member State;
- Ukrainian and/or Russian language.

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 support the development of the local institution State Border Guard Service of Ukraine and/or State Customs Administration in the field of reforms, with broader Civilian Security Sector Reform (CSSR) and, in particular, on the regional level;
- To be the key interlocutor with the State Border Guard Service of Ukraine and/or State Customs Administration;
- To develop policies in line with the local institutions State Border Guard Service of Ukraine and/or State Customs Administration.

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 and advise local counterparts;
- Profound knowledge of customs management and Integrated Border Management;
- 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 Schengen Action Plan drafting;

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 Maritime IBM Adviser	Employment regime: Seconded	
Ref. number: UAO 088	Location: Kyiv/Countrywide	Availability: 02 Jul 2026
Component/Department/Unit: Operations/IBM Component	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Maritime IBM Adviser reports to the Head 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 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 support the development of the State Border Guard Service's Maritime Integrated Border Management (IBM) domain in close cooperation with EUAM Field Office Odesa
- To be the key interlocutor with the State Border Guard Service's Administration in Kyiv and with the Ministry of Communities, Territories and Infrastructure Development of Ukraine and other Ukrainian actors involved in the maritime domain;
- To develop a network amongst international organisations and partner countries involved in the maritime domain and act as a liaison officer on behalf of Field Office Odesa;
- To support Field Office Odesa in developing policies, strategies, action plans, SOP's, working instructions in line with the Ukrainian IBM actors involved in the maritime domain;
- 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 be deployed regularly to Field Office Odesa.

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;

- Sound knowledge of European regulations on integrated border management including IBM coast guard functions and maritime customs;
- Knowledge of key IMO conventions, as SOLAS, MARPOL, STCW, SAR.

6. Desirable Qualifications and Experience:

- Experience working with FRONTEX;
- Knowledge of the European Coast Guard Functions Forum;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Ability in advising on drafting policies, strategies etc;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on IBM Strategies Implementation	Employment Regime: Seconded	
Ref. Number: UAO 089	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 IBM Strategies Implementation 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 counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institution related to implementation on local, regional and national level of Integrated Border Management (IBM) activities and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart regarding the implementation of an IBM Action plan, management cycle including measurable indicators;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant Ukrainian IBM counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training related to IBM implementing best practises;
- To support the development of the host countries IBM agencies / authorities with focus on State Border Guard Service (SBGS), State Customs Service (SCS) and State Migration Service to further improve their performance with a customer centred approach to broader Civilian Security Sector Reform (CSSR) related to IBM implementing activities;
- To be the key interlocutor with the State Border Guard Service and State Customs Service related to AP activities implementation;
- To advise Ukrainian IBM agencies with focus on SBGS and SCS on developing relevant policies, Standrad Operating Procedures, working instructions;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on general policing related aspects;
- To contribute and ensure timely reporting on general policing 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 advise and motivate local counterparts;

- Experience of designing and delivering training;
- Ability and skills to advise on Action Plan implementation
- Comprehensive knowledge of management cycle focusing on implementation phase
- Knowledge of European Integrated Border Management

6. Desirable Qualifications and Experience:

- Experience as quality manager at agency's HQ or ministerial level;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in Action Plan implementation;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Adviser on Prosecution (Management)	Employment Regime: Seconded	
Ref. Number: UAO 092	Location: Kyiv	Availability: 19 May 2026
Component/Department/Unit: Operations/Rule of Law & Organised Crime Component/Rule of Law Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Prosecution (Management) 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 Ukrainian Prosecutor General's Office, Public Prosecution Offices and nominal prosecutorial offices of self-governance in the field of institutional reforms in line with the recommendations of GRECO and respective requirements of the Ukraine Facility Plan and Rule of Law Roadmap.
- To be the key interlocutor with the Prosecutor General's Office, Public Prosecution Offices, Council of Prosecutor and Qualification and Disciplinary Commission of Prosecutors;
- To develop policies in line with the local institutions on institutional reforms of prosecutorial self-governance in line with the recommendations of GRECO and respective requirements of the Ukraine Facility Plan and Rule of Law Roadmap.

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. AND
- A minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience in prosecution related processes, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of prosecution service.

6. Desirable Qualifications and Experience:

- Experience in project management;
- Expertise in financial crimes, international legal cooperation and/or prosecution reform;
- 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 Penitentiary and Probation	Employment regime: Seconded	
Ref. number: UAO 098	Location: Kyiv	Availability: 01 May 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: YES

1. Reporting Line:

The Senior Adviser on Penitentiary and Probation 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 Ministry of Justice and the Probation Service in the field of Penitentiary and Probation through activities in line with the Penitentiary Reform Strategy and related Action Plan;
- To be the key interlocutor with the Ministry of Justice and the Probation Service;
- To develop policies in line with the Ministry of Justice and the Probation 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 mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of Penitentiary and Probation reform process including development of policy, development of training curricula for penitentiary and probation staff, as well as regarding legislation.

6. Desirable Qualifications and Experience:

- Experience in creating and delivering pre-deployment training for Prison Officers;
- 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 Polic 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 Financial Crimes	Employment Regime: Seconded	
Ref. Number: UAO 116	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations/Rule of Law & Organised Crime Component/Organised Crime Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on Financial Crimes reports to the Head of Organised Crime 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 local institutions in the areas of economic and financial crimes, money-laundering, and financial investigations by providing advice on draft legislation, policies, strategies, standard operating procedures, and international and inter-agency cooperation.
- To be the key interlocutor with the relevant Ukrainian partners in identifying appropriate equipment, software and infrastructure needed for effective economic and financial crime investigations and guide efficient implementation;
- 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 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 and motivate local counterparts;
- Ability to engage with senior officials/governmental-level decision makers;
- Expertise in designing and delivering trainings;
- Expertise and experience in complex financial crimes investigations in particular in

relation to in coordination with other law enforcement agencies, the prosecution and the judiciary service (e.g. task forces);

- Knowledge of Justice and Home Affairs agencies;
- Experience in drafting Economic and Financial Crime Policies/Strategies/Action Plans;
- Experience of drafting legislation related to financial crimes and money-laundering;
- Knowledge of Intelligence-led policing principles;

6. Desirable Qualifications and Experience:

- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations
- Experience with investigations of financial crimes and money laundering and/or smuggling and/or (international) confiscation process;
- Experience with using digital tools for cryptocurrency investigations;
- Experience with financial databases;
- Knowledge of EU legislation related to economic and financial crimes, including the EU anti-money laundering directives and other relevant legislations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Senior Adviser on National Security	Employment Regime: Seconded	
Ref. Number: UAO 132	Location: Kyiv	Availability: 23 Jul 2026
Department/Unit: Operations/National Security Component/ Reform Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on National Security reports to the Head of Reform Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in 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 trainings;
- To support the development of the Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), the National Security and Defence Council of Ukraine (NSDC), and other relevant services in the field of intelligence and security issues, including the Ukraine National Security Strategy and its sectoral strategies, SSU reform strategy, and the draft SSU law and related laws through activities of advising and training;
- To be the key interlocutor with SSU, FISU, and NSDC;
- To develop policies in line with the local institutions SSU, FISU, and NSDC.

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:

- Ability to mentor, advise and motivate local counterparts;
- Expertise in designing and delivering training;
- Knowledge of intelligence-related matters;

- Experience of working in security/intelligence services;
- Ability to work with intelligence/security services and related stakeholders, such as civil society groups.

6. Desirable Qualifications and Experience:

- Experience of reform of security/intelligence services;
- Experience of providing strategic advice to international interlocutors;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of Ukrainian law;
- Understanding and knowledge of Ukrainian challenges in the area of intelligence;
- Ukrainian and/or Russian language.

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 Organised Crime – Drugs	Employment regime: Seconded	
Ref. number: UAO 141	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Rule of Law & Organised Crime Component/Organised Crime Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on Organised Crime - Drugs 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 the development of the Law Enforcement Agencies (LEA) in the field of combating drug related organised crime through mentoring and advising;
- To serve as a key interlocutor on strategic and operational level with LEAs combating organised crime and other key partners, such as Ministry of Internal Affairs and Office of the Prosecutor General;
- To promote specific Organised Crime concepts, which build Ukrainian institutional resilience, and conduct needs assessment at key beneficiaries, including: Office of the Prosecutor General, the National Police, Economic Security Bureau, State Bureau of Investigation and other dedicated LEAs, in Criminal Intelligence, Investigations and other Organised Crime related matters;
- To advise and support the development of strategic documents (policies, strategies and action plans) with Office of the Prosecutor General and LEAs taking part in combatting drug related organised crime;
- To advise and support the LEAs in inter-agency cooperation in combatting drug related organised crime;
- To advise on drafting and amending legislation related to practical aspects of countering drug related organised crime.
- To facilitate cooperation between Ukrainian law enforcement agencies (LEAs) involved in combating drug-related crime and EU bodies, projects, and institutions working in this field (e.g., Europol, CEPOL, EMPACT, EUDA).

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;
- Expertise of designing and delivering training;
- Expertise in fight against organised crime in particular in relation to drugs/illicit substances in coordination with other LEA and the prosecution and the judiciary service (e.g. task forces);
- Knowledge of Justice and Home Affairs agencies;
- Knowledge in drafting organised crime policies/strategies/action plans;
- Knowledge of drafting legislation related to strategic aspects of fighting organised crime;
- Knowledge of Intelligence-led policing principles.

6. Desirable Qualifications and Experience:

- Experience in project management, including planning, budgeting, implementation and evaluation;
- Experience of international cooperation in combatting organised crime;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Skills and Abilities:

- Ukrainian and/or Russian language.

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: Head Veterans' Support Unit	Employment Regime: Seconded	
Ref. Number: UAO 150	Location: Kyiv	Availability: 01 Jun 2026
Component/Department/Unit: Operations/Law Enforcement Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Veterans' Support Unit reports to the Head of Law Enforcement Component.

2. Main Tasks and Responsibilities:

- To operationalize 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 behavior, including existing formal and informal complaint and support mechanisms.

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 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 of 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to 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.
- Solid understanding of the challenges and processes involved in supporting veterans' transition to civilian life, including employment, mental health, social inclusion, and access to services.
- Familiarity with best practices, policies, and programs that promote sustainable reintegration and community resilience.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Senior Adviser on Veterans' Support	Employment Regime: Seconded	
Ref. Number: UAO 151 UAO 152	Location: Kyiv	Availability: 01 Jun 2026
Component/Department/Unit: Operations/Law Enforcement Component/Veterans' Support Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Veterans' Support Unit reports to the Head of Veterans' Support 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 develop policies in line with the local institutions under various Ministries responsible for veteran affairs.
- To support the development and strengthening of local institutions, including the Ministry of Veterans and the Ministry of Internal Affairs, in the field of Civilian Security Sector. Contribute to activities aimed at integrating Civilian Security Sector principles and practices into Law Enforcement Agencies, enhancing effectiveness, accountability, and community-oriented approaches.
- To serve as main point of contact and as an adviser for the Ministry of Veterans and the Ministry of Internal Affairs.
- To facilitate communication, provide expert guidance, and ensure alignment between institutional priorities and program objectives.
- To develop policies in line with the local institutions Ministry of Veterans and Ministry of Internal Affairs.

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 to assist in the development, review, and implementation of policies in collaboration with relevant authorities.
- Ensure that policy recommendations are evidence-based, context-sensitive, and aligned with national priorities and international best practices

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Adviser on Veterans' Support	Employment Regime: Seconded	
Ref. Number: UAO 153	Location: Kyiv	Availability: 01 Jun 2026
Component/Department/Unit: Operations/Law Enforcement Component/Veterans' Support Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Adviser on Veterans' Support reports to the Head of Veterans' Support 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 the local institution under various Ministries in the field of veteran affairs, within the Civilian Security Sector (CSS);
- To develop policies in line with the local institutions under various Ministries responsible for veteran affairs, within the CSS.

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 [as applicable];
- Knowledge of working and liaise with Civil Society Organisations (CSO)

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Head of Reform Unit	Employment Regime: Seconded	
Ref. Number: UAO 160	Location: Kyiv	Availability: 01 Jun 2026
Component/Department/Unit: Operations/National Security Component/Reform Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Reform Unit reports to the Head of National Security 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 and undertake cross-cutting tasks related to the Unit.
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of Civilian Security Sector Reform.
- 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 behavior, including existing formal and informal complaint and support mechanisms.

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 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;
- Knowledge of key aspects and best practices related to the work of security and intelligence services.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in international work, missions, or projects supporting organisational reform in the area of national security.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Legal Adviser on State Security Reform	Employment Regime: Seconded	
Ref. Number: UAO 161	Location: Kyiv	Availability: 01 Jun 2026
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: Head of Hybrid Threats Unit	Employment Regime: Seconded	
Ref. Number: UAO 170	Location: Kyiv	Availability: 01 Jun 2026
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 Head of Hybrid Threats Unit reports to the Head of National Security 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 consistency and sustainability of the Mission operational activities over time;
- 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 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 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;
- Good knowledge of hybrid threats, including concrete strategic-level experience at the international level.

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 EU policy framework for enhancing resilience to, and countering, hybrid threats;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Understanding and knowledge of Ukrainian challenges in the area of hybrid threats
- Ukrainian and/or Russian language skills;

Position Name: Senior Adviser Hybrid Threats	Employment Regime: Seconded	
Ref. Number: UAO 171	Location: Kyiv	Availability: 01 Jun 2026
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 Defense 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: 01 Jun 2026
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 Unit 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 Center, 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 organizations.
- 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 180	Location: Kyiv	Availability: 01 Jun 2026
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 the State Bureau of Investigation in the field of institutional framework, recruitment processes, integrity mechanisms, mandate, training curricula and other relevant processes affected by the new regulation through mentoring and advising
- To be a key interlocutor with the State Bureau of Investigation
- To develop policies in line with the State Bureau of Investigation necessities.
- To advise and support the development of strategic documents (policies, strategies and action plans) according to the State Bureau of Investigation mandate.
- To advise and support the State Bureau of Investigation in inter-agency and international cooperation;
- Advice on drafting and amending legislation related to the State Bureau of Investigation's institutional framework, recruitment processes, and mandate.

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 law enforcement institutional framework, integrity mechanisms and law enforcement agency reform.

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 Police Reform	Employment Regime: Seconded	
Ref. Number: UAO 181	Location: Kyiv	Availability: 01 Jun 2026
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 to align criminal investigation practices to EU acquis.
- To be a key interlocutor with MoIA LEAs in their reform and actualization 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: 01 Jun 2026
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: Procurement Officer/ Market Survey Reviewer	Employment Regime: Seconded	
Ref. Number: UAS 023	Location: Kyiv	Availability: 01 Jun 2026
Component/Department/Unit: Mission Support/Procurement Section	Security Clearance Level: EU CONFIDENTIAL	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 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.

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:

- 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: Senior Adviser on Legal Reform	Employment Regime: Seconded	
Ref. Number: UAT 027	Location: Kyiv	Availability: 01 Sep 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 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 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 Forensics	Employment regime: Seconded	
Ref. number: UAT 034	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/International Crimes Component/International Crimes Investigation Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on Forensics reports to the Head of International Crimes 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 of the Ukrainian Law Enforcement Agencies (LEAs) in the field of forensic capability, through activities pertaining to forensic investigations;
- To be the key interlocutor with the Ukrainian Law Enforcement in the area of responsibility;
- To advise, mentor, and provide expertise on strengthening forensic capabilities of the Ukrainian LEAs on forensic investigations, including in the field of recovery, documentation, examination, and identification of human remains, and to advise on the management of forensic processes related to missing persons;
- To facilitate support of European Union agencies, e.g., Europol, and of EU Member States' LEAs to Ukrainian counterparts;
- To support relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance forensic investigations, including in missing persons;
- To manage and lead projects on forensic investigations, including in missing persons cases, and to advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise.

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

6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR 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 forensic matters, including missing persons, in support of criminal investigations;
- Knowledge of forensic techniques at crime scenes and ability to reconstruct crime scenes;
- Familiarity with relevant international legal frameworks related to missing persons, humanitarian law, and forensic best practices.

6. Desirable Qualifications and Experience:

- Knowledge of military weaponry used in the areas of operations, with a focus on USSR and Warsaw Pact-era systems;
- 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 Complex Crime Scene Analysis	Employment regime: Seconded	
Ref. number: UAT 035	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Organised Crime and Criminal Justice Component/Criminal Investigation 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 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 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 witness protection;
- 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 OSINT (Open Source Intelligence)	Employment regime: Seconded	
Ref. number: UAT 040	Location: Kyiv/Countrywide	Availability: 22 Apr 2026
Component/Department/Unit: Operations Department/Organised Crime and Criminal Justice Component/Criminal Investigation Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on OSINT (Open Source Intelligence) 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 advise how to establish and implement a monitoring system of the investigative/intelligence research actions and processes conducted by Ukrainian authorities in relation to organised and serious crime cases, to track the progress towards national objectives and provide accurate and timely information to guide national decisions;
- To advise on how to collate, analyse and develop intelligence from a variety of sources relating to Persons of Interest;
- To advise on how to research open and internal sources of information and all relevant databases and records, how to best collect, handle and use intelligence, how to best report on findings and how to update line management on situations that need immediate action;
- To advise on criteria on how to prioritise cases;
- To advise on the implementation of an action plan deriving from the National Organised Crimes Investigation/Prosecution Strategy;
- To be the key interlocutor with the Office of the Prosecutor General (OPG), Public Prosecutor's Office (PPO) National Police Unit (NPU), State Bureau of Investigations (SBI), Economic Security Bureau of Ukraine (ESBU), Security Service of Ukraine (SSU) and other relevant Law Enforcement Agencies (LEAs).

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;
- Expertise of designing and delivering training;
- Expertise in the field of serious and complex criminal investigations;
- Practical expertise in intelligence data research including open source;
- Sound understanding of intelligence processes, both tactical and strategic;
- Understanding of applicable legislation, including but not limited to the Law on Police, Criminal Procedure Code and Criminal Code.

6. Desirable Qualifications and Experience:

- Coordination experience in investigations into serious/complex crimes;
- Experience in organised and serious crimes investigations and/or monitoring of such investigations;
- Extensive practical experience on how to use various digital tools for OSINT
- Knowledge in how to trace and secure admissible evidence through OSINT
- International experience, particularly in post conflict or in crisis areas with multi-national and international organisations.

7. Desirable Knowledge Skills and Abilities:

- Ukrainian or Russian language skills.

SECONDED/CONTRACTED POSITIONS

Position name: Mission Security Officer	Employment regime: Secoded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. number: LVD 002	Location: Lviv	Availability: 07 Aug 2026
Component/Department/Unit: Security and Duty of Care 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:

- 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 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 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;
- 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 emergency relocation 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.

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;

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies; international security studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of CPCC Mission Security Officer Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Highly resilient under mental pressure.
- C or C1 Driving license.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.

Position Name: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert level
Ref. number: UAD 001	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Security and Duty of Care Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line

The Senior Mission Security Officer (SMSO) reports to the Head of Mission (HoM) and liaises closely with the Civilian Operations Headquarters 5 – Security and health Division.

2. Main Tasks and Responsibilities

- To lead, manage and coordinate the work and staff of Security and Duty of Care Unit;
- 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 lead, direct and manage the staff and work of Mission Security and Duty of Care Department, as per the relevant document of the Operation Plan;
- To monitor and assess the security situation and provide security analyses, recommendations and advice to the Head of Mission, Senior Management and Mission members on all security related matters that affect the Mission, its assets, personnel and information;
- To provide advice and implement measures to ensure the security and safety of Mission members;
- To be responsible, in line with EU Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To contribute and coordinate to the drafting of security policies and procedures;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and to ensure information is handled in accordance with EU rules;
- To produce security inputs to daily Situational Reports, Weekly Operational Summary, Monthly and Six Monthly Reports and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and provide timely advice and guidance to Mission members;
- To ensure that comprehensive security induction and other necessary trainings are provided to Mission members;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that Contracted Guard complies with the agreed Terms of Reference and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct;
- To ensure an effective system of security reviews in relation to the Missions' property and buildings and recommend changes if necessary;
- To develop professional contacts with Security Managers of EU bodies, diplomatic representatives, NATO/KFOR, local police and international organisations.
- To coordinate security reviews of Mission members personal protective equipment, transport, Mission members residences and Mission offices as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and be available to deploy 24/7, to provide security direction, follow up action and set priorities to effectively manage foreseen/unforeseen security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;

- 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 lead, direct and manage the staff and work of Mission Security and Duty of Care Department, as per the relevant document of the Operation Plan;
- To monitor and assess the security situation and provide security analyses, recommendations and advice to the Head of Mission, Senior Management and Mission members on all security related matters that affect the Mission, its assets, personnel and information;
- To provide advice and implement measures to ensure the security and safety of Mission members;
- To be responsible, in line with EU Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To contribute and coordinate to the drafting of security policies and procedures;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and to ensure information is handled in accordance with EU rules;
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- To coordinate security reviews of Mission members personal protective equipment, transport, Mission members residences and Mission offices as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and be available to deploy 24/7, to provide security direction, follow up action and set priorities to effectively manage foreseen/unforeseen security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;

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 8 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 3 years at coordination/management level.

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;
- Organisational, planning, and time management skills;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- International experience, particularly in crisis areas with multinational and international organisations.

6. Desirable Qualifications and Experience

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of EU Mission Security Officer Certification Course;
- Management experience in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Experience in safety and security and in the development of relevant policies and procedures;
- Valid license for armoured vehicle or C or C1 driving license;

7. Desirable Knowledge, Skills and Abilities

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