

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 - Requirements and Job Descriptions

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2022 Call for Contributions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy notice:	Ref:	Name of the Post:	Location:	Availability:
	<u>Seconded (35) (9)</u>			
	UAO 001	Head of Operations	Kyiv	1-Sept 2022
	UAC 021	Political Adviser	Kyiv	ASAP
	UAC 033	Planning and Evaluation Officer	Kyiv	ASAP
	UAC 035	Reporting Officer	Kyiv	1-Sep 2022
	UAC 041 UAC 042	Project Management Officer	Kyiv	ASAP
	UAO 051	Senior Adviser on Digital Transformation	Kyiv	ASAP
	UAC 054	Strategic Communications Adviser	Kyiv	16-Aug 2022
	UAO 092	Senior Adviser on Prosecution Management (Team Coordinator)	Kyiv	ASAP
	UAO 100	Head of Criminal Investigation and Organised Crime Unit	Kyiv	ASAP
	UAO 113	Senior Adviser on Counter Terrorism	Kyiv	ASAP
	UAO 116	Senior Adviser on Financial Crimes	Kyiv	ASAP
	UAO 121	Senior Adviser on Special Law Enforcement Agencies	Kyiv	ASAP
UAO 133	National and State Security Adviser/Trainer	Kyiv	ASAP	

UAO 134	National and State Security Adviser	Kyiv	ASAP
LVO 010	Senior Border IBM Adviser	Lviv	ASAP
ODO 001	Head of Field Office	Odesa	ASAP
UAT 006 UAT 007 UAT 008 UAT 009 UAT 010	Senior Adviser on Investigation of International Crimes	Kyiv/countrywide	ASAP
UAT 016 UAT 017 UAT 018	Senior Adviser on Prosecution of International Crimes	Kyiv/countrywide	ASAP
UAT 024 UAT 025 UAT 026	Senior International Crimes Investigation Analyst	Kyiv/countrywide	ASAP
UAT 030	Senior Adviser on Victim's Rights	Kyiv/countrywide	ASAP
UAT 031 UAT 032	Senior Adviser on Witness Protection	Kyiv/countrywide	ASAP
UAT 039 UAT 040	Senior Adviser on Open Source Intelligence (OSINT)	Kyiv/countrywide	ASAP
UAT 042	Senior Adviser on Military Structures and Analysis (civilian)	Kyiv/countrywide	ASAP
UAT 046	Senior Adviser on Information Security Management	Kyiv/countrywide	ASAP
Seconded/Contracted (5) (2)			
LVD 002 UAD 003	Mission Security Officer	Lviv Kyiv	ASAP
UAS 031	Communication and Information Systems (CIS) Officer	Kyiv/countrywide	2 June 2022
UAD 010	Medical Adviser	Kyiv	ASAP
UAT 044	Senior Adviser on Cyber Security	Kyiv/countrywide	ASAP

Deadline for Applications:	20 27 June 2022
Applications must be submitted via:	<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:</p> <p style="padding-left: 20px;">https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login:</p> <p style="padding-left: 20px;">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State:</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>Please Note: <i>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</p> <p>Civilian Planning and Conduct Capability (CPCC):</p> <p>Jacinta Hogan</p> <p>cpcc-ukraine@eeas.europa.eu</p>

(*) The availability of this position is subject for approval of Temporary Deployment Plan.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/invited/contributing Third States (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

Co-location of Strategic Advisors – Posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location / embedding with those authorities. The usual daily place of work of the respective strategic advisers will therefore be at the premises of those institutions they are advising. Personnel nominated should be made aware of this and that, whilst generally working conditions within the premises of Ukrainian authorities are good, the Mission has little influence over them.

Location of seconded Experts:

Applicants must be authorised to work in Ukraine when the Mission assesses that the security situation permits it. Primary location is the Temporally Mission Head Quarter, with the possibility of teleworking. Advisers must be able and willing to work in Ukraine, including in High/Critical Risk Environments.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State or of a Contributing Third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Physical and Mental Health – The selected 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.

As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

To ensure duty of care in the civilian 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 (Third) States/country of residence.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

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

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Mission area – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures as well as to be aware of gender perspectives as per UNCHR 1325.

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

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

² [Common European Framework of References for Languages](#)

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence - Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

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

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

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

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

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance UNSCR 1325. CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – For candidates holding an EU citizenship, 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 Application Form for third states in Annex 3.

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

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

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

Training – The selected candidates should complete E-SAFE³ and "Missionwise" modules, or equivalent.

Pre-Deployment Training (PDT) – The Candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (eu) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The Privacy statement is available on the EEAS website as well as in the Goalkeeper system.

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).

³ <https://webgate.ec.europa.eu/eeas/security-e-learning>

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: UAO 001	Location: Kyiv	Availability: 1 Sep 2022
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Operations reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Department [incl. Field Offices as applicable] ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN); and under the supervision of the Head of Mission and Deputy Head of Mission;
- To supervise the conduct of Mission operational activities and ensure orientation and operational coherence;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy; in close coordination with the Chief of Staff.
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- 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 ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at coordination/management level, after having fulfilled the education requirements
- Essential experience about inter-agency cooperation among Law Enforcement Agencies

5. Essential Knowledge, Skills and Abilities:

- Ability to coordinate and carry out strategic planning;
- 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 (top management level);
- Ability to implement mandate-related activities in a strategic and sustainable manner while at the same time having due regard to the needs of Ukrainian partners in a challenging and fluctuating environment.
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanisms and conflict prevention.

6. Desirable Qualifications and Experience:

- Experience in performance and change management;
- Experience and ability to cope with stress and challenges in an adverse environment;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate 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: Political Adviser	Employment Regime: Seconded	
Ref. Number: UAC 021	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Political Analysis and Coordination Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Political Adviser reports to the Head of Political, Analysis & Coordination Division.

2. Main Tasks and Responsibilities

- To follow political developments in theatre and the region and provide analysis and advice, particularly in view of the possible impact on the Mission mandate implementation;
- To advise the Head of Political, Analysis and Coordination Division on issues in order to ensure coherence between Mission activities and the wider political context;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, contributing third states and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To prepare briefings and notes to ensure timely information to the chain of command or any other internal and external individuals or groups as requested or planned;
- To assist in conducting and coordinating official visits according to protocol rules;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU Delegation, EU Special Representatives, Contributing Third States and international organisations;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices on political related aspects;
- To contribute and ensure timely reporting on political 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 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, Geopolitics, International Security, Law; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;

6. Desirable Qualifications and Experience

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Sound understanding of the EU CFSP and CSDP policies;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 033	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/ Planning, Reporting and Evaluation Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

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 coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of Mission activities.
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To contribute towards ensuring that Mission personnel are periodically updated on the progress of mandate implementation;
- 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 on Mission related aspects;
- To contribute and ensure timely reporting on Mission 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 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- Time management and ability to prioritise multiple tasks;
- Self-motivation and ability to work without close supervision.

6. Desirable Qualifications and Experience

- Experience in leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience in crisis management Missions, including in the area of Security Sector Reform (policing, rule of law), or in the political/diplomacy field;
- Experience with applying monitoring and evaluation tools and frameworks to track and assess implementation.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and experience of working in the area of operation;
- Ukrainian and/or Russian language skills.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAC 035	Location: Kyiv	Availability: 1 Sep 2022
Department/Component/Unit: Chief of Staff Office/ Planning, Reporting and Evaluation Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

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 events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding the Mission's mandate implementation;
- To gather and analyse information received from across the Mission, Mission members' reports, relevant stakeholders and open sources, in order to maintain up-to-date knowledge of the situation;
- To manage large amounts of information including checking, compiling and analysing reports received;
- To maintain working relationships with Mission members and across the EU Delegation's departments to ensure effective information flow.
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings 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; **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;
- Political awareness and understanding;
- Analytical capability and knowledge of information collection and analytical methods.

6. Desirable Qualifications and Experience

- Previous experience in crisis management Missions, including in the area of Security Sector Reform

(including policing, rule of law), or in the political/diplomacy field;

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge and experience of working in the area of operation;
- Ukrainian and/or Russian language skills.

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: UAC 041; UAC 042	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Project Cell	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Project Manager 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 advise project leaders within the Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To ensure project proposals are in line with Mission programmes and coordinated 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 and evaluation;
- 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;
- To develop project control tools and guidelines, and to provide training, mentoring and coaching on project implementation to Mission's staff as appropriate.

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 Qualification and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics etc.) or Business Administration or in the field of planning, implementation and evaluation of projects; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in planning, implementation and management of projects.

5. Essential Knowledge, Skills and Abilities

- Teamwork skills;
- Time management skills;

- Problem solving skills;
- Project management skills;
- Analytical skills;
- Excellent interpersonal and communication skills.

6. Desirable Qualifications and Experience

- Master's Degree in project management or other related field;
- Knowledge of the procurement and contract procedures for the EU External Action Service;
- Knowledge of EU Financial Regulations;
- Certificate/diploma or higher in project management such as APM, PPM, PRINCE2, or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Familiar with EU financial regulations;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Digital Transformation	Employment Regime: Seconded	
Ref. Number: UAO 051	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/ Good Governance & Digital Transformation and Innovation Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Digital Transformation reports to the Head of Good Governance & Digital Transformation and Innovation Unit.

2. Main Tasks and Responsibilities:

- To advise, monitor and provide expertise to Ukrainian counterparts on how to advance the digital transformation agenda in their respective agency;
- To identify opportunities and suggest innovative solutions to advance the digital transformation agenda in Ukrainian Law Enforcement Agencies, including assisting in the development of a digital transformation Strategy;
- To engage with the Ministry of digital transformation;
- To provide expert input on digital transformation concepts/strategies/roadmaps within the civilian security sector;
- To assess current capacities of the civilian security sector agencies in relation to digital transformation;
- To support Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose solutions to strengthen the area of digital transformation;
- To support and advise the Heads of Field Offices in working and evaluation processes as well as on coordination and cooperation with other regional authorities, related to digital transformation;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;

- Experience of designing and delivering training;
- Strategic and operational planning, including impact and risk assessments;
- Ability and proven experience in managing reforms in the public or private sector;
- Ability to plan, multi-task and manage time effectively;
- Knowledge of ICT systems.

6. Desirable Qualifications and Experience:

- Experience/knowledge of transforming or providing advice in advising on digital transformation within the security sector;
- Advanced Information and Computer Technology (ICT) skills;
- Presentation skills;
- Confident with data analysis and visualisation;
- Innovative thinking.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Ukraine and its digital transformation challenges;
- Knowledge of legal aspects in relation to the portfolio;
- Ukrainian and/or Russian language skills.

Position Name: Strategic Communications Adviser	Employment Regime: Seconded	
Ref. Number: UAC 054	Location: Kyiv	Availability: 16 Aug 2022
Department/Component/Unit: Chief of Staff Office/ Press and Public Information Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Strategic Communications Adviser reports to the Head of Press and Public Information Division while also functionally reporting to the Head of Operations.

2. Main Tasks and Responsibilities

- To work in collaboration with the other advisers to provide advice to Ukrainian authorities in support of the development of Ukrainian government and ministerial Civilian Security Sector Reform policy in accordance with the Mission policy and guidelines;
- To contribute to the enhancement of Ukrainian Civilian Security Sector Reform leadership and awareness of the critical importance of up to date communication environments, target groups and stakeholder engagement, public relations and effective communications strategies at all levels and of related EU models;
- To assist relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level in shaping, developing and implementing reform choices, making informed (strategic) communications decisions, analysing implications and planning accordingly in the context of shaping Ukrainian Civilian Security Sector Reform;
- To contribute to the development of training curricula for Ukrainian stakeholders on communications and strategic communications;
- To support relevant Ukrainian authorities in the participation and follow up from international and national level multi-agency and internal ministry strategic communications policy development and planning events;
- To manage and lead projects assigned to Press and Public Information Division and by Head of Press and Public Information Division;
- To regularly report internally against benchmarking, assessing the consistency and sustainability of Mission operational activities across time, and to provide recommendations for improvement of Mission performance and methodology.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices on strategic communication related aspects;
- To contribute and ensure timely reporting on strategic communication 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 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in developing strategic communications plans and delivering advice on strategic communications at governmental level.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to represent the Mission at the highest levels of local counterparts;

- Knowledge of public relations.

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 skills.

Position Name: Senior Adviser on Prosecution (Team Coordinator)	Employment Regime: Seconded	
Ref. Number: UAO 092	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/ Rule of Law Component/ Prosecution and Judiciary Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution (Team Coordinator) reports to the Head of Prosecution and Judiciary Unit.

2. Main Tasks and Responsibilities

- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To provide strategic advice, monitoring and assistance to relevant Ukrainian partners in implementing reforms in accordance with agreed policies and guidelines in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in the prosecution area; including advice on policy related matters such as prosecutorial ethos, structural and operational organisation of the Public Prosecutor's Office, independence and self-governance, resource management and the vetting process of prosecutors;
- To provide awareness and advice to the national level Ukrainian prosecutorial leadership related to the establishment of robust and effective human resources management and discipline procedures;
- To identify and advise relevant Ukrainian partners on capacity and training opportunities in the field of prosecution;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effective prosecution;
- To coordinate activities of the Judiciary Team in line with the instruction/direction from the Head of Prosecution and Judiciary Unit;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**
- A minimum of 6 years of relevant professional experience, 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 mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Ability to engage with senior officials/ governmental level decision makers;

- Knowledge of prosecution service.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Head of Criminal Investigation and Organised Crime Unit	Employment Regime: Seconded	
Ref. Number: UAO 100	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/ Criminal Investigation and Organised Crime Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Head of Criminal Investigation and Organised Crime Unit reports to the Head of Rule of Law Component.

2. Main Tasks and Responsibilities

- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on the Mission mandate within its field of responsibility and tasks as set out in the planning documents, the Mission Implementation Plan (MIP) and instructions issued by the Head of Mission;
- To guide the Unit's work in identifying and addressing structural needs in the performance and accountability of Ukrainian counterparts countering organised crime and handling criminal investigations through strategies, organisational change processes, legislation and institutional development;
- To monitor and provide strategic advice and assistance to relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines in coordination with other international actors and stakeholders;
- To coordinate the Mission's strategic advice to Ukrainian counterparts in the field of fighting organised crime and its transnational aspects, including special instruments such as witness protection and strategic, operational and tactical criminal analysis (e.g. Intelligence Led Policing) and aspects on forensics, cybercrimes, financial crimes, financial investigations and counter-terrorism;
- To advise on strategic level to set up and implement countrywide Regional Organised Crime Task Forces;
- To coordinate the Mission's strategic advice to Ukrainian counterparts on criminal investigations, ensuring the advisers on criminal investigations in the Field Offices assist in implementing the Mission's advice on strategic policies and projects;
- To support capacity development of Ukrainian Law Enforcement Agencies in the field of combating organised crime and handling criminal investigations through mentoring and advising;
- To be the key interlocutor on strategic level with the Heads of Ukrainian counterparts combating organised crime and handling criminal investigations and other key partners;
- 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;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 2 years at a management level, after having fulfilled the education requirements;
- Substantial experience in criminal investigations, including investigating organised crime cases and dismantling criminal organisations;
- Substantial experience in leading organised crime unit / department and in coordination with other Law Enforcement Agencies and the prosecution service (e.g. task forces);
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL.

5. Essential Knowledge, Skills and Abilities

- Knowledge of the EU Policy Cycle, its implementation and knowledge of serious and organised crime threat assessment;
- Knowledge of drafting legislation related to practical aspects of fighting organised crime;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diverse team.

6. Desirable Qualifications and Experience

- Experience working in joint investigating teams;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Counter Terrorism	Employment Regime: Seconded	
Ref. Number: UAO 113	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/National and State Security Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Counter Terrorism reports to the Head of National and State Security Unit.

2. Main Tasks and Responsibilities

- To provide strategic advice and assistance to relevant Ukrainian partners, notably the Security Service of Ukraine (SSU) and the Foreign Intelligence Service of Ukraine (FISU), with a focus on countering terrorism;
- To mentor and provide advice on counter terrorism operations within its specific legal framework and in line with human rights standards;
- To identify and advise relevant Ukrainian partners on capacity and training opportunities on counter terrorism;
- To support the above counterparts in the drafting of strategic analysis products, in particular Terrorism Threat Assessment, Hybrid Threat Assessment etc. in accordance with the methodology used by EUROPOL and other EU institutions.
- To advise on improvement of the national counter-terrorism system, including inter-agency cooperation, private-public cooperation, international cooperation with EU Member States security authorities and EU institutions;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effectively on counter terrorism;
- To advise and support relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To facilitate the support of European Security services and European multilateral bodies for cooperation on the fight against international terrorism;
- To provide expertise in the delineation of competencies among the different Law Enforcement Agencies on counter terrorism;
- To provide expertise to strengthen capabilities on counter terrorism;
- To provide expertise in the development of a national strategy and its implementation;
- To advise and provide expertise in the development of risk assessments;
- To assist in the implementation of training activities on counter terrorism;
- To manage and lead projects on counter terrorism;
- 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the

European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police 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 counter terrorism matters from a security service perspective;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Financial Crimes	Employment Regime: Seconded	
Ref. Number: UAO 116	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/ Criminal Investigation & Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Financial Crimes reports to the Head of Criminal Investigation & Organised Crime Unit.

2. Main Tasks and Responsibilities

- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To facilitate the support of European Agencies, e.g. EPPO, EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify, mentor and advise relevant Ukrainian partners on the capacity and capability enhancement opportunities on economic and financial crimes and financial investigations;
- To advise in enhancing the exploitation of financial intelligence;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed for effective economic and financial crime investigations;
- To promote the systematic use of financial investigations;
- To manage and lead projects on economic and financial crimes, including financial investigations, and to advise and support relevant Ukrainian partners in implementing externally funded projects/ initiatives in his/her field of expertise;
- To inform relevant Ukrainian partners about EU's legal framework in relation to the application of freezing assets, asset recovery, confiscation, civil confiscation etc.
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers.
- To design and deliver training.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices on financial crimes related aspects;
- To contribute and ensure timely reporting on financial crimes 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, out of which a minimum of 3 years of experience in economic and financial crime investigations, 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.
- Knowledge of EU legislation related to economic and financial crimes (EU Anti-money laundering directives etc.)

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Specialised Law Enforcement Agencies	Employment Regime: Seconded	
Ref. Number: UAO 121	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/ Criminal Investigation and Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Specialised Law Enforcement Agencies reports to the Head of Criminal Investigations and Organised Crime Unit

2. Main Tasks and Responsibilities

- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To mentor, provide strategic advice and assistance to specialised Law Enforcement Agencies, such as the State Bureau of Investigation and the Bureau of Economic Security, in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders; This will include advice on good practices in internal and inter-agency coordination, management of specialised investigations, professional ethos, resource management and training;
- To provide awareness and advice to the leadership relating to the establishment of robust and effective internal investigations and discipline;
- To provide expertise to establish these Law Enforcement Agencies and strengthen their capabilities. This will include advice on legislation, policies, structure, operational organisation, independence, resource management;
- To support the specialised Law Enforcement Agencies in identifying appropriate equipment, the needed infrastructure and the need of specialised training to deliver their tasks effectively;
- To advise and support specialised Law Enforcement Agencies in implementing externally funded projects/initiatives in his/her field of expertise;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of project management.

6. Desirable Qualifications and Experience

- Experience of designing and delivering trainings;
- Experience in project management;
- Experience working with Law Enforcement Agencies at central level;
- Experience in reforming / setting up Law Enforcement Agencies.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: National and State Security Adviser/Trainer	Employment Regime: Seconded	
Ref. number: UAO 133	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/National and State Security Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The National and State Security Adviser/Trainer reports to the Head of National and State Security Unit.

2. Main Tasks and Responsibilities

- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To support the reform and institutional development of the Ukrainian counterparts, notably the Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), and the National Security and Defence Council of Ukraine (NSDC);
- To provide strategic advice and assistance to the above counterparts and relevant parliamentary committees, in close coordination and cooperation with other international stakeholders, including the EUDEL, NATO and the US Embassy;
- To deliver Mission's advice on key strategies and reform initiatives relating to intelligence and security issues, including Ukraine's National Security Strategy and its sectoral strategies, the SSU reform strategy, and the draft SSU-law and related laws;
- To advise and support NSDC, SSU, and FISU in improving their intelligence analyses and management capabilities as well as improving its decision-making process toward an intelligence-based model;
- To advise and support on internal and external oversight, including on the establishment of a Parliamentary Oversight Committee;
- To render support to relevant Ukrainian counterparts on digitalisation;
- To support the development of the SSU's and FISU's capability to counter hybrid threats information operations, open source intelligence, human intelligence and financial intelligence, intelligence-, operational-, tactical- and strategic analysis, counter terrorism and counter intelligence;
- To advise and support relevant Ukrainian partners in implementing externally funded projects/ initiatives in his/her field of expertise;
- 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 subject-matter trainings for SSU and FISU.

3. General Tasks and Responsibilities

- To contribute and ensure timely reporting on activities related to national and state security;
- To identify and report on lessons learned and best practices on aspects related to national and state security;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task 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. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR police or military equivalent education or training and rank; **AND**

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Professional training qualifications from a recognised institute;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of the Training of Trainers concept.

6. Desirable Qualifications and Experience

- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: National and State Security Adviser	Employment Regime: Seconded	
Ref. Number: UAO 134	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/ National and State Security Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The National and State Security Adviser reports to the Head of National and State Security Unit.

2. Main Tasks and Responsibilities:

- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To support the reform and institutional development of Ukrainian counterparts, notably the Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), and the National Security and Defence Council of Ukraine (NSDC);
- To provide strategic advice and assistance to the above counterparts and relevant parliamentary committees, in close coordination and cooperation with other international stakeholders, including the EUDEL, NATO and the US Embassy;
- To deliver Mission's advice on key strategies and reform initiatives relating to intelligence and security issues, including Ukraine's National Security Strategy and its sectoral strategies, the SSU reform strategy, and the draft SSU-law and related laws;
- To advise and support NSDC, SSU, and FISU in improving their intelligence analyses and management capabilities as well as improving their decision-making processes towards an intelligence-based model;
- To advise and support on internal and external oversight, including on the establishment of a Parliamentary Oversight Committee;
- To render support to relevant Ukrainian counterparts on digitalisation;
- To support the development of the SSU's and FISU's capabilities to counter hybrid threats information operations, open source intelligence, human intelligence, financial intelligence, intelligence-, operational-, tactical- and strategic analysis, counter terrorism and counter intelligence;
- To assist relevant Ukrainian authorities in identifying and analysing SSR-related legislative needs, challenges, options and solutions;
- 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;

3. General Tasks and Responsibilities:

- To contribute and ensure timely reporting on activities related to national and state security;
- To identify and report on lessons learned and best practices on aspects related to national and state security;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, preferably in a relevant ministry,

national intelligence, or security service, dealing also with strategic work and international cooperation, experience in change management, management and implementation of reform programmes, after having fulfilled the education requirements;

- Experience at the senior level from a modern and effective security or intelligence service.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Practical understanding of legal reform processes including the development of legal policy and legislation.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Ukrainian and/or Russian language skills;
- Experience of reform of a security/intelligence service;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- Experience of providing strategic advice to international interlocutors and moving reform processes forward;
- International experience at strategic level in fragile and conflict affected states, bilaterally or 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.

Position Name: Senior Border/IBM Adviser	Employment Regime: Seconded	
Ref. Number: LVO 010	Location: Lviv	Availability: ASAP
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Border/IBM Adviser reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To advice, mentor and provide expertise and assistance to relevant regional and local Ukrainian partners in implementing the Integrated Border Management (IBM) and institutional reforms in accordance with the EUAM HQ policies, priorities and direction in the area of National Integrated Border Management Strategy, Action Plan and other strategic and operational plans;
- To support and advise regional IBM stakeholders (including State Border Guard Service, Coast Guard, Customs Service, State Migration Service, National Police of Ukraine, State Security Service and others as applicable) in developing sustainable business processes, quality management and evaluation processes, as well as coordination with other regional authorities, related to IBM;
- To support, advise and manage, if applicable, EUAM Ukraine's other projects, liaise and support partner projects of the other EU instruments, regional visibility measures and EUAM Ukraine's other Security Sector Reform related activities, in the region;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of Ukrainian counterparts and to propose solutions for developing and strengthening counterparts/institutions;
- To draft advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU best practices;
- To plan and implement projects especially, to promote IBM at local and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross border crime and anti-corruption;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver 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 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 formal Customs, Border Guards, Police and/or military education or training in a MS; **AND**
- A minimum of 6 years of relevant professional experience in the field of relevant IBM agency in an EU Member State or partner country, such as border guards, customs or equivalent agency, nationally responsible to border or customs management, with experience of managerial tasks at least on operational level.

5. Essential Knowledge, Skills and Abilities

- Extensive knowledge of European best practices, including Schengen Catalogue, Handbooks and Integrated Border Management development and implementation on national level or World Customs Organisation Standards;
- Extensive experience and knowledge in Integrated Border Management related issues, at national level from Border Police/Guards, Customs, Migration or Police;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to mentor and motivate local counterparts;
- Excellent written English and drafting skills.

6. Desirable Qualifications and Experience

- International or European experience in CSDP Missions, JHA-agencies operations or equivalent
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in project management;
- Senior status and a Senior Grade, or equivalent in Member State's Border Guard, Police or Customs organisation, or other relevant Agency.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian and/or Russian language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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

1. Reporting Line

The Head of Field Office 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 act as Mission focal point and direct counterpart to relevant Ukrainian authorities and civil society organisations in the assigned region according to EUAM HQ direction;
- 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;
- To lead, coordinate and contribute to the Field Office work with local authorities, and local EU/international actors in cooperation with the Operations Department;
- 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;
- Experience in implementation of reform programmes and in Security Sector/Rule of Law Reform in a national or host state context.

5. Essential Knowledge, Skills and Abilities

- Ability to 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

- Senior management experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on the Investigation of International Crimes	Employment Regime: Seconded	
Ref. Number: 5 posts UAT 006; UAT 007; UAT 008 UAT 009; UAT 010	Location: Kyiv/countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on the Investigations of International Crimes reports to the Head of Criminal Investigation and Organised Crime Unit. Security permitting, the Senior Adviser will be embedded within Ukrainian Law Enforcement Agencies.

2. Main Tasks and Responsibilities:

- To support, mentor, and advise local Ukrainian Law Enforcement Agencies in investigating international crimes (war crimes, crimes against humanity, and genocide);
- To provide expertise to strengthen capabilities on international crimes investigations, especially on crime scene investigations, interviewing witnesses and suspects, and organisation of structured investigations;
- To advise local Ukrainian counterparts at strategic level on training related issues in international crimes investigations, assessment on training needs, development of curricula, Training of Training concept and assist in the implementation of training activities;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure required to modernise and improve international crime investigations;
- To advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To collaborate with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ to ensure the Field Offices implement the Mission's advice on strategic policies and projects and, when appropriate, a uniform application of the Mission's advice throughout Ukraine;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies 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;

- A minimum of 6 years of relevant professional experience in the field of crime investigation or successful participation in an international mission dealing with international crime investigations, after having fulfilled the education requirements;
- Experience in coordinating with other Law Enforcement Agencies and the prosecution service.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of matters related to international crime investigations;
- Ability to mentor and motivate local counterparts;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at strategic level;
- Experience of designing and delivering training;
- Ability to identify counterparts training requirements and draft a training curriculum for criminal police.

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: Senior Adviser on the Prosecution of International Crimes	Employment Regime: Seconded	
Ref. Number: 3 posts - UAT 016; UAT 017; UAT 018	Location: Kyiv/countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/ Prosecutorial and Judiciary Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on the Prosecution of International Crimes reports to the Head of Prosecutorial and Judiciary Unit. Security permitting, the Senior Adviser will be embedded within Ukrainian Law Enforcement Agencies.

2. Main Tasks and Responsibilities

- To support, mentor, and advise the Office of the Prosecutor General and other prosecution and law enforcement bodies in the investigation and prosecution of international crimes (war crimes, crimes against humanity, genocide, and crime of aggression);
- To develop standards, guidelines and concepts on the investigation and prosecution of international crimes;
- To identify and implement capacity building and training opportunities (including designing and delivering training programmes) for prosecutors on prosecution and investigation of international crimes;
- To review Ukrainian draft laws and other legislation relevant to international criminal law and procedure, and provide advice and written opinions with recommendations including on improving compatibility with the Rome Statute, and international human rights principles and standards;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**
- A minimum of 6 years of relevant professional experience out of which a minimum of 3 years of experience in the prosecution of international crimes, after having fulfilled the educational requirements;

5. Essential Knowledge, Skills and Abilities

- Knowledge of matters related to investigation and prosecution of international crimes;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate local counterparts;
- Experience of designing and delivering training;
- Excellent legal drafting skills.

6. Desirable Qualifications and Experience

- Experience of prosecuting international crimes at national or international level (specialised court/tribunal or executive international mission);
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior International Crimes Investigation Analyst	Employment Regime: Seconded	
Ref. Number: 3 posts - UAT 024; UAT 025; UAT 026	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior International Crimes Investigation Analyst reports to the Head of Criminal Investigation and Organised Crime Unit. Security permitting, the Senior Analyst will be embedded within Ukrainian Law Enforcement Agencies.

2. Main Tasks and Responsibilities:

- To support, mentor, and advise local Ukrainian Law Enforcement Agencies in the field of international crimes analyses;
- To provide expertise to strengthen the capabilities for international crimes analysis, especially on the collection and synthesis of multi-sourced data, information and evidence, and analytical products and software;
- To advise local Ukrainian counterparts at the strategic level on training related issues in international crimes analysis, training needs assessment, development of curricula, Training of Training concept and assist in the implementation of training activities;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure required to modernise and improve international crime analysis;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To manage and lead projects on international crimes analysis;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To continuously liaise and coordinate all initiatives with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies 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;
- A minimum of 6 years of relevant professional experience in the field of criminal investigations and/ or successful participation in an international mission dealing with international crime investigations, after having fulfilled the education requirements;

- A minimum of 5 years relevant professional experience in the field of strategic, operational or tactical analysis.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of research and analytical techniques;
- Extensive knowledge and experience in analytical software and tools;
- Knowledge of criminal intelligence and complex data;
- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify counterparts training requirements and draft a training curriculum for criminal police.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience with investigation of international crimes;

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Victims' Rights	Employment Regime: Seconded	
Ref. Number: UAT 030	Location: Kyiv/countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Victims' Rights reports to the Head of Criminal Investigation and Organised Crime Unit. The Senior Adviser would, security permitting, be embedded with Ukrainian Law Enforcement Agencies.

2. Main Tasks and Responsibilities

- To provide strategic advice, mentoring, and assistance to the relevant Ukrainian partners on access to justice for victims of international crimes including participation, protection and compensation;
- To provide expertise to strengthen capabilities in the prosecution, law enforcement agencies and courts to facilitate access to justice of victims of international crimes including participation, protection and compensation of particularly vulnerable victims including children, victims of conflict related sexual violence;
- To provide advice on legislation and policy on rights, protection, participation and compensation of victims of international crimes;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the field of victims participation and protection including victims' interviewing;
- To manage and lead projects on enhancing access to justice of victims of crimes, including participation and protection;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law, Human Rights, Psychology **AND**
- A minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience at a position related to protection or support of victims of crimes, 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 training;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience in the area of victims' participation and protection at international level (specialised court/tribunal or international mission);
- Experience with victims' individual risk assessments;
- Experience with interviewing vulnerable victims of crimes;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior Adviser on Witness Protection	Employment Regime: Seconded	
Ref. Number: 2 posts - UAT 031; UAT 032	Location: Kyiv/countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Witness Protection reports to the Head of Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities

- To provide advice to local counterparts in the area of witness protection;
- To mentor and provide expertise and strategic advice to strengthen capabilities on witness protection, international crime investigations and organised crime;
- To support the Ukrainian partners with the coordination of the European Agencies, (e.g. EUROPOL, EU Member States' Law Enforcement Agencies);
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on witness protection, international crime investigations and organised crime;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effectively on witness protection, international crime investigations and organised crime;
- To manage and lead projects on witness protection, international crime investigations and organised crime;
- To advise and support relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise.
- To liaise closely with other horizontal advisers;
- To design and deliver training.

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 or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, including in the field of fighting organised crime, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of managing witness protection programmes;
- Ability to engage with senior officials/ governmental level decision makers;

6. Desirable Qualifications and Experience

- Experience from the national witness protection program of an EU Member State and of international cooperation in this area, including practical knowledge on EUROPOL and EU Member States platforms capabilities for witness protection;
- Experience in protection of witnesses of international crimes;
- Experience as witness protection professional at international criminal courts/tribunals;
- Experience in project management;
- Experience of international cooperation in the field of witness protection and organised crime;

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 skills.

Position Name: Senior Adviser on Open Source Intelligence (OSINT)	Employment Regime: Seconded	
Ref. Number: 2 posts - UAT 039; UAT 040	Location: Kyiv/countrywide	Availability ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Organised Crime Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Open Source Intelligence (OSINT) reports to the Head of Criminal Investigation and Organised Crime Unit. The Senior Adviser would, security permitting, be embedded with Ukrainian Law Enforcement Agencies.

2. Main Tasks and Responsibilities:

- To advise, mentor, and support the development of capacities and capabilities of local Ukrainian Law Enforcement Agencies in the field of international crime investigations;
- To manage and lead projects on international crime investigations/intelligence research and to advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- 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 international crime cases, to track the progress towards national objectives and provide accurate and timely information to guide national decisions;
- To focus the advice on the strategic, tactical and operational level of international crime cases prone to political interference, of a sensitive inter-ethnic nature or with human rights concerns;
- 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 International Crimes Investigation/Prosecution Strategy;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver 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 or/and military education; The qualification should be in the field of Law Enforcement, Law, Police Science or other related university studies; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, including several years of professional experience in serious and complex criminal investigations;
- Extensive and progressive professional experience in intelligence issues and/or complex data;
- Extensive practical experience in intelligence data research including open source

5. Essential Knowledge, Skills and Abilities:

- Comprehensive knowledge of analytical techniques;
- 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;
- Good knowledge of relevant IT archiving systems and procedures;
- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training.

6. Desirable Qualifications and Experience:

- Supervisory/management experience in investigations into serious/complex crimes;
- Experience in war crimes investigations and/or monitoring of such investigations;
- International experience, particularly in post conflict or in crisis areas with multi-national and international organizations.

7. Desirable Knowledge Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Military Structures and Analysis (Civilian)	Employment Regime: Seconded	
Ref. Number: UAT 042	Location: Kyiv/countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Organised Crime Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Military Structures and Analysis reports to the Head of Criminal Investigation and Organised Crime Unit. The Senior Adviser would, security permitting, be embedded with Ukrainian Law Enforcement Agencies.

2. Main Tasks and Responsibilities

- To advise, mentor, and provide expertise to Ukrainian Law Enforcement Agencies working on international crimes investigations on elements of these crimes related to military necessity, objectives, advantage, military structures, equipment, weapons, ammunition and explosives;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance investigations and analysis regarding military elements of the international crimes including military necessity, objectives, advantage, in military structures, equipment, weapons, ammunition and explosives;
- To advise, mentor, and support the development of capacities and capabilities of local Ukrainian Law Enforcement Agencies in the field on elements of international crimes related to military necessity, objectives, advantage, military structures, equipment, weapons, ammunition and explosives;
- To provide expertise to strengthen the capabilities for analysis related to military elements of the international crimes, especially on the collection and synthesis of multi-sourced data, information and evidence and on analytical products and software;
- To assist in the implementation of training activities on investigations and analysis of on elements of international crimes related to military necessity, objectives, advantage, military structures, equipment, weapons, ammunition and explosives;
- To manage and lead projects on investigations and analysis of elements of international crimes related to military necessity, objectives, advantage, military structures, equipment, weapons, ammunition and explosives;
- To assist Ukrainian partners in implementing externally funded projects/initiatives;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies for Ukrainian counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices related to investigations and analysis in military structures including equipment, weapons, ammunition and explosives;
- To contribute and ensure timely reporting on investigative and analytical 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**

- After having fulfilled the educational requirements a minimum of 6 years of relevant professional experience in the field of military structures and military strategic, operational or tactical analysis.

5. Essential Knowledge, Skills and Abilities

- Knowledge of military matters, in particular with regard to military structures, equipment, weapons, ammunition and explosives in order to contribute to criminal investigations;
- Knowledge of the military weapon systems used in the area of operations, especially the RFA, former USSR and former Warsaw Pact military weapon systems;
- Knowledge of analytical techniques, software and tools;
- Knowledge of military intelligence matters;
- Knowledge of how to handle intelligence and complex data.

6. Desirable Qualifications and Experience

- Experience in project management;
- Experience with investigation of international crimes;
- International experience, particularly in crisis areas/post crisis areas with multinational and/or international organisations;
- Operational military experience, ideally including positions as an Operations or Intelligence staff officer at brigade level or higher.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Information Security Management	Employment Regime: Seconded	
Ref. Number: UAT 046	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Information Security Management reports to the Head of Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities

- To mentor and provide strategic advice and assistance to relevant Ukrainian partners in implementing reforms in accordance with agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To support the Ukrainian partners with the coordination of the European Agencies, (e.g. EUROPOL, EU Member States' Law Enforcement Agencies) and to facilitate the liaison with the Information Security Management Agencies;
- To identify and advise relevant Ukrainian partners on capacity and training opportunities on Information Security Management;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on Information Security Management;
- To manage and lead projects on Information Security Management;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on Information Security Management;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver 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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management or Information Technology; OR police or military equivalent education or training and rank; **AND**
- A minimum of 6 years of relevant professional experience, out of which at least 3 at a management level, 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 training;
- Knowledge of Information Security Management;
- International recognised certification(s), e.g. ISACA: CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar;
- Experience on international security standards e.g. ISO27000 series, NIST, CIS Security Controls or similar;
- ISMS assessment, implementation and operation;
- Organisational context tailoring of information security management;
- Leadership and organisational engagement on information security;
- Operational planning through information security risk assessments and treatment.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Ability to mentor and motivate local counterparts.

Position Name: Communication and Information Systems (CIS) Officer (Communications)	Employment Regime: Seconded/Contracted	Mission Support Management Level (MSML)
Ref. Number: UAS 031	Location: Kyiv	Availability: 2 Jun 2022
Component/Department/Unit: Mission Support/CIS Division	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Communication and Information Systems (CIS) Officer reports to Head of CIS.

2. Main Tasks and Responsibilities:

- Assist and advise the Head of CIS on telecommunication and information system matters related to the Mission;
- Assist in the design and implementation, management and maintenance of CIS and telecommunications projects;
- To assist the Head of CIS in establishing Standard Operating Procedures (SOPs) related to all Mission telecommunication services;
- To identify requirements in the CIS/Communications area, prepare requests for replenishment, renewal and procurement proposals, responsible for the drafting of technical specifications for telecommunications-related supplies, works, or services;
- Ensure to maintain an adequate stock of telecommunications equipment and spares, and organize repair and replacement of equipment as necessary to maintain operational readiness;
- Installation of all telecommunications equipment and commissioning of services in the Mission including but not limited to: Fixed and mobile HF, fixed and mobile/portable UHF systems, UHF repeaters, VSAT, BGAN, and mobile/portable satellite phone and positioning/navigation/tracking systems;
- Provide first and second level support and fault finding on telecommunications installations;
- Provide support for Mission telephony systems including PABX, digital PSTN, IP telephony and videoconferencing, and GSM equipment;
- Write technical service or maintenance reports, operating instructions, guidelines, and procedures for the proper use of the Mission's telecommunications equipment and services.

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 (the qualification should be in any of the fields of Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Expert knowledge of (digital) HF/UHF radio systems, satellite communications and positioning/navigation technologies, and related antennae systems;
- Knowledge of and experience with digital PABX maintenance, digital trunking systems, as well as Voice over Internet Protocol (VOIP) and Session Initiation Protocol (SIP) technologies for telephony and videoconferencing systems, and PABX integration of these systems;
- Practical experience and knowledge in VSAT technologies, installation, commissioning and support;
- Good level of problem solving and analytical ability to analyse complex, communication systems configurations, and manage the same on a day-to-day basis.

6. Desirable Qualifications and Experience:

- Knowledge of computer systems and wired and wireless Local Area Networks (LANs); Metropolitan Area Networks (MANs) and Wide Area Networks (WANs);
- Relevant industry certifications and training in technologies in the abovementioned specification of experience;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of cloud technologies (e.g. Microsoft 365, Azure Active Directory, Microsoft Intune, Office 365, Teams) and understanding of Windows Active Directory domain services;
- Effective project management skills, preferably certified in an industry standard (e.g. PMP, PRINCE2);
- International experience, particularly in crisis areas, with multinational and international organisations.

Position Name: Mission Security Officer	Employment Regime: Seconded/contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: LVD 002 UAD 003	Location: Lviv Kyiv	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department / Security Division	Level of Security Clearance: EU SECRET	Open to Invited Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

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.
- Valid license for armoured vehicles or C or C1 Driving license;

5. Essential Knowledge, Skills and Abilities

- Planning and time-management skills;
- Analytical skills;

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Medical Adviser	Employment Regime: Seconded/Contracted	
Ref. Number: UAD 010	Location: Kyiv/countrywide	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department/Medical Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

Medical Adviser reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To act as a focal point for the Mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to plans and policies on all medical issues/health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission members especially with regards to operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs, in close cooperation with healthcare providers and the Mission insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations.
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To keep a database on all accidents, incidents and recorded illnesses – and ensure compliance with data protection for sensitive data – in conformity with doctor patient confidentiality;
- To organise and deliver basic and emergency medical services to the Mission's staff in the Mission's premises
- To provide advice and guidance to Mission staff on the specific Libyan environment and to ensure Memorandum of Understanding, Contingency and Emergency plans are updated and usable.
- To be responsible for all budget lines under the Medical unit -both being investments for equipment as well as the generic running expenditure -including but not limited to pharmaceuticals, pharmacy in general, medical kits, trauma bags, etc.

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:

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
- To have a current license to practice medicine in Europe from a recognised Medical School;
- The qualification should be in Medicine; OR 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 in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care; AND
- A minimum of 4 years relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required;

6. Desirable Qualifications and Experience:

- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- International medical experience, particularly in crisis areas with multi-national and international organisations;
- Ukrainian or Russian language skills.

Position Name: Senior Adviser on Cyber Security	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: UAT 044	Location: Kyiv/countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Senior Adviser on Cyber Security reports to the Head of CI and 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 strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU member States' Law Enforcement Agencies and to facilitate the liaison with the National Cyber Security Agencies' bodies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on cyber security;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective on cyber security;
- To manage and lead projects on cyber security;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on cyber security;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver 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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics), Business Administration/Management or Information Technology; **OR** police or military equivalent education or training and rank; **AND**

- A minimum of 6 years of relevant professional experience, out of which at least 3 at a management level, after having fulfilled the educational requirements;

5. Essential Knowledge, Skills and Abilities

- Cybersecurity framework and operations experience;
- International recognised certification(s), e.g. ISACA: CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar;
- Experience on international security standards e.g. NIST Cyber Security Framework, ISO27000 series, CIS Security Controls or similar;
- Cybersecurity framework core functions establishment, operations and improvement:
 - Identify: Developing an organisational understanding to manage cybersecurity risk to systems, people, assets, data, and capabilities.
 - Protect: Develop, implement and operate appropriate safeguards to ensure delivery of critical services
 - Detect: Develop, implement and operate appropriate activities to identify the occurrence of a cybersecurity event.
 - Respond: Develop, implement and operate appropriate activities to take action regarding a detected cybersecurity incident.
 - Recover: Develop, implement and operate appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity incident.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Ability to mentor and motivate local counterparts.