

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

| EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2023 Call for Contributions for Visiting Experts Essential Requirements and Job Descriptions | | | | |
|--|--|---|-----------------|---------------------|
| Organisation: | EUAM Ukraine | | | |
| Job Location: | As indicated below | | | |
| Employment Regime: | Seconded | | | |
| Job Titles/ Vacancy Notice: | Ref. | Name of the Post | Location | Availability |
| | <u>Seconded (10)</u> | | | |
| | UAVE14 | Senior Adviser on Organised Crime Small Arms Light Weapons (SALW) | Kyiv | 01 Sep 2023 |
| | UAVE15 | Senior Adviser on Internal Oversight | Kyiv | 01 Sep 2023 |
| | UAVE16 | Adviser on Psychological and Social Support in Crisis Situations | Kyiv | 01 Sep 2023 |
| | UAVE17 | Senior Adviser on Strategic Analysis | Kyiv | 01 Sep 2023 |
| | UAVE18 | Senior Adviser Digital Forensic | Kyiv | 01 Sep 2023 |
| | UAVE19 | Adviser on Maritime Aspects of Integrated Border Management (IBM) | Odesa | 01 Sep 2023 |
| | UAVE20 | Adviser on Port Aspects of Integrated Border Management (IBM) | Odesa | 01 Sep 2023 |
| | UAVE21 | Strategic Adviser on National Coordination Centres | Kyiv | 01 Sep 2023 |
| | UAVE22 | Senior Adviser on Forensic Anthropology/Pathology | Kyiv | 01 Sep 2023 |
| UAVE23 | Senior Adviser on Organised Crime (Cultural Heritage Protection) | Kyiv | 01 Sep 2023 | |
| Deadline for Applications: | Friday, 28 July, 2023 at 17:00 hours (Brussels time) | | | |
| E-mail address to send the Job Application Form to: | 1) You must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do | | | |
| Information: | For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Dusan RUMAN CPCC-Ukraine@eeas.europa.eu | | | |

Seconded Personnel – Only personnel nominations received through official channels from EU Member States /contributing Third States (if applicable) will be considered.

EU Member States, EU Agencies and EU non-state entities with whom the EEAS has concluded a framework agreement or arrangement on the conditions of secondment by such entities to civilian CSDP missions will bear all personnel-related costs for seconded Visiting Experts, e.g. salaries and medical coverage (with the exception of the High Risk insurance), and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). The mentioned allowances are only paid during the deployment in the Mission area or authorised telework abroad due to operational readjustments related to COVID-19, and in line with approved schedule of work activities. The Mission will cover travel expenses to and from the Mission area and for any duty travel while on deployment (excluding the travel in and out the Mission area in case of part-time/remote work).

Visiting Experts seconded from contributing third States and other non-EU non-state entities with whom the EEAS has concluded a framework agreement or arrangement on the conditions for secondments by such entities to civilian CSDP Missions will bear all personnel-related costs for seconded VE, e.g. salaries and medical coverage (including High Risk insurance). They are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Due to the non-permanent nature of VE assignments to Missions, specific provisions may apply with regard to their status, entitlements (e.g. leave days), rights and obligations and security.

Tour of Duty – The duration of the deployment is indicated in the respective job description, respectively for an initial 3 months with a possible extension for another 3 months, according to the planned schedule. Flexible to carry out his/her work engagement in line with schedule/duration of the project, including remote work.

Location of seconded Experts - Candidates must be authorised to work in Ukraine. The Mission continuously assesses the security situation in the Area of Operations. Applicants may also be asked to work in the Temporary Mission Headquarters, or may be requested to telework pending from operational requirements and if the security situation required it. Advisers must be able and willing to work in Ukraine, including in High/Critical Risk Environments. Positions with location advertised with (*) may be deployed for long-term to Field Office Odessa and/or Lviv or Mobile Unit.

The Civilian Operations Commander requests that Contributing States propose candidates for the following Visiting 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 candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected seconded candidates shall be able to serve the full period of secondment before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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 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 EUAM Ukraine, selected seconded candidates shall be able to serve the full period of secondment 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 candidate 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 Skills ^[2] – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

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

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 general conditions 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.

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

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

Language – Some proficiency in local language(s).

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

Required Personnel Security Clearance (PSC) – 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. 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 Mission area.

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the contributing state. 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.

Security trainings/HEAT training - Before the deployment, it is mandatory to complete both SAFE & MISSIONWISE and Code of Conduct on-line training courses – registration and course on the link:

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

Candidates **must have undergone a certified Hostile Environment Awareness Training no more than five years ago.** In case the HEAT-certificate is expired (but the candidate has undergone the training), Mission Security and Duty of Care Department will organize a refresher training before deployment to Ukraine.

Personal Protection Equipment – Due to the High Risk environment, the national authorities should provide seconded selected candidates with protection equipment (PPE)

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 (by phone or by video conference), 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.

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).

| | | |
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| Position Name: Senior Adviser on Organised Crime Small Arms Light Weapons (SALW) | Employment Regime: Seconded | |
| Ref. Number: UAVE14 | Location: Kyiv, Ukraine | Availability: 1 September 2023 |
| Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation and Organised Crime Unit/Organised Crime Team | Level of Security Clearance: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line:

The Senior Adviser on Small Arms Light Weapons (SALW), reports to the Head of Criminal Investigations 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 analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution on SALW in identifying the appropriate equipment including hard- and software as well as infrastructure needed to modernise and enhance SALW investigative activities/management and analysis;
- To be the key interlocutor with the Ukrainian Law Enforcement structures on SALW;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experiences

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering training;
- Knowledge of investigative techniques and analysis in connection with SALW and firearms;
- Expertise in the field of firearms trafficking, international arms trade and/or proliferation at expert or consultancy level;
- Knowledge on strengthening investigative and analytical capabilities regarding investigations in Military equipment, weapons, ammunition and explosive.

6. Desirable Qualifications and Experiences

- Professional experience in planning and implementing strategies and/or action plans in relation to SALW;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Good working knowledge of the political and security situation of Ukraine;
- Professional network within the digital forensic institutions;
- Ukrainian language skills.

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| Position Name: Senior Adviser on Internal Oversight | Employment Regime: Seconded | |
| Ref. Number: UAVE15 | Location: Kyiv, Ukraine | Availability: 1 September 2023 |
| Department/Component/Unit: Operations Department/National and State Security Unit | Security Clearance Level: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

The Senior Adviser on Internal Oversight reports to the Head of National and State Security Unit.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the Security Service of Ukraine (SSU) and Foreign Intelligence Service of Ukraine (FISU) in the field of internal oversight and audit mechanisms and processes through activities strategic advice;
- To be the key interlocutor with the Security Service of Ukraine (SSU) and Foreign Intelligence Service of Ukraine (FISU);
- To develop policies in line with the local institutions on internal oversight and audit process.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- Certificate of Training of trainers;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian language.

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| Position name: Adviser on Psychological and Social Support in Crisis Situations | Employment Regime: Seconded | |
| Ref. Number: UAVE16 | Location: Kyiv/countrywide | Availability: 1 September 2023 |
| Department/Component/Unit: Operations Department/ Governance Component/Human Resources Reform Development Unit | Security Clearance Level: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

The Adviser on Psychological and Social Support in Crisis Situations reports to the Head of Human Resources Reform Development Unit.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the Law Enforcement agencies in the field of social and psychological support and draft custom-made recommendations for interlocutors and present methodological instruments for follow-up and evaluation by counterparts with/without or by the Mission;
- To be the key interlocutor with Law Enforcement agencies;
- To develop policies in line with the local institutions in social and psychological support to be offered during and after conflict / crisis to the officers at Law Enforcement agencies, based on best international and EU practices in this area.

3. General tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering training;
- Knowledge of Ukraine and current challenges;
- Professional expertise in the area of Crisis and Trauma Psychology and/or specific policy drafting and implementation;
- Professional experience and background in / or close cooperation with law enforcement and/or military EU / international forces.

6. Desirable Qualifications and Experience

- Certificate of Training of trainers;
- Experience in providing advice, mentoring and training in reforming the psycho-social field of a security services;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian language skills.

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| Position name: Senior Adviser on Strategic Analysis | Employment Regime: Seconded | |
| Ref. number: UAVE17 | Location: Kyiv, Ukraine | Availability: 1 September 2023 |
| Department/Component/Unit: Operations Department/National and State Security Unit | Security Clearance Level: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

The Senior Adviser on Strategic Analysis reports to the Head of National and State Security Unit.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Security Service of Ukraine (SSU) and in addition for the Foreign Intelligence Service of Ukraine (FISU) in the field of strategic analysis (DELPHI, Criteria Analysis, SWOT in-depth study) through training;
- To be the key interlocutor with the Security Service of Ukraine (SSU) and in addition for the Foreign Intelligence Service of Ukraine (FISU);
- To develop policies in line with the Security Service of Ukraine (SSU) and in addition for the Foreign Intelligence Service of Ukraine (FISU);
- To provide strategic advice on implementing the model of the intelligence cycle and best practices of EU/NATO security and intelligence services for the Security Service of Ukraine (SSU) and in addition for the Foreign Intelligence Service of Ukraine (FISU).

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;

- Knowledge of designing and delivering training;
- Expertise in the implementation of and or reforming analytical and/or intelligence policies within a security or civilian/military intelligence service;
- Knowledge of analysis at a security or civilian/military intelligence service.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

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| Position Name: Senior Adviser Digital Forensic | Employment Regime: Seconded | |
| Ref. Number: UAVE18 | Location: Kyiv, Ukraine | Availability: 1 September 2023 |
| Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation and Organised Crime Unit/Organised Crime Team | Level of Security Clearance: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

The Senior Adviser on Digital Forensic, reports to the Head of Criminal Investigations 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 analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of digital forensic through activities of assessment and identification of the appropriate equipment and infrastructure needed to modernize and enhance digital forensic activities/management and analysis;
- To be the key interlocutor with the Ukrainian Law Enforcement institutions on digital forensic;
- To develop policies in line with the local institutions;
- To identify the main areas for strategic advice for the Mission to support Ukrainian Law Enforcement agencies in enhancing their capabilities on digital forensics.

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 Experiences

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of forensic techniques and analysis in connection with digital forensics.

6. Desirable Qualifications and Experiences

- Professional experience in planning and implementing strategies and/or action plans in relation to digital forensics;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Good working knowledge of the political and security situation of Ukraine;
- Good professional network within the digital forensic institutions;
- Ukrainian language skills.

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| Position Name: Adviser on Maritime Aspects of Integrated Border Management (IBM) | Employment Regime: Seconded | |
| Ref. Number: UAVE19 | Location: Odesa, Ukraine | Availability: 01 September 2023 |
| Department/Division/Section: Operations Department/ Field Office Odesa | Security Clearance Level: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

The Adviser on Maritime Aspects of Integrated Border Management (IBM) reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the local maritime institutions in the field of IBM through advising;
- To be the key interlocutor with the Ukrainian maritime actors relevant for IBM;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering projects and programmes;
- Knowledge of EU maritime strategy, IBM and related policies;
- Good understanding of policies and organisational aspects of maritime operations/administration, Coast Guard Functions and implementing IBM.

6. Desirable Qualifications and Experience:

- Experience from a maritime law enforcement organisation, such as Coast Guard;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- *N/A.*

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|--|---|---|
| Position Name: Adviser on Port Aspects of Integrated Border Management (IBM) | Employment Regime: Seconded | |
| Ref. Number: UAVE20 | Location: Odesa, Ukraine | Availability: 01 September 2023 |
| Department/Division/Section: Operations Department/ Field Office Odesa | Security Clearance Level: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

The Adviser on Port Aspects of Integrated Border Management (IBM) reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in Port in the field of IBM through activities of analysis and advising;
- To be the key interlocutor with the Ukrainian port actors relevant for IBM;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering, training, projects and programmes;
- Knowledge of IBM and related policies;
- Good understanding of policies and organisational aspects of port operation and implementing IBM.

6. Desirable Qualifications and Experience:

- Experience from National Maritime Board/Administration and/or Port Operators;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts.

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| Position Name: Senior Strategic Adviser on National Coordination Centres (NCC) | Employment Regime: Seconded | |
| Ref. Number: UAVE21 | Location: Kyiv/countrywide | Availability: 1 September 2023 |
| Department/Component/Unit: Operations Department/ Operations Department/Law Enforcement Agencies Component/ IBM Unit | Security Clearance Level: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

The Senior Strategic Adviser on National Coordination Centre (NCC) reports to the Head of Integrated Border Management (IBM) Unit.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of State Board Guards Services of Ukraine (SBGS) in the reform processes through advice at political, strategic and operational level;
- To be the key interlocutor with the SBGS;
- To develop policies in line with the local institutions.
- To assist State Border Guards Services of Ukraine (SBGS) in the development of a legislative framework of the SBGS reform processes, in particular with the aim to establish a NCC with other IBM actors (NPU, SCS, SSU, SMS);
- To initiate technical projects for establishment of a NCC in its reform process in accordance to the Mission mandate and EU best practices;
- To assist and advice SBGS in their implementation of the integrated border management concept; especially on inter-agency cooperation;
- To facilitate and advice SBGS on the integrated approach between EU and international actors involved in the SBGS reform process;
- To assess current capacities of the SBGS in relation to its reform, change management and Good Governance areas;
- To provide high-level strategic advice and assistance to the leadership of the State Border Guard Service of Ukraine (SBGS) in implementing its reform in accordance with legal, organisational, IT and technical requirements set out by Ukrainian Government.

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 custom education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience in the area of police/border police/customs, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering training;
- Knowledge of project management;

6. Desirable Qualifications and Experience

- Knowledge of formalised information exchange and data analysis;
- Knowledge in the area of inter-agency and international cooperation and coordination;
- Expertise in management and leadership in the area of border police/border guards/customs;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

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| Position Name: Senior Adviser on Forensic Anthropology/Pathology | Employment Regime: Seconded | |
| Reference Number: UAVE22 | Location: Kyiv, Ukraine | Availability: 1 September 2023 |
| Component/Department/Unit: Operations Department/International Crimes Component | Level of Security Clearance: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

Senior Adviser on Forensic Anthropology/Pathology reports to the Head of International Crimes Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local Judicial System in the field of forensics (exhumations, mass grave investigations and missing persons cases) through training activities and strategic advise;
- To be the key interlocutor with the local Judicial system;
- To develop policies in line with the local Judicial institutions system.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of investigations involving killings, including autopsy and other forensic examinations;
- Professional expertise in the exhumation process and to conduct forensic anthropological analysis, including the analyses of complex cases of commingled remains;
- Professional expertise working with international, hybrid or internationalised courts or tribunals;
- Professional expertise related to DNA and anthropological procedures related to identification work.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- *N/A*

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| Position Name: Senior Adviser on Organised Crime (Cultural Heritage Protection) | Employment Regime: Seconded | |
| Ref. Number: UAVE23 | Location: Kyiv, Countrywide | Availability: 01 September 2023 |
| Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation and Organised Crime Unit/Organised Crime Team | Level of Security Clearance: EU Confidential | Open to Contributing Third States: No |

1. Reporting Line

The Senior Adviser on Organised Crime (Cultural Heritage Protection) reports to the Head of Criminal Investigation and Organised Crime Unit closely coordinates with the Heads of the Field Offices in Lviv and Odesa.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution on Cultural Heritage Protection in identifying and fighting the crimes against the trafficking of cultural property;
- To be the key interlocutor with the Ukrainian Cultural Heritage institutions;
- To develop policies in line with the Cultural Heritage institutions to support Ukrainian Law Enforcement agencies in setting efficient structures in place to fight against the crimes trafficking of cultural property and crimes against the cultural heritage.

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 Experiences

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second second 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 training or an award of an equivalent rank; AND
- To have a minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering training;
- Knowledge in drafting Organised Crime Strategies/Action Plans;
- Knowledge in the field of international cooperation in combating organised crime, trafficking of

cultural property, organised property crime;

6. Desirable Qualifications and Experiences

- Experience in project management including planning, budgeting, implementation and evaluation;
- Knowledge of Ukrainian cultural heritage and history;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Good working knowledge of the political, cultural and security situation of Ukraine;
- Ukrainian or Russian language skills.