

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 - Requirements and Job Descriptions

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2022 Civilian Response Team (CRT) Call for Contributions</b>				
<b>Organisation:</b>	<b>EUAM Ukraine</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>Civilian Response Team (CRT) Short Term Seconded Experts</b>			
<b>Short term deployment</b>	<b>Initial 6 months deployment</b>			
<b>Job Titles/ Vacancy notice:</b>	<b>Ref:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (13)</u></b>			
	UAT 001 (CRT) UAT 002 (CRT) UAT 003 (CRT)	Senior Adviser on Investigation of International Crimes	Kyiv/Countrywide	ASAP
	UAT 011 (CRT) UAT 012 (CRT) UAT 013 (CRT)	Senior Adviser on Prosecution of International Crimes	Kyiv/Countrywide	ASAP
	UAT 019 (CRT)	Senior Adviser on Investigation of Conflict related Sexual and Gender Based Violence (SGBV)	Kyiv/Countrywide	ASAP
	UAT 023 (CRT)	Senior International Crimes Investigation Analyst	Kyiv/Countrywide	ASAP
	UAT 029 (CRT)	Senior Adviser on Victims' Rights	Kyiv/Countrywide	ASAP
	UAT 033 (CRT)	Senior Adviser on Complex Forensic Crime Scene Analysis	Kyiv/Countrywide	ASAP

	UAT 034 (CRT)	Senior Adviser on Forensic Investigations (weapons, ammunition, explosives and ballistics)	Kyiv/Countrywide	ASAP
	UAT 036 (CRT)	Senior Adviser on Open Source Intelligence (OSINT)	Kyiv/Countrywide	ASAP
	UAT 041 (CRT)	Senior Adviser on Military Structures and Analysis (civilian)	Kyiv/Countrywide	ASAP
<b>Deadline for Applications:</b>	<b>Friday, 27 May 2022 at 17:00 Brussels time</b>			
<b>Applications must be submitted via:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b></p> <p><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b></p> <p><a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>2) You do not have the nationality of an EU Member State:</b></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><b>Please Note:</b> <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>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the</p> <p>Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Ms. Jacinta Hogan</b></p> <p><a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a></p>			

**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).

**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 6 months with possibility of extension.

**Co-location of Strategic Advisors** – Advisers must be able and willing to work in Ukraine, including in High/Critical Risk Environments. 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 CRT Experts:**

Applicants must be authorised to work in Ukraine when the Mission assesses that the security situation permits it. They may also be asked to work in the Temporally Mission Head Quarters.

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)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions.

To avoid any delay to deployment, it is highly recommended that candidates complete the certified HEAT training course prior to deployment.

#### 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**<sup>2</sup> – 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.

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

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

<sup>2</sup> [Common European Framework of References for Languages](#)

**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-SAFE<sup>3</sup> 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).

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

<b>Position Name:</b> Senior Adviser on the Investigation of International Crimes	<b>Employment Regime:</b> Seconded	
<b>Ref. Number: 3 posts</b> UAT 001 (CRT) UAT 002 (CRT) UAT 003 (CRT)	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 crime 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 crime 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;
- 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 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.



<b>Position Name:</b> Senior Adviser on the Prosecution of International Crimes	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 011 (CRT) UAT 012 (CRT) UAT 013 (CRT)	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/ Prosecutorial and Judiciary Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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, and genocide);
- To develop standards, guidelines and concepts on the investigation and prosecution of international crimes;
- To identify and implement capacity building and training opportunities 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 European human rights norms;
- 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 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 (specialized court/tribunal or executive international mission);
- Experience in project management.

**7. Desirable Knowledge, Skills and Abilities**

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

<b>Position Name:</b> Senior Adviser on Investigation of Conflict related Sexual and Gender Based Violence (SGBV)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 019 (CRT)	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

#### **1. Reporting Line:**

The Senior Adviser on Investigation of Conflict related Sexual Violence (CRSV) 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 counterparts in the area of international crime investigations pertaining CRSV;
- To provide expertise to strengthen capabilities on international crime investigations pertaining to CRSV, especially on crime scene investigations, interviewing of witnesses and suspects and on the organisation of structured investigations;
- Analyse existing documentation and provide advice on gender-sensitive information gathering methods for all aspects of investigations including interviewing, security arrangements, safe handling of information;
- Research and collect information pertaining to CRSV related to the mandate of the mission by conducting meetings with authorities and relevant actors and coordinating with other partners;
- To support the development of capacities and capabilities of local Ukrainian Law Enforcement Agencies in the field of international crime investigations pertaining CRSV, through mentoring and advising in embedded teams (security permitting);
- To advise local Ukrainian counterparts at the strategic level regarding all training related issues in investigations of CRSV, 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 investigations;
- To advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To manage and lead projects on international crime investigations;
- To provide analysis and recommendation to the counterparts;

#### **3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within crime investigation activities;
- 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;

- A minimum of 6 years work experience dealing with issues in conflict and post-conflict countries and substantial direct experience on strengthening of the rule of law, early recovery and protection of vulnerable groups after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Deep knowledge and experience in matters related to international crime investigation;
- Including previous experience of Conflict-related sexual violence investigations;
- Knowledge of interviewing techniques vulnerable victims and witnesses and gathering of forensic evidence;
- Ability to mentor, advise and motivate local counterparts;
- Ability to identify training needs of the counterparts and draft a training curriculum for criminal police.

**6. Desirable Qualifications and Experience:**

- Experience with investigation of international crimes;
- Experience in coordinating with other Law Enforcement Agencies and the prosecution service;
- Experience of designing and delivering trainings;
- International experience, particularly in crisis areas with multinational and/or international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of strategic, operational and tactical criminal analysis;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior International Crimes Investigation Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 023 (CRT)	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 crime analyses;
- To provide expertise to strengthen the capabilities for international crime 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 crime 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 crime analysis;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- 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 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;
- 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.

<b>Position Name:</b> Senior Adviser on Victims' Rights	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 029 (CRT)	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Victims' Rights reports to the Head of CI 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 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, 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 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 or Russian language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.



<b>Position Name:</b> Senior Adviser on Complex Forensic Crime Scene Analysis	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 033 (CRT)	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Organised Crime Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Complex Forensic Crime Scene Analysis reports to the Head of CI 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 counterparts to strengthen forensic capabilities in relation to complex crime scene activities and analysis;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance complex forensic crime scene activities and analysis;
- To manage and lead projects on complex forensic crimes scene and to advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To assist in the implementation of training activities on the best practice in forensic standards on a crime scene;
- 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 complex forensic crime scenes;
- To contribute and ensure timely reporting on activities related to complex forensic crime scenes;
- 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 fields of forensics and/or crime scene investigation, for example crime scene management, collection of evidence and/or crime scene photography;
- Applicants must be authorised to work in Ukraine when the Mission assesses that the security situation permits it.

### 5. Essential Knowledge, Skills and Abilities

- Knowledge of forensics matters, in particular with regard to criminal investigations;

- Knowledge of forensic techniques and analysis at a complex crimes scenes;
- Ability to reconstruct complex crime scenes;
- 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 CBRNE (chemical, biological, radiological, nuclear and explosive) related crime scenes;
- Experience in trace analyses and recovery;
- Experience in identification of bodies or parts of bodies;
- Experience in capturing, visualizing and reconstructing crime scenes;
- Experience in international crimes scene analysis in security high risk areas(grenades, landmines, IED, UXO's);
- Experience in project management;

#### **7. Desirable Knowledge, Skills and Abilities**

- Ukrainian or Russian language skills.

<b>Position Name:</b> Senior Adviser on Forensic Investigations (weapons, ammunition, explosives and ballistics)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 034 (CRT)	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Organised Crime Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Forensics Investigations (weapons, ammunition, explosives and ballistics) reports to the Head of CI 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 on strengthening forensic capabilities of Ukrainian Law Enforcement Agencies on forensic investigations in weapons, ammunition, explosives and ballistic;
- To facilitate support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies to Ukrainian counter-parts;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance forensic investigations in weapons, ammunition, explosives and ballistic;
- To manage and lead projects on forensic investigations in weapons, ammunition, explosives and ballistic and 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 forensic investigations in weapons, ammunition, explosives and ballistic as well as how to behave at a crimes scenes.
- 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 complex forensic crime scenes;
- To contribute and ensure timely reporting on activities related to complex forensic crime scenes;
- 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 fields of forensic and/or crime scene investigation, for example crime scene management, collection of evidence and/or crime scene photography.

**5. Essential Knowledge, Skills and Abilities**

- Knowledge of forensics matters, in particular with regard to 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 USSR and Warsaw Pact military weapon systems;
- Knowledge of forensic techniques at crime scenes;
- Ability to reconstruct crime scenes;
- 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 project management;

**7. Desirable Knowledge, Skills and Abilities**

- Ukrainian or Russian language skills.

<b>Position Name:</b> Senior Adviser on Open Source Intelligence (OSINT)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 036 (CRT)	<b>Location:</b> Kyiv/countrywide	<b>Availability</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Organised Crime Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### **1. Reporting Line:**

The Senior Adviser on Open Source Intelligence (OSINT) reports to the Head of CI 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, analyze 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 prioritize 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 or Russian language skills.

<b>Position Name:</b> Senior Adviser on Military Structures and Analysis (Civilian)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 041 (CRT)	<b>Location:</b> Kyiv/countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Organised Crime Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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;
- 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 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.