

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**EU Advisory Mission for Civilian Security Sector Reform Ukraine
(EUAM Ukraine)
2-2018 Call for Contributions for the Internship Scheme**

Organisation:	EUAM Ukraine			
Job Location:	Ukraine (Kyiv)			
Employment Regime:	Internship			
Job Titles/Vacancy Notice:	Ref.	Name of the post	Total Vacancies	Available on¹
	UAI 02	Intern within Rule of Law Component	1	1 November 2018 - 30 April 2019
	UAI 03	Intern within Strategic Civilian Security Sector Reform (CSSR) Component	1	1 November 2018 - 30 April 2019
	UAI 04	Intern within Finance Unit	1	1 November 2018 - 30 April 2019
Deadline for Applications:	14 September 2018, 17:00 hours Brussels time			
Applications must be submitted via:	<p>1. For seconded candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/</p> <p>2. For individual candidates (not under seconded regime) from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p>3. For seconded and individual candidates from Invited Third States (application form available on the EEAS website): cpcc-ukraine@eeas.europa.eu</p>			
Information:	<p>For more information, please consult EUAM Ukraine website (http://www.euam-ukraine.eu/) or contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr Stefan Goebel cpcc-ukraine@eeas.europa.eu</p>			

¹ Subject to the approval of the appropriate Budgetary Impact Statement

Position Name: Intern within Rule of Law Component	Employment Regime: Internship	
Ref. Number: UAI 02 (1 position)	Location: Kyiv	Availability: 01 November 2018 –30 April 2019
Department/Component/Unit: Operations Department /Rule of Law Component	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line

The Intern reports to the Head of Rule of Law Component.

Main Tasks and Responsibilities

Under the guidance and in coordination with the Head of Rule of Law Component.

- To take notes and assist in drafting minutes;
- To assist in collecting and analyzing relevant information contained in communications and publications received from different sources, including all forms of media;
- To assist in drafting written analysis, reports and presentations;
- To provide support in developing, planning and organizing meetings and events;
- To assist in performing administrative and secretarial duties, drafting e-mails, memos, letters, faxes and other requested documents as required, utilizing the provided filing systems;
- To deal with information with confidentiality and discretion;
- To perform any other task as requested by his/her Line Manager.
- To support the organization of workshops, roundtables, trainings and other events related to EUAM-Operations activities;
- To assist in preparing the background information necessary for the official meetings on the topic of the discussion as well as on the EUAM interlocutors;
- To assist in taking notes/ drafting minutes from the meetings;
- To assist in maintaining the mission's Law Library;
- To assist in drafting legal assessments;
- To assist in supporting project management activities.

Education, Experience and Skills

Essential

- Successful completion of university studies of at least 3 years attested by a diploma, 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 Police or/and Military education;
- The field of studies should be Law;
- Strong communications skills coupled with proficiency in written and spoken English;
- Proficient in Microsoft Office applications;
- Excellent drafting skills and ability to structure written material effectively;
- Effective management of time and resources;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Ability to work accurately and with attention to details and to handle a multitude of activities at the same time.

Desirable

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of civilian security sector;
- Understanding of the political, cultural and security situation of Ukraine;
- International experience, particularly with international organisations;
- Knowledge of the Ukrainian and/or Russian language will be an asset.
- Ability to deal helpfully and courteously with people, including outside contacts.

Position Name: Intern within Strategic Civilian Security Sector Reform Component	Employment Regime: Internship	
Ref. Number: UAI 03 (1 position)	Location: Kyiv	Availability: 01 November 2018 –30 April 2019
Department/Component/Unit: Operations Department / Strategic Civilian Security Sector Reform Component	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line

The Intern reports to the Head of Strategic Civilian Security Sector Reform Component.

Main Tasks and Responsibilities

Under guidance and in coordination with the Head of Strategic Civilian Security Sector Reform Component.

- To assist in collecting and analyzing relevant information contained in communications and publications received from different sources, including all forms of media;
- To assist in drafting written analysis, reports and presentations;
- To provide support in developing, planning and organizing meetings and events;
- To assist in performing administrative and secretarial duties, drafting e-mails, memos, letters, faxes and other requested documents as required, utilizing the provided filing systems;
- To deal with information with confidentiality and discretion;
- To perform any other task as requested by his/her Line Manager.
- To support the organization of workshops, roundtables, trainings and other events related to EUAM-Operations activities;
- To assist in preparing the background information necessary for the official meetings on the topic of the discussion as well as on the EUAM interlocutors;
- To assist in taking notes/ drafting minutes from the meetings;
- To assist in drafting ad-hoc assessments in relation to Good Governance, Human Resources Development, Integrated Border Management;
- To assist in supporting project management activities.

Education, Experience and Skills

Essential

- Successful completion of university studies of at least 3 years attested by a diploma, 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 Police or/and Military education;
- The field of studies should be Human Resources Development, Border or Customs Management, Public Administration or any other closely related Social Science;
- Strong communications skills coupled with proficiency in written and spoken English;
- Proficient in Microsoft Office applications;
- Excellent drafting skills and ability to structure written material effectively;
- Effective management of time and resources;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Ability to work accurately and with attention to details and to handle a multitude of activities at the same time.

Desirable

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of civilian security sector;
- Understanding of the political, cultural and security situation of Ukraine;
- International experience, particularly with international organisations;
- Knowledge of the Ukrainian and/or Russian language;
- Ability to deal helpfully and courteously with people, including outside contacts.

Position Name: Intern within Finance Unit	Employment Regime: Internship	
Ref. Number: UAI 04 (1 position)	Location: Kyiv	Availability: 1 November 2018 - 30 April 2019
Department/Component/Unit: Mission support Department/ Finance Unit	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting Line

The Intern reports to the Head of Finance.

Main Tasks and Responsibilities

Under guidance and in coordination with the Head of Finance:

- To provide support in inspecting, analyzing and correcting the vendors denominations in two systems used by Finance Unit;
- To assist in checking in the bank statements every morning yesterday's payments and possible rejections;
- To assist in the budget execution related tasks, preparation of budget line transfers;
- To assist in performing administrative and document management duties, archiving, reception of transactions supporting documents, input for approval financial transactions, completion of approved transactions in the intranet system of the Mission, drafting e-mails, memos, and other requested documents as required;
- To provide support in storing all finance related documents in designated archive area;
- To assist in uploading in the Intranet system of bank statements / paid transactions;
- To assist in preparation of finance-related documents for departing mission members;
- To provide support in preparation of the weekly reports;
- To assist in the preparation and execution of VAT recovery related tasks and correspondence;
- To provide support in developing, planning and organizing meetings, trainings and events;
- To assist in drafting written analysis, reports and presentations;
- To provide support in keeping safe financial supporting documents;
- To assist in supporting project management activities.
- To deal with information with confidentiality and discretion;
- To perform any other task as requested by his/her Line Manager.

Education, Experience and Skills

Essential

- Successful completion of university studies of at least 3 years attested by a diploma, OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;
- The field of study should be Finance, Economy, Public Administration or Business Administration or any other closely related field;
- Strong communications skills coupled with proficiency in written and spoken English;
- Proficiency in Microsoft Office applications;
- Excellent drafting skills and ability to structure written material effectively;
- Effective management of time and resources;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Ability to work accurately and with attention to details and to handle a multitude of activities at the same time.

Desirable

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of civilian security sector;
- Understanding of the political, cultural and security situation of Ukraine;
- International experience, particularly with international organisations;
- Knowledge of the Ukrainian and/or Russian language will be an asset.