

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**EU Advisory Mission for Civilian Security Sector Reform Ukraine
(EUAM Ukraine)
1-2018 Call for Contributions for the Internship Scheme**

Organisation:	EUAM Ukraine			
Job Location:	Ukraine (Kyiv)			
Employment Regime:	Intern			
Job Titles/Vacancy Notice:	Ref.	Name of the post	Total Vacancies	Available on
	UAI 01	Intern within Head of Mission's Office	1	01 April 2018
	UAI 02	Intern within Rule of Law Component	1	01 April 2018
Deadline for Applications:	22 February 2018, 17:00 hours Brussels time			
E-mail address to send the Job Application Form to:	CPCC-UKRAINE@eeas.europa.eu			
How to apply:	<p>Interested intern applicants should use the standard application form for intern applicants (Annex 2), in which they can apply for one position only. It is essential that both the job title and the corresponding reference number are clearly marked in the form. Furthermore, only one application per intern will be accepted. Intern applicants can apply either directly sending their application to the e-mail address mentioned above or through their national authorities.</p> <p>General aspects:</p> <p>If more than one application is received from the same candidate, only one will be considered, the one submitted through the national authorities being given priority.</p> <p>No further documentation besides the standard application form for interns is necessary at this stage.</p> <p>Subject to the approval of the appropriate Budgetary Impact Statement the interns will deploy in Kyiv from 01 April – 30 September 2018.</p>			

Information:	<p>Additional information can be obtained from the EUAM Ukraine website. (http://www.euam-ukraine.eu/) or from the following contacts:</p> <p>For questions from national authorities:</p> <p style="text-align: center;">Mr Josef VOELKER cpcc-ukraine@eeas.europa.eu +32 2584 3630</p> <p>For questions from individual applicants:</p> <p style="text-align: center;">EUAM Ukraine/Human Resources Mrs. Juliana CIULKINIENE hr.office@euam-ukraine.eu Tel: +380 973 725 245</p>
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Position Name: Intern within Head of Mission's Office	Employment Regime: Internship	
Ref. Number: UAI 01 (1 position)	Location: Kyiv	Availability: 01 April–30 September 2018
Department/Component/Unit: Office of the Head of Mission	Security Clearance Level: No Personnel Security Clearance is needed	Open to contributing third States: Yes

Reporting line

The Intern reports to the Executive Assistant to the Head of Mission.

Main Tasks

- To assist the HoM and DHoM in their daily work;
- To take minutes at meetings and conferences, contributes to draft reports, documents, speeches, as requested;
- To assist, under guidance of and in coordination with the Executive Assistants to HoM and DHoM, in setting up meetings for HoM and DHoM, drafting and editing correspondence and compiling inputs;
- To assist in reviewing documents, reports and letters prepared for signature by HoM and DHoM in order to ensure quality and accuracy in substance;
- To assist in preparing high-level visits and meetings to the Mission;
- To perform any other duties as requested by the Executive Assistants to HoM or DHoM.

Education and Experience

Eligibility criteria

- University degree or equivalent held;
- Proof of enrolment in a Master/PhD programme, if applicable. Strong communications skills coupled with proficiency in written and spoken English;
- Excellent drafting skills and ability to structure written material effectively;
- Very good knowledge and experience of Office Suite Package;
- Effective management of time and resources; Ability to work long and irregular working hours;
- Note taking experience;
- Ability to work accurately and with attention to details and to handle a multitude of activities at the same time.
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;

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 would be an asset.

Personality assets

- To demonstrate initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.

Position Name: Intern within Rule of Law Component	Employment Regime: Internship	
Ref. Number: UAI 02 (1 position)	Location: Kyiv	Availability: 01 April–30 September 2018
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

Under 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 and Experience

Eligibility criteria

- Successful completion of a full course of university studies attested by a diploma, where the normal duration of university education in the country awarded is three (3) years or more in Law or other closely related fields of study or equivalent Police or/and Military education;
- Strong communications skills coupled with proficiency in written and spoken English and good computing skills;
- 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.

Personality assets

- Effective self-management of time and resources;
- Ability to work 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.
- Ability to deal helpfully and courteously with people, including outside contacts.