

<b>Position Name:</b> Senior Adviser on Strategic Communications	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 54	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/ Press and Public Information Department	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Adviser on Strategic Communications reports to the Head of Press and Public Information Department.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural less developed areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening same.
- 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 within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To work in collaboration with the Strategic Communications Advisers for providing advice to the appropriate Ukrainian authorities in support of the development of Ukrainian government and ministerial Civilian Security Sector Reform policy and in accordance with the Mission policy and guidelines;
- To contribute to the enhancement of Ukrainian Civilian Security Sector Reform leadership and awareness of the critical importance of up to date communication environments, target groups and stakeholder engagement, public relations and effective communications strategies at all levels and of related EU models;
- To assist the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level in shaping, developing and implementing reform choices, making informed (strategic) communications decisions, analysing implications and conducting planning accordingly in the context of shaping Ukrainian Civilian Security Sector Reform;
- To promote, encourage and advise the relevant Ukrainian counterparts involved in Civilian Security Sector Reform at strategic level to make rapid change management decisions in the existing approaches to stakeholder engagement, public relations and strategic communications – including the creation of specialist organisations and capabilities in this regard;

- To support the relevant Ukrainian authorities plan and prepare for participation in and follow up from international and national level multi-agency and internal ministry strategic communications policy development and planning events;
- To constantly assess progress and to identify actual and potential risks to attainment of the EUAM objectives, tasks or activities or delays against the Mission Implementation Plan;
- To contribute to Mission external reporting and to regularly report internally against benchmarking, also assessing the consistency and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to the induction of mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel.

#### **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 AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.
- Experience in developing strategic communications plans and delivering advice on strategic communications at governmental level.

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

- Ability to mentor and motivate local counterparts.
- Ability to engage with senior officials/ governmental level decision makers.
- Knowledge of public relations.

#### **6. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a senior management capacity.

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

- Ukrainian or Russian Language skills.