

<b>Position Name:</b> Senior Adviser on Digital Transformation	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 051	<b>Location:</b> Kyiv	<b>Availability:</b> 3 Jan 2022
<b>Component/Department/Unit:</b> Operations/ Governance Component/Good Governance & Digital Transformation and Innovation Unit/Digital Transformation & Innovation Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Digital Transformation reports to the Head of Good Governance & Digital Transformation and Innovation Unit.

### 2. Main Tasks and Responsibilities:

- To advise Ukrainian counterparts on how to advance the digital transformation agenda in their respective agency;
- To identify opportunities and come up with innovative solutions to advance the digital transformation agenda in Ukrainian law enforcement agencies, including assisting in the development of a Digital Transformation Strategy;
- To provide expert input on digital transformation concepts/strategies/roadmaps within the civilian security sector;
- To assess current capacities of the civilian security sector agencies in relation to digital transformation;
- To prepare, chair and/or take part in briefings, roundtables or trainings related to digital transformation internally and externally;
- To support and advise the Heads of Field Offices in working and evaluation processes as well as on coordination and cooperation with other regional authorities, related to Digital Transformation;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Operational Implementation Framework (OIF) 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 weaknesses in the performance and accountability of counterparts/institutions in the area of digital transformation and to propose solutions for strengthening them;
- 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 ensure compliance with instruction/direction from Mission management;
- To coordinate activities with other relevant Mission staff, and where required, local and international interlocutors with regard to the civilian security sector;
- To design and deliver training, as appropriate;

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

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- Take account of gender equality and human rights aspects in the execution of tasks
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related task 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 **AND**
- A minimum of 4 years of relevant professional experience in digital transformation or related fields, after having fulfilled the education requirements;
- Experience in conceptualising and implementing digital transformation initiatives within the public sector.

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

- Strategic and operational planning, including impact and risk assessments;
- Ability and proven experience in managing reforms in the public sector;
- Ability to plan, multi-task and manage time effectively;
- Knowledge of ICT systems.

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

- Knowledge of Ukraine and its digital transformation challenges;
- Knowledge of legal aspects in relation to the portfolio;
- Experience/knowledge of transforming or providing advice in advising on digital transformation within the security sector;
- Advanced ICT skills;
- Presentation skills;
- Confident with data analysis and visualization;
- Innovative thinking.

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

- Ukrainian or Russian language skills.