

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. Number: UAO 011	Location: Kyiv	Availability: 1 Feb 2022
Component/Department/Unit: Operations/Deputy Head of Operations Section/Human Rights, Minorities and Gender Team	Level of Security Clearance: EU RESTRICTED or equivalent	Open to contributing Third States: Yes

1. Reporting Line

The Gender Adviser reports to the Deputy Head of Operations and coordinates closely with the Gender Adviser in the Chief of Staff Office.

2. Main Tasks and Responsibilities

- To compile, evaluate and analyse information on the gender related situation in the Ukrainian Civilian Security Sector providing reports and state-of-play analysis;
- To identify gaps and conduct needs analysis, including comparable analysis with European and international standards and best practices and draft analytical products;
- Support, contribute written input and advice on the development of related policies for the Ukrainian partners and Mission's operational activities;
- To provide input for the Mission planning and reporting on gender related issues;
- To provide written and oral advice and follow-up on the national gender strategies and action plans, in terms of Civilian Security Sector on the national level, and in terms of implementation related to the relevant ministries and agencies;
- To draft strategic advice, action plans, policy recommendations, roadmaps, handbooks, training curricula, presentations and other products, to foster the reforms and to mainstream gender in the Mission's operational activities;
- To advise and support development and implementation of policies and actions addressing gender based violence, discrimination, harassment and other identified challenges in the beneficiary organisation;
- To act as the Project Manager for selected gender related projects, especially supporting women in Law Enforcement Agencies;
- To support the gender mainstreaming of operational activities of the Mission and related EU-funded activities;
- To participate to the planning and implementation of the training the trainers' activities;
- To liaise with the local and international partners involved in the promotion of gender equality;
- To advise on the promotion of gender equality and gender responsive policy among host state authorities to ensure these aspects are integrated and consistent with the Mission Implementation Plan;
- To participate in Human Rights and Minorities related evaluations, analysis, strategic advice, hands on support, monitoring and implementation, as a part of the Gender Team;
- Deputise for other team members including the Team Coordinator as required.

3. General Tasks and Responsibilities

- To contribute to the Mission reporting and information flow on gender related aspects;
- To contribute and report on lessons learned and best practices on gender;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 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 customs, police or/and military education or training or an award of an equivalent rank. The qualification should be in any fields of Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or a closely related field of expertise; **AND**
- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements;
- Experience of using gender mainstreaming tools;
- Training and/or training development experience on gender related issues;
- Relevant professional operational or strategic level experience in the Civilian Security Sector in MS or 3rd contributing state, in particular in the field of Law Enforcement or Rule of Law.

5. Essential Knowledge, Skills and Abilities

- Excellent drafting skill in English;
- Analytical skills and ability to conduct gender analysis;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Negotiations skills;
- Proactive in developing strategies to accomplish objectives;
- Good knowledge of international gender instruments;
- Solid knowledge of EU instruments and standards on gender equality.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organisations;
- Operational or strategic level experience in the work within Law Enforcement Agencies or Rule of Law, preferably in senior or managerial position.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region is desirable.