

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks 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 in Law OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Experience of designing and delivering training;
- Knowledge of prosecutorial service;
- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience in reforming / change management of a prosecutorial service or judiciary;
- Experience of designing and delivering training;
- Experience in project management, especially in the introduction of an E-case system.
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ukrainian or/and Russian language skills;

Position Name: Head of National and State Security Unit	Employment Regime: Seconded	
Ref. Number: UAO 130	Location: Kyiv	Availability: 1 Sep 2023
Component/Department/Unit: Operations/ National and State Security Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of National and State Security Unit reports to the Head of Operations.

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);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To support the development of, and to be the key interlocutor with, Ukrainian counterparts, notably the Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), and the National Security and Defence Council of Ukraine (NSDC);
- To provide strategic advice and assistance to the above counterparts and relevant Parliamentary Committees, in close coordination and cooperation with other international stakeholders, including the EU-delegation, NATO and the US Embassy;
- To ensure the quality of the Mission's advice on key strategies and reform initiatives relating to intelligence and security issues, including the Ukraine National Security Strategy and its sectoral strategies, the SSU reform strategy, and the draft SSU-law and related laws;
- To ensure the quality of the Mission's advice and support to SSU in improving the agency's intelligence analyses and management capabilities as well as improving its decision-making process toward an intelligence-based model;