

Position name: Head of National Security Component	Employment regime: Seconded	
Ref. number: UAO 130	Location: Kyiv	Availability: 1 January 2025
Component/Department/Unit: Operations/National Security Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of National Security Component reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Component in the implementation of the Mission mandate as set out in the relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the 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 Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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 Qualification 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 and/or military education or training or an award of an equivalent rank; AND

- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Experience in the field of national security and relevant knowledge of the work of security and intelligence agencies.
- Understanding of Ukrainian law;
- Understanding and knowledge of Ukrainian challenges in the area of intelligence;
- Ukrainian or Russian language skills.