

<b>Position Name:</b> Head of OAS Reform Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 040	<b>Location:</b> Kyiv	<b>Availability: 15 Jun 2025</b>
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/ OAS Reform Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States: No</b>

### 1. Reporting Line:

The Head of Overarching Strategy (OAS) Reform Unit reports to the Head of Strategic Reform Component.

### 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 the 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 act as Mission focal point and direct counterpart to relevant Ukrainian authorities on the Overarching Strategy for Reform of the Entire Law Enforcement Sector Action Plan, good governance, digital tools in the law enforcement sector and anti-corruption initiatives in the law enforcement sector while enhancing innovation in their institutions through the use of digital tools and mainstreaming human rights & gender issues;
- To support the anti-corruption initiatives in law enforcement agencies as supported by the mission;
- 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 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 area of responsibility;
- To contribute and ensure timely reporting on activities within the 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, OR equivalent and attested customs, police or/and 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:**

- Knowledge in change management, and implementation of reform programmes;
- 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:**

- Professional Training Qualification/Certification;
- Experience in project management;
- Experience in international efforts to support host state reforms in the area of Security Sector Reform (SSR)/Rule of Law.

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

- Ukrainian and/or Russian language skills.