

<b>Position Name:</b> Senior Coordination and Cooperation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAC 025	<b>Location:</b> Kyiv	<b>Availability:</b> 01 August 2026
<b>Component/Department/Unit:</b> Chief of Staff Office/ Political Analysis and Coordination Division/ Coordination and Cooperation Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

## 1. Reporting Line

The Senior Coordination and Cooperation Officer reports to the Head of Political Analysis and Coordination Division.

## 2. Main Tasks and Responsibilities

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate.
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives.
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders.
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives.
- To contribute to the development and regular updating of the Mission Implementation Plan.
- To contribute to Mission's internal and external reporting against benchmarking.
- To ensure that all Coordination and Cooperation Office activities are consistently and coherently planned and implemented according to the Mission mandate and tasks as set out in the planning documents, Operation Plan (OPLAN) and the Mission Implementation Plan (MIP).
- To assist the Head of Political, Analysis and Coordination Division to coordinate all contributions from Operations to the Mission's internal and external periodic reporting.
- To assist the Head of Political, Analysis and Coordination Division in ensuring that liaison and coordination is consistently maintained between EUAM Operations, the EU, non-EU and local stakeholders.
- To assist the Head of Political, Analysis and Coordination Division in ensuring the coherent implementation of activities within the Coordination and Cooperation Line of Operations to achieve the tasks and objectives set for it.
- To contribute ensuring that all the activities of the Mission are closely coordinated with all EU and international actors, in particular the EU Delegation in Kyiv, avoiding duplication in a comprehensive approach in the field of civilian security sector reform.
- To support and/or organise international coordination fora.
- To contribute to identifying lessons learned and best practises in his/her respective field of competence.
- To contribute to the induction of Mission personnel, directly supervising the preparation and conduct of dedicated induction programmes for personnel.
- To regularly assess the consistency and sustainability of Mission operational activities across time and to provide recommendations for the improvement of Mission performance.
- To take into account overall Civilian Security Sector Reform issues to ensure coherence between the Mission's activities and wider CSSR aspects.
- To assist the Chief of Staff in developing, implementation and reviewing Operational Standard Operating Procedures (SOPs) when required.

- To assist the Mission Management on protocol-related issues, including support on drafting of official correspondence.
- To undertake any other related tasks as requested by the Line Manager(s).

### **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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; AND
- A minimum of 6 years of relevant professional experience, , after having fulfilled the education requirements.

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

- Capacity to analyse and structure information;
- Planning and coordination skills;
- Capacity to deliver in a structured way;
- Networking

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

- Experience in a coordination function.
- Experience in international efforts to support host state reforms in the area of Security Sector and Rule of Law.

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

- Ukrainian or Russian Language skills.
- Ability to engage with senior officials/ governmental level decision makers.