

Position Name: Team Leader Project Management	Employment Regime: Seconded	
Ref. Number: UAO 045*	Location: Kyiv	Availability: 02 Sep 2026
Component/Department/Unit: Project Cell/Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Team Leader Project Management reports to the Head of Project Cell.

2. Main Tasks and Responsibilities:

- Under the overall authority of the Head of Project Cell, to lead, manage and coordinate the work and staff of the Project Management Team within the Project Cell;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To support the review and quality control of documentation produced within the Project Management Team prior to submission for signature or digital approval by the Head of Project Cell and, where applicable, other senior management;
- To contribute to the coordination and segregation of activities and portfolio responsibilities within the team structure, and to oversee the planning, tasking and implementation of the team's activities and the allocation of resources to support the achievement of operational objectives and related operational and financial processes;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To conduct quantitative and qualitative analysis of the operational activities, in particular progress and/or lack of progress;
- To elaborate timely and accurate, periodic ad-hoc reports, as well as written reports as requested;
- To co-ordinate training activities, as applicable;
- To facilitate the communication and brief the team regularly to keep them informed and updated on ongoing developments;
- 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 maintain and update relevant Standard Operating Procedures;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- 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 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 police and/or military education or training or an award of an equivalent rank; AND

- A minimum 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Project management skills;
- Problem solving skills;
- Ability to acquire, analyse and manage information from a variety of sources;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Coordination skills

7. Desirable Knowledge, Skills and Abilities:

- Experience related to planning and implementation of projects for civilian law enforcement agencies.
- Familiar with EU financial regulations.