

Position name: Adviser on Human Rights	Employment regime: Seconded	
Ref. number: UAC 009	Location: Kyiv	Availability: 10 Nov 2026
Component/Department/Unit: Chief of Staff Office	Level of Security Clearance: NOT REQUIRED	Open to contributing Third States: No

1. Reporting Line:

The Adviser on Human Rights reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Gender Adviser in Chief of Staff Office, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.
- To act as the Mission focal point on Children and Armed Conflict (CAAC) and child protection issues.

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.

4. Essential Qualifications Experience:

- Successful completion of university studies of at least 3 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 Degree; OR equivalent and attested police and/or and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of human rights due diligence, including human rights risk assessment and mitigation measures;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations.

6. Desirable Qualifications Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in human rights work related to the security sector and/or security sector reform.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian or/and Russian language skills.