

Position Name: Head of Mobile Unit	Employment Regime: Seconded	
Ref. Number: UAM 001	Location: Kyiv/Countrywide	Availability: 01 March 2025
Department/Component/Unit: Operations Department/Mobile Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Mobile Unit reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Mobile Unit in accordance with the Mission Implementation Plan and relevant planning documents;
- To coordinate and contribute to the development and updating of the Mission Implementation Plan by identifying the Mobile Unit operational requirements;
- To ensure Mobile Unit Mission members are periodically updated about and contribute to the Mission mandate implementation progress;
- To coordinate the Mobile Unit contribution to the Mission internal and external reporting;
- To assess the consistency and sustainability of Mission operational activities in accordance with the Mission Operation Plan and provide recommendations for the improvement of Mission performance;
- To act as Mission focal point and direct counterpart to relevant Ukrainian authorities and civil society organisations in the assigned region according to EUAM HQ direction;
- To plan regular deployments to the Liberated and Adjacent Territories (LAT) and to coordinate all activities to be carried out in the LAT with the components of the Operations Department based in Kyiv and with the two field offices;
- To ensure close coordination with other Mission operational, horizontal advising and support functions;
- To coordinate the Mission Support related aspects of the Mobile Unit, under the guidance of the Head of Mission Support;
- To lead, coordinate and contribute to the Mobile Unit work with local authorities, and local EU/international actors in cooperation with the components of the Operations Department and with the Head of Operations;
- To ensure that Mobile Unit staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- 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 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 police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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 and to plan operational deployments;
- Ability to fully understand the security imperatives in the Liberated and Adjacent Territories of Ukraine and to work within parameters established by mission security;
- 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:

- Ukrainian and/or Russian language skills.