



Embassy of the Kingdom of the Netherlands
7, Kontraktova Ploshcha, Kyiv, 01901 Ukraine
KIE-PA@minbuza.nl

Basic details of job

Job title: **Senior Officer EU Integration (Political Section)**

Location: **Kyiv**

Job level: **08**

Number of hours: **37,5**

General features of job

You will cover the EU accession process of Ukraine as well as the related reform process. Since the signing of the Association Agreement in 2014, Ukraine has made substantial progress in aligning with the EU. Since Russia's full scale invasion of February 2022, this has accelerated significantly, which has resulted in the granting of EU candidacy status in June 2022 and the opening of the EU accession negotiations in December 2023. In the coming years, this will involve a vast amount of work for Ukraine.

You will monitor and analyse developments related to this, together with the First Secretary for EU Affairs and other colleagues within the Embassy. This entails following political discussions, legislative trajectories and the implementation of reforms, while being in constant contact with civil society and other stakeholders.

Because of the special importance the Netherlands attaches to the Rule of Law as a precondition for countries joining the EU, you will pay particular attention to developments in this field, such as the functioning of the judiciary and the fight against corruption. You might however also be covering other relevant policy topics in relation to Ukraine's accession process, taking into account Dutch interests.

To support Ukraine with its reforms towards EU accession, the Embassy provides financing for dedicated civil society projects via the MATRA Programme. You will be responsible for

administering these projects and will actively participate in the overall project management within the political cluster. You will also help to promote and administer Dutch participation in relevant accession projects via the EU itself (including Twinning and TAIEX).

Duties

- Pro-actively analysing and monitoring relevant developments in Ukraine's EU accession and reform processes;
- Maintaining a broad network within government and civil society relating to these developments;
- Contributing to the promotion of Dutch priorities and support within Ukraine's EU accession and reform processes;
- Administering and monitoring MATRA projects dedicated to supporting Ukraine's EU accession and reform processes: assessing project proposals, drafting contracts, ensuring timely reporting, etc.
- Attending relevant meetings and reporting back to colleagues; organising relevant events on behalf of the Embassy;
- Contributing to coordination of projects within the Political Section, as well as project implementation via the Netherlands (including Twinning and TAIEX);
- Contributing to the organisation of incoming visits;
- Providing assistance where relevant, including as translator and interpreter.

Working Environment

The Netherlands Embassy in Kyiv promotes and implements bilateral cooperation between the Netherlands and Ukraine with the aim to strengthen bilateral ties and strengthen political stability, security and economic growth in Ukraine.

The Netherlands embassy in Kyiv has almost 40 staff members. The Embassy is organised in a political, an economic/agricultural, a consular/ administrative section and has several specialised attaches. Within the Embassy the 'one team'-way of working is promoted, through crosscutting reporting, activities and information sharing.

Knowledge and skills

Level of education: higher professional level

Level of experience: 5 years' relevant work experience required

- ❑ In-depth knowledge of the EU integration process and Ukraine's judiciary system (a legal background is preferable);
- ❑ Familiarity with Ukraine's civil society and reform process (a broad interest in policy topics will be helpful);
- ❑ Excellent English (native language is expected to be Ukrainian; knowledge of Dutch is a bonus);
- ❑ Skills in project management;
- ❑ Skills in internal and external communication, both orally and in writing;
- ❑ Analytical, networking and organisational skills.

We are looking for an open-minded, energetic and enthusiastic colleague. A team player who provides the Embassy with an additional and diverse network of contacts. Eager to share her/his knowledge and experience. High awareness of reform related developments in Ukraine. High sense of integrity and political awareness. Available for duty travel outside Kyiv. Function requires participation in events and accompanying delegations outside office hours (i.e. evenings or weekends). Well-developed organisational, administrative and communication skills. Ability to work on various projects at the same time.