

The OSCE Project Co-ordinator in Ukraine is seeking qualified and motivated persons to fill position of:

## **Business Analyst**

*“Needs Assessment for Combatting the Illicit Trafficking in Weapons, Ammunition and Explosives In and Across Ukraine’s Borders” Project*

### **Background information:**

In 2016 the OSCE Secretariat received a request from the State Border Guard Service (SBGS) of Ukraine, seeking the OSCE’s assistance to improve co-operation mechanisms and capacities to address cross border trafficking in weapons, ammunition and explosives (WAE). In July 2016 the OSCE Secretariat conducted a preliminary fact-finding mission to Ukraine, to clarify the details of the potential technical assistance initiative and held meetings with the other relevant national law enforcement agencies, which expressed their interest to become beneficiaries in a future project. As a follow up, the OSCE conducted a National Assessment Roundtable on in Ukraine, with the participation from: SBGS, National Police and the State Emergency Service of the Ministry of Interior, the Customs Service of the State Fiscal Service, and the National Security Service of Ukraine. During the Roundtable, the participants outlined specific areas where technical assistance and institutional support was required and discussed the scope of the potential project.

In March 2017 the OSCE Secretariat held high-level meetings with representatives from all relevant Ukrainian institutions who agreed to participate in a comprehensive needs assessment. The assessment will provide detailed information and quantify the specific needs of the various units responsible for combatting trafficking in WAE. The representatives of the OSCE Secretariat and Ukraine will review the assessment results and elaborate work plans for their implementation through follow-up extra budgetary projects.

The SBGS, National Police, the Ministry of Interior, the Customs Service of the State Fiscal Service, and the National Security Service collect and record various data related to the seized, found and surrendered WAE. So far, no thorough assessment has been undertaken on institutions’ capacities to collect, record, store, maintain and share that data for the purposes of tracing illicit trafficking in WAE. Therefore, as a part of the overall assessment, the need has been identified to produce a mapping study of the existing databases of seized WAE, as well as service weapons and ammunition. The study will encompass the mandates for their establishment, the data which is captured, the technical architecture of the deployed solutions, the IT infrastructure, the resources required to maintain them, and the existing capability for information exchange among the relevant authorities.

**Please note that this is a consultancy assignment of approximately 20 working days in the course of 2 months. The consultant will be required to work from home with the ability to travel if necessary.**

### **Task:**

The OSCE Secretariat is seeking for a national expert to analyse the existing databases IT systems for seized, found, surrendered WAE and service weapons and ammunition, analyse and identify the existing gaps and provide recommendations for enhancing the capacities of the relevant Ukrainian authorities to trace trafficking in WAE through sharing information by improving the existing solutions. The expert will report to the Border Adviser, Transnational Threats Department/Border Security and Management Unit (TNTD/BSMU) and will work in co-operation with the Solutions Architect.

### **The expert is expected to:**

- Elicit, analyse, compare and document the capabilities and constraints of the existing solutions through business analysis activities such as document analysis, interviews, workshops, and modelling of the relevant organisations, processes, policies, and data stores.
- Provide recommendations for enhancing the capacities of the relevant Ukrainian authorities by improving, integrating or replacing the existing record-keeping WAE systems.

**The expert is expected to provide:**

- **Work Plan:** together with the Solutions Architect, provide a work plan for the business and technical analysis activities, including:
  - o A schedule of the proposed activities.
  - o A list of inputs that will be required from the OSCE and the relevant Ukrainian authorities.
  - o Planned dates for the delivery of draft and final documentation deliverables.
  - o A Table of Contents for the WAE Systems Requirements Review Document.
- **WAE Systems Requirements Review Document:** this is the main Business Analyst deliverable. It shall align with and refer to the Systems Architecture document to be produced by the Solutions Architect. This document will cover the existing WAE systems within the SBGS, the NP, the SES of the Mol, CS of the SFS, and the NSS of Ukraine, and should include:
  - o The business processes supported by each WAE system.
  - o A brief history of the development of each WAE system.
  - o A stakeholder analysis and model of the relevant parts of each organisation.
  - o A high-level summary of the main functional and non-functional capabilities and constraints of each WAE system. Detailed use cases and functional specifications are not required.
  - o A summary of any known issues and open requirements planned for future implementation in each WAE system.
  - o Summary data dictionaries and domain models for each system.
  - o Any information and IT security requirements, including classification rules.
  - o A functional description of any interfaces between the WAE systems and other dependent systems or data sources, including data exchange and integration with other organisations.
  - o A general comparison between the WAE systems of their respective capabilities and domain models.
- **WAE Gap Analysis and Solution Options Paper:** Together with the Solutions Architect, provide a paper that shall:
  - o Include a gap analysis of the WAE systems that identifies any areas where the current systems do not meet the individual and collective business requirements of the Ukrainian authorities.
  - o Describe multiple options for improving the functionality, integration and benefits of the WAE systems used by these Ukrainian authorities. Example solution options might include enhancement of individual systems, improved integration between systems, building/buying a new shared WAE system, or continuing with the status quo. Each option should include an analysis of its strengths and weaknesses, estimates of effort/cost for implementation and operation, and a risk analysis.

**Necessary Qualifications:**

- University degree in computer science, information systems, mathematics, statistics or computer engineering;
- Minimum 6 years of relevant experience, preferably as business analyst;
- Excellent knowledge of Ukrainian, working knowledge of English would be an asset;
- Excellent communication skills.

**Note: A contract will be signed only after security clearance is obtained from the relevant Ukrainian authorities. The OSCE will submit the request for security clearance and inform the selected candidate about the outcome of the procedure.**

**Remuneration Package:**

According to the PCU consultancy fees guidelines.

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*This position is for residents of Ukraine only.* We strongly encourage applicants to use the online application system at [www.osce.org/employment](http://www.osce.org/employment); the Vacancy Number is **VNUKRC00477**. The deadline for applications is **15 August 2017**. If you have difficulties with the online system you may use the OSCE's off-line Application Form available at [www.osce.org/ukraine/employment](http://www.osce.org/ukraine/employment); you should complete the Application Form and send it via e-mail to [oscepcu-recruitment@osce.org](mailto:oscepcu-recruitment@osce.org) indicating the title of the position on the Application Form and in the cover message subject. Applications received after the published deadline will not be considered. Due to the high volume of applications, only short-listed

candidates will be contacted. Details of the assignment and contract may be further discussed during the interviews.

**The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.**

**The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.**

**Please be aware that the OSCE does not request payment at any stage of the application and review process.**