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| EUROPEAN EXTERNAL ACTION SERVICE | | | | |
| STARS_last01  Annex 1 | | | | |
| European Union Advisory Mission in Iraq  EUAM Iraq  3-2025 Call for Contributions  Requirements and Job Descriptions  Amendment 24 September 2025 | | | | |
| **Organisation:** | **European Union Advisory Mission in Iraq (EUAM Iraq)** | | | |
| **Job location:** | **Baghdad & Erbil (Iraq)** | | | |
| **Employment regime:** | **As indicated below** | | | |
| **Job titles/ vacancy notice:** | **Ref.:** | **Name of the post:** | **Location:** | **Availability:** |
| **Seconded (13)** | | | |
| IAT 502 | Deputy Head of Mission | Baghdad | ASAP |
|  | IAT 503\* | Chief of Staff | Baghdad | 08 Jan 2026\* |
|  | IAT 510 | Executive Officer | Baghdad | ASAP |
|  | IAT 515 | Gender Adviser | Baghdad | ASAP |
|  | IAT 516 | Mission Analytical Capability Analyst | Baghdad | 23 Mar 2026 |
|  | IAT 520 | Head of Project Cell | Baghdad | ASAP |
|  | IAT 530 | Senior Press & Public Information Officer/Spokesperson | Baghdad | ASAP |
|  | IAT 540 | Head of Planning, Reporting and Evaluation Section | Baghdad | ASAP |
|  | IAS 520 | Head of Procurement | Baghdad | ASAP |
|  | IAO 551 | Senior Strategic Adviser on Human Resources Management | Baghdad | 01 Mar 2026 |
|  | IAO 552 | Senior Strategic Adviser on Human Resources Management | Baghdad | ASAP |
|  | IAO 561 | Senior Strategic Adviser on Command and Control/Crisis Management | Baghdad | 30 Jan 2026 |
|  | IAO 573 | Senior Strategic Adviser on Organised Crime/Anti-Drugs | Erbil | 04 Mar 2026 |
|  | **Seconded/Contracted (3)** | | | |
| **Job titles/ vacancy notice:** | IAD 512\* | Mission Security Officer | Baghdad | ASAP\* |
|  | IAD 516 | Mission Security Officer | Baghdad | 12 Mar 2026 |
|  | IAT 531 | Press & Public Information Officer | Baghdad | ASAP |
| **Deadline for applications:** | **Monday, 6 October 2025 at 17:00 (Brussels time)** | | | |
| **Applications must be submitted to:** | 1. **You have the nationality of an EU Member State: you must use Goalkeeper to apply:**   **a) You are already registered on Goalkeeper AND you have an EU Login:**  [**https://goalkeeper.eeas.europa.eu/registrar/web**](https://goalkeeper.eeas.europa.eu/registrar/web)  **b) You do not have a Goalkeeper account or an EU Login:**  [**https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do**](https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do)   1. **You do not have the nationality of an EU Member State:** Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered). Please contact your seconding authority to send them your application form.   ***Please note:*** *Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions.*  *We cannot provide contact details of National Seconding Authorities.* | | | |
| **Information:** | For more information relating to selection and recruitment, please contact  the Civilian Operations Headquarters (CivOpsHQ):  **Mr Thomas KRUEGER**  **CIVOPSHQ-HR-EUAM-IRAQ@eeas.europa.eu**  **+32 (0)2 584 59 20** | | | |

\*Availability of the post is subject of acceptance of extension request

Please note that the Country Treath Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members’ working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

**High/Critical Threat Non-Family Mission**

European Union Advisory Mission in Iraq bears a High/Critical Threat Non-Family Mission status due to the present threat rating of the mission area as high/critical. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

**Seconded personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Seconded personnel from Contributing Third States** – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted personnel** – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

*Specificities for high or critical threat missions*

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missionsonly after a period of one year has passed since the end of the last contract with a high or critical threat mission (“cooling off period”)at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted stafffrom lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of duty/contract period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operation Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUAM Iraq, according to the requirements and profiles described below:

**I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

**Integrity** –Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and adaptability** – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

**II. REQUIREMENTS**

**II.A Essential requirements**

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

**Physical and mental health –** Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

**Education and training –** Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

**Knowledge** – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

**Skills and abilities**

***Language skills*** –Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

***Communication and interpersonal skills* –** Candidates must have excellent interpersonal and communication skills, both written and oral.

***Organisational skills*** – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

***Digital skills*** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

***Driving skills*** – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

**II.B Desirable requirements**

**Knowledge of the Mission area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and experience of Security Sector Reform –** Candidates mustbe acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and experience –** Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

**Driving licence** – Category C driving licence.

**III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** **–** Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

**Education diploma(s)/certificate(s) and/or professional certificate(s)** – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

**Required Personnel Security Clearance (PSC)** **or Certificate of Good Conduct** – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country’s competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called ***Certificate of Good Conduct***).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the ***Certificate of Good Conduct***, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission’s Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/booklet of vaccination** – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

**Personal protection equipment** –It is recommended that national authorities provide seconded selected candidates with protection equipment.

*Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.*

**IV. ADDITIONAL INFORMATION**

**Equal opportunities** – The EEAS and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

**Application form** – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or via video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**Information on the outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

**HEAT Training -** Candidates must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

**Data protection –** The EEAS/CivOpsHQ processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Privacy Statement is available on the EEAS website.

**V. JOB DESCRIPTIONS**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

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| **Position Name:**  Deputy Head of Mission | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAT 502 | **Location:**  Baghdad, Iraq | **Availability:**  ASAP |
| **Component/Department/Unit:**  Head of Mission Office | **Security Clearance Level:**  EU SECRET | **Open to Contributing Third States:**  No |

**1. Reporting Line:**

The Deputy Head of Mission reports to the Head of Mission.

**2. Main Tasks and Responsibilities:**

* To deputise and represent the Head of Mission as required;
* To participate in the development of the overarching Mission policy and implementation strategy;
* To participate in the development and overall planning of the Mission activities and the development of Mission reports in cooperation with the Chief of Staff;
* To participate in the implementation of the Mission mandate following up on operational activities, with due respect to the core function of the Head of Operations;
* To support the Head of Mission in the duty of care of Mission members and contribute as required;
* To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission’s Human Rights and Gender advisers;
* To support the Mission efforts to coordinate and collaborate with EU representatives (notably EU Delegations, military Common Security Defence Policy (CSDP) Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors in line with the integrated approach;
* To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
* To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
* To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
* To provide strategic oversight and input into Mission-wide training programmes;
* To provide instructions and review reports delegated by the Head of Mission;
* To champion integrated, people-centred security approaches by coordinating across operations, gender, human rights, communications, and environmental themes;
* 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;
* To serve as the principal liaison point for national contingent leadership, ensuring alignment with the Mission’s strategic objectives, administrative procedures, and duty of care commitments.

**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 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior 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;
* Ability to communicate and engage with senior officials and governmental decision makers;
* Knowledge of human rights, gender equality and Women, Peace and Security commitments.

**6. Desirable Qualifications and Experience:**

* Master’s degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
* Experience in performance and change management;
* Experience in strategic analyses, planning and reporting;
* Professional qualification and/or certificate in management/leadership;
* International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

* Knowledge of Arabic.

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| **Position Name:**  Chief of Staff | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAT 503\* | **Location:**  Baghdad, Iraq | **Availability:**  8 Januar 2026\* |
| **Component/Department/Unit:**  Mission HQ/Chief of Staff Office | **Security Clearance Level:**  EU SECRET | **Open to Contributing Third States:**  No |

**1. Reporting Line:**

The Chief of Staff reports to the Head of Mission.

1. **Main Tasks and Responsibilities:**
   * Deputises for the Deputy Head of Mission;
   * To supervise the personnel and units falling under the Office of the Chief of Staff.
   * To manage the Mission headquarters functions including Mission Support ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;
   * To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
   * To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
   * To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
   * To ensure liaison and coordination are maintained with the EU Delegation, EU member states and the EU Special Representative office;
   * To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
   * To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
   * Provide strategic oversight of mission-wide training programmes, ensuring alignment with mandate, leadership priorities, and learning needs.
   * 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.
2. **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).
3. **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 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.
4. **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;
   * Ability to communicate and engage with senior officials and governmental decision makers;
   * Knowledge of human rights, gender equality and Women, Peace and Security commitments.
5. **Desirable Qualifications and Experience:**
   * Master’s degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
   * Experience in performance and change management;
   * Experience in strategic analyses, planning and reporting;
   * Professional qualification and/or certificate in management/leadership;
   * International experience, particularly in crisis areas with multinational and international organisations.
6. **Desirable Knowledge, Skills and Abilities:**
   * Knowledge of Arabic.

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| **Position Name:**  Executive Officer | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAT 510 | **Location:**  Baghdad, Iraq | **Availability:**  ASAP |
| **Component/Department/Unit:** Head of Mission Office | **Security Clearance Level:**  EU SECRET | **Open to Contributing Third States:**  No |

1. **Reporting Line:**

The Executive Officer reports to the Head of Mission.

**2. Main Tasks and Responsibilities:**

* Manage the Head of Mission’ office in close coordination with the Deputy Head of Mission and the Chief of Staff;
* Coordinate Key Leader Engagements (KLEs) of Senior Management ensuring alignment with Mission priorities;
* Manage the day-to-day administration of the HoM’s schedule: including weekly Senior Management Meetings, video conferences. Arrange meetings and any other related request. Coordinate the duty trips for Head of Mission;
* To maintain a registry of all official contacts and correspondence with the Mission;
* To coordinate advice and information provided for the Head of Mission, by Mission components and Mission members as required;
* To ensure close cooperation of the Head of Mission’ office and other Mission members, drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
* To coordinate and liaise with relevant Mission components as required;
* To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
* To act as the line manager of the National Administrative Assistant(s).

**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 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's degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
* A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

1. **Essential Knowledge, Skills and Abilities:**

* Administrative skills (office management, event planning, project management).

1. **Desirable Qualifications and Experience:**

* International experience, particularly in crisis areas with multi-national and international organisations;
* EU protocol.

**7. Desirable Knowledge, Skills and Abilities:**

* Knowledge of Arabic or other EU languages.

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| **Position Name:**  Gender Adviser | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAT 515 | **Location:**  **page18image3747808**Baghdad, Iraq | **Availability:**  ASAP |
| **Component/Department/Unit:**  Mission’s HQ/Chief of Staff Office | **Security Clearance Level:**  NOT REQUIRED | **Open to Contributing Third States:**  No |

**1. Reporting Line:**

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

1. **Main Tasks and Responsibilities:**

* To act as the Mission focal point for gender equality, gender mainstreaming and Women, Peace and Security related dimensions;
* To advise on gender mainstreaming processes, promote and facilitate the integration of a gender perspective within the functioning of the Mission as well as in the analysis, planning and conduct of the Mission activities;
* To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and the implementation of the UN Security Council Resolutions on Women, Peace and Security;
* To support the development of a systematic gender analysis of all aspects of the implementation of the Mission mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
* In coordination with the Mission operational components, advise on the promotion of gender equality and gender responsive policy among host state authorities in order to ensure that these aspects are integrated while being consistent with the Mission Implementation Plan;
* To coordinate the Mission Gender focal point network;
* To be up to date on the situation related to gender equality and the implementation of the Women, Peace and Security agenda in the host state;
* To advise on the development and content of strategic communications with regards to gender dimensions;
* To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating a gender perspective;
* To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the Women, Peace and Security agenda;
* To contribute to Mission reporting and information flow on gender equality related aspects;
* To support the induction training of Mission members as required;
* To contribute to keep the Mission leadership and staff up to date on the gender equality related situation and developments in the Mission area;
* Support the establishment of long-term positive relations with local women’s organisations in line with the Women, Peace and Security agenda.

1. **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).
2. **Essential Qualifications and 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/AND** 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 of 5 years of relevant professional experience, after having fulfilled the education requirements.
3. **Essential Knowledge, Skills and Abilities:**

* Analytical skills and knowledge of conducting gender analysis and of the WPS commitments;
* Communications skills;
* Training and presentation skills

1. **Desirable Qualifications and Experience:**

* Successfully completed one of the established training courses for gender advisors;
* International experience, particularly in crisis areas with multinational and international organisations.

1. **Desirable Knowledge, Skills and Abilities:**
   * Knowledge of Arabic.

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| **Position Name:**  Mission Analytical Capability (MAC) Analyst | **Employment Regime:**  Seconded |  |
| **Ref. number:**  IAT 516 | **Location:**  Baghdad | **Availability:**  23 March 2026 |
| **Component/Department/Unit**  Mission’s HQ/Chief of Staff Office | **Security Clearance   Level:**  EU SECRET | **Open to Contributing Third States:**  No |

**1. Reporting Line**

The Mission Analytical Capability Analyst reports to the Chief of Staff.

**2. Main Tasks and Responsibilities:**

* To lead, manage and coordinate the work and staff of the Mission Analytical Capability Office;
* To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
* To establish where required and as directed by the Head of Mission liaison arrangements with relevant counterparts;
* To provide input and draft Mission reports, including special reports;
* To disseminate MAC products internally and/or externally as directed by the Head of Mission and ensure the security of the information handled by the MAC;
* To contribute to security and risk assessments conducted by the Mission, in liaison with the Security Division;
* To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
* To act upon the Head of Mission information and analysis requirements;
* To help, if so directed, with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
* To identify the specific dynamics and actors linked to the situation of the Area of Operation;
* To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Missions’ ‘early warning’ capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
* To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell.

**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 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's Degree **OR** equivalent and attested police and/or 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.

1. **Essential Knowledge, Skills and Abilities:**

* Analytical skills and knowledge of information collection;
* Writing and reporting skills.

1. **Desirable Qualifications and Experience:**

* Master’s degree in any of the fields of Political Science, International Relations, or other related fields;
* Experience in use of analytical IT packages and processes;
* Successful completion open-source intelligence courses;
* Experience in analysing hybrid threats and other emerging threats;
* International experience, particularly in crisis areas with multi-national and international organisations.

1. **Desirable Knowledge, Skills and Abilities:**

* Knowledge of Arabic.

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| **Position Name:**  Head of Project Cell | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAT 520 | **Location:**  **page18image3747808**BaBaghdad, Iraq | **Availability:**  ASAP |
| **Component/Department/Unit:**  Mission’s HQ/Chief of Staff Office/Project Cell | **Security Clearance Level:**  NOT REQUIRED | **Open to Contributing Third States:**  No |

**1. Reporting Line:**

The Head of Project Cell reports to the Chief of Staff.

1. **Main Tasks and Responsibilities:**
   * To lead, manage and coordinate the work and staff of the Project Cell in accordance with the Mission’s Operation Plan (OPLAN) and relevant planning documents;
   * To ensure project proposals are coordinated within the Mission and external stakeholders in general and the Planning, Reporting and Evaluation Section specifically to ensure coherence with the Mission Implementation Plan;
   * To support and facilitate the Mission’s operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
   * To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance and Procurement Unit, operational elements and Heads of Unit as appropriate;
   * To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with theMission Coordination and Cooperation Capability, as applicable;
   * To develop the mission project database and maintain the Mission project history and ongoing activities record;
   * To conduct post project reporting and evaluations in cooperation with the Planning, Reporting and Evaluation Section;
   * To ensure transparency and compliance with EU rules and regulations;
   * To develop and maintain project management procedures;
   * To develop and implement project management training for designated project managers throughout the Mission;
   * To identify, manage and report risks arising from the implementation of processes, systems, and projects;
   * 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.
2. **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).
3. **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 2 years at coordination/management level.

1. **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;
   * Ability to communicate and engage with senior officials and governmental decision makers;
   * Project management skills;
   * Experience working with project management in CSDP missions.
2. **Desirable Qualifications and Experience:**
   * International experience, particularly in crisis areas with multinational and international organisations.
   * Project management qualification, such as PRINCE2, PM2, or equivalent.
3. **Desirable Knowledge, Skills and Abilities:**

* Familiar with EU Financial Regulations.

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| **Position Name:**  Senior Press and Public Information Officer/Spokesperson | **Employment Regime:**  Seconded |  |
| **Ref. Number:** IAT 530 | **Location:** Baghdad, Iraq | **Availability:**  ASAP |
| **Component/Department/Unit** Mission HQ/Chief of Staff Office /  Press and Public Information Office | **Security Clearance Level**  NOT REQUIRED | **Open to Contributing Third States:**  No |

**1. Reporting Line:**

The Senior Press and Public Information Officer/Spokesperson reports to the Chief of Staff.

1. **Main Tasks and Responsibilities:**
   * To lead, manage and coordinate the staff and work of the Press and Public Information Office;
   * To draft, review and implement the Strategic Communications Plan of the Mission
   * To develop effective means and procedures for internal cross-organizational communication and information sharing in close coordination and collaboration with the Planning, Reporting and Evaluation section;
   * To act as the Mission main spokesperson and communicate the work of the Mission to the public;
   * To maintain a close working relationship with the Spokesperson of the High Representative in coordination with the Civilian Conduct and Planning Capability (CPCC);
   * To organise and conduct press conferences, briefings and other media events;
   * To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
   * To supervise and contribute to the development and maintenance of an effective Mission website and social media accounts;
   * To advise and contribute to the drafting of press releases, public statements, media summaries, articles and features;
   * To manage the Press and Public Information budget, procurement processes and contract/tender/designs for Mission visibility items;
   * To coordinate with the press offices of other EU Delegations other EU actors in the host state;
   * To monitor disinformation against the interests of the Mission in close cooperation with input from the Mission Analysis Capability, Security and Duty of Care and CIS;
   * 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.

1. **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).
2. **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. The qualification should be in any of the fields of Communication Sciences, Political studies, International Relations, Humanities, Social sciences or other related field; **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.

1. **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;
   * Ability to communicate and engage with senior officials and governmental decision makers;
   * Strong writing, presentation and communication skills;
   * Knowledge of formulating and implementing a communication strategy/plan;
   * Experience and skills in digital communication.
2. **Desirable Qualifications and Experience:**
   * Experience running media and outreach campaigns;
   * Experience in planning and implementing projects;
   * Knowledge of disinformation;
   * International experience, particularly in crisis areas with multinational and international organisations.
3. **Desirable Knowledge, Skills and Abilities:**

* Knowledge about the local press and media environment;
* Knowledge of Arabic and Kurdish.

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| **Position Name:**  Head of Planning, Reporting and Evaluation Section (PRES) | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAT 540 | **Location:**  Baghdad, Iraq | **Availability:**  ASAP |
| **Component/Department/Unit:**  Mission’s HQ/Chief of Staff Office/ Planning, Reporting & Evaluation Section | **Security Clearance Level:**  EU CONFIDENTIAL | **Open to Contributing Third States:**  No |

**1. Reporting Line:**

The Head of Planning, Reporting and Evaluation Section reports to the Chief of Staff.

1. **Main Tasks and Responsibilities:**
   * To lead, manage and coordinate the work and staff of the Section, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
   * To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcomes;
   * To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
   * To supervise and support the analysis and drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
   * To ensure timely and accurate reporting and information flow within the Mission to the Civilian Operations Headquarters, EU Member States and other international stakeholders;
   * To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
   * 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.
   * To develop and manage the Mission cross-organizational mandate implementation progress tracking;
   * To build and maintain a productive working relationship with all Mission departments and units;
2. **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).
3. **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 2 years at coordination/management level.

1. **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;
   * Ability to communicate and engage with senior officials and governmental decision makers;
   * Report compilation, drafting and analytical skills.
2. **Desirable Qualifications and Experience:**
   * Master’s Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
   * Experience in the area of knowledge management, organisational learning or policy development;
   * International experience, particularly in crisis areas with multinational and international organisations.
3. **Desirable Knowledge, Skills and Abilities:**

* N/A

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| **Position Name:**  Head of Procurement | **Employment Regime:**  Seconded |  |
| **Ref. number:**  IAS 520 | **Location:**  Baghdad, Iraq | **Availability:**  ASAP |
| **Component/Department/Unit:**  Mission Support Department/ Procurement Unit | **Security Clearance Level:**  NOT REQUIRED | **Open to Contributing Third States:**  No |

**1. Reporting Line:**

The Head of Procurement reports to the Head of Mission Support.

1. **Main Tasks and Responsibilities:**

* To lead, manage and coordinate the work and staff of the Procurement Unit;
* To coordinate the Mission contracting and procurement processes in accordance with EU established professional and transparent procurement policies, rules and procedures;
* To assist and advise the chain of command on all contracting and procurement issues;
* To provide support related to contracting and procurement matters to other units within the Mission;
* To develop professional relationships with the European Commission and other actors involved in the Mission’s procurement process in Brussels HQ;
* To develop professional relationships with procurement colleagues in other Missions to share best practices in the area of procurement and supply chain;
* To identify, manage and report the risks arising from the implementation of specific processes, systems and projects within the procurement and supply chain;
* 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.

1. **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).

1. **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.

1. **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;
* Knowledge of using legally established professional and transparent procurement policies, rules and procedures.

1. **Desirable Qualifications and Experience:**

* University and/or Master’s Degree in management, business or public administration/law/procurement/supply chain or other related or relevant field;
* Experience in financial management of tendering processes and audits,more specifically within the EU procedures;
* International experience, particularly in crisis areas with multinational and international organisations.

1. **Desirable Knowledge, Skills and Abilities:**

* Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
* Knowledge of current technologies used for Procurement like an Enterprise Resource Planning (ERP) System;
* Knowledge of Arabic.

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| **Position Name:**  Senior Strategic Adviser on Human Resources Management | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAO 551  IAO 552  (Two positions) | **Location:**  Baghdad, Iraq  Baghdad, Iraq | **Availability:**  1 March 2026  ASAP |
| **Component/Department/Unit:**  Operations Department/  Strategic Civilian SSR Component | **Security Clearance Level:**  NOT REQUIRED | **Open to Contributing Third States:**  Yes |

1. **Reporting Line:**

The Senior Strategic Adviser on Human Resources Management reports to the Head of Strategic Civilian SSR Component.

1. **Main Tasks and Responsibilities:**

* To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart at the strategic level;
* To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
* To maintain necessary contacts and build relationships with relevant local counterparts;
* To liaise closely with other Mission advisers;
* To be the key interlocutor on Strategic Human Resources Management and Leadership Development for the MoI and other security sector relevant entities;
* To advise and support the Ministry of Interior (MoI) and other security sector relevant institutions on all aspects of Human Resources Management through advisory and capacity-building activities;
* To advise the MoI and other security sector relevant institutions on organizational development, change management capacities and leadership development;
* To advise on, develop and implement HRM relevant projects;
* To liaise and coordinate with international partners.

1. **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).
2. **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.

1. **Essential Knowledge, Skills and Abilities:**
   * Well documented knowledge and managerial experience in international Human Resources Management at the ministerial, governmental agency or corporate level.
   * Experience in designing and delivering training and capacity-building programmes;
   * Ability to engage with senior officials and governmental decision-makers
   * Ability to mentor, advise and motivate local counterparts.
2. **Desirable Qualifications and Experience:**

* Experience in Management Consulting, Organisational Development or related advisory areas;
* Professional experience in advising on significant change management, organizational development and strategic planning initiatives;
* Project management experience;
* International experience, particularly in crisis areas with multinational and international organisations.

1. **Desirable Knowledge, Skills and Abilities:**

* Strong skills in managing cultural differences;
* Critical thinking and active listening;
* Complex problem-solving skills;
* Time management skills;
* Knowledge of Arabic.

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| **Position Name:**  Senior Strategic Adviser on Command, Control/Crisis Management | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAO 561 | **Location:**  Baghdad, Iraq | **Availability:**  30 January 2026 |
| **Component/Department/Unit**  Operations Department/  Strategic Civilian SSR Component | **Security Clearance Level:**  NOT REQUIRED | **Open to Contributing Third States:**  No |

**1. Reporting Line:**

The Senior Strategic Adviser on Command, Control/ Crisis Management reports to the Head of Strategic Civilian SSR Component.

1. **Main Tasks and Responsibilities:**
   * To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
   * To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
   * To provide analysis and recommendations to the local counterparts in the area of responsibility;
   * To establish and maintain necessary contacts and build relationships with relevant local counterparts;
   * To liaise closely with other Mission’s advisers;
   * To support the development of the relevant local institutions, primarily, Ministry of Interior (MoI) and Office of National Security Advisory (ONSA), in the fields of command, control and crisis management through appropriate and effective advisory and mentoring activities;
   * To advise the MoI, ONSA, or other appropriate national or local authority or agency on the development of strategies, policies and doctrines to support institutional development of command, control and/or crisis management capabilities in line with human rights standards;
   * To advise the MoI, ONSA, or other appropriate national or local authorities or agency in the development of effective command and control and/or crisis management structures and mechanisms;
   * To advise and assist the MoI, ONSA, or other appropriate national agencies in the broader context of the development of effective Iraqi national security architecture.
   * To liaise closely with other international advisers, such as advisers from UNDP, and the lead international adviser under the Security Sector Reform Programme (SSRP) on National Security architecture;
2. **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).
3. **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.
4. **Essential Knowledge, Skills and Abilities:**

* Ability to mentor, advise and motivate local counterparts;
* Experience in operational and/or strategic-level critical incident/crises management and leadership
* Experience of operational and/or strategic-level major event/major emergency planning, and management and leadership;
* Experience with teamworking and/or team leadership
* Experience of designing trainings;
* Knowledge of current best international practices in the fields of command, control and crisis management.

1. **Desirable Qualifications and Experience:**
   * International experience, particularly in fragile and conflict or crisis affected States or areas with multinational and international organisations e.g. CSDP, UN, OSCE Missions;
   * Experience in organizational development and/or institutional reform;
   * Experience in reviewing inter-service/inter-institutional command, control/crisis management structures;
   * Experience within the field of state security operations or the development of state security architecture at operational and/or strategic levels;
   * Experience in project management;
   * Experience with EU JHA/CT policies and relevant EU JHA agencies.
2. **Desirable Knowledge, Skills and Abilities:**
   * Knowledge of Arabic.

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| **Position Name:**  Senior Strategic Adviser on Organised Crime/Anti-Drugs | **Employment Regime:**  Seconded |  |
| **Ref. Number:**  IAO 573 | **Location:**  Erbil, Iraq | **Availability**  04 March 2026 |
| **Component/Department/Unit**  Operations Department/Law  Enforcement Agencies Component | **Security Clearance Level:**  NOT REQUIRED | **Open to Contributing Third States:**  Yes |

**1. Reporting Line:**

The Senior Strategic Adviser on Organised Crime/Anti-Drugs, reports to the Head of Law Enforcement Agencies Component.

1. **Main Tasks and Responsibilities:**
   * To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
   * To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
   * To provide analysis and recommendations to the local counterpart in the area of responsibility;
   * To maintain necessary contacts and build relationships with relevant local counterparts;
   * To liaise closely with other Mission’s advisers;
   * To support the development of the local institutions and Ministry of Interior (MoI) in the field of Organised Crime, through relevant activities;
   * To develop policies and strategies in collaboration with the local institutions and MoI;
   * To develop capacity building activities in the field of organised crime.
2. **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).
3. **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.
4. **Essential Knowledge, Skills and Abilities:**
   * Ability to mentor, advise and motivate local counterparts;
   * Experience of designing training;
   * Knowledge of conducting needs assessments and developing strategies;
   * Experience in organised crime investigations and international cooperation.

**6. Desirable Qualifications and Experience:**

* + Experience in drafting anti-drug strategies and planning and conducting anti-drug operations in national and international environment;
  + International experience, particularly in crisis areas with multinational and international organisations ;
  + Experience in working with EU JHA policies, relevant EU JHA agencies/institutions and international initiatives/policies/agencies.

**7. Desirable Knowledge, Skills and Abilities:**

* + Knowledge of Kurdish.

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| **Position Name:**  Mission Security Officer | **Employment Regime:**  Seconded /contracted | **Post Category for Contracted:**  Mission Support Management Level (MSML) |
| **Ref. number:**  IAD 512\*  IAD 516  (Two positions) | **Location:**  Baghdad, Iraq  Baghdad, Iraq | **Availability:**  ASAP\*  12 March 2026 |
| **Component/Department/Unit:**  Security & Duty of Care Department/Security Division | **Security Clearance Level:**  EU SECRET | **Open to Contributing Third States:**  No |

**SECONDED/CONTRACTED POSITIONS**

**1. Reporting Line:**

The Mission Security Officer (MSO) reports to the Deputy Senior Mission Security Officer.

1. **Main Tasks and Responsibilities:**
   * To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
   * To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
   * To assist the Senior Mission Security Officer in reviewing the security phases;
   * To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
   * To elaborate in-depth planning and execution of security operations;
   * To support in the identification, development, delivery and auditing of security training requirements;
   * To assist the Senior Mission Security Officer as Mission Information Security Officer to manage the EUCI and implement the existing rules and policies ;
   * In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
     + To manage and perform the daily security duties including journeys, residential and office, and locations’ security risk assessments;
     + To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
     + To ensure all security and communications equipment is operational and ready to use;
     + To conduct regular security drills, communication tests and evacuation exercises;
     + To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
     + To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
     + To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
     + To travel to all Mission areas including high-risk areas as required.
2. **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).
3. **Essential Qualifications and Experience:**
   * + Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework 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 of 4 years of relevant professional experience, after having fulfilled the education requirements.

1. **Essential Knowledge, Skills and Abilities:**
   * Organisational, planning and time-management skills;
   * Analytical skills;
   * Writing and reporting skills;
   * Ability to work under stress and in a deadline driven-environment.
2. **Desirable Qualifications and Experience:**
   * Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
   * Valid license for armoured vehicles or C or C1 Driving license;
   * Successful completion of EU Mission Security Officer Certification Course or equivalent;
   * International experience, particularly in crisis areas with multinational and international organisations.
3. **Desirable Knowledge, Skills and Abilities:**
   * Knowledge of the Mission area and potential security threats;
   * Ability to produce long-term assessments and forecasts of the security situation;
   * Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
   * Knowledge of Arabic.

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| **Position Name:**  Press and Public Information Officer | **Employment Regime:**  Seconded/contracted | **Post Category for Contracted:**  Mission Support Management Level (MSML) |
| **Ref. Number:**  IAT 531 | **Location:**  **page18image3747808**Baghdad, Iraq | **Availability:**  ASAP |
| **Component/Department/Unit:**  Mission’s HQ/Chief of Staff Office/Press and Public Information Office | **Security Clearance Level:**  NOT REQUIRED | **Open to Contributing Third States:**  No |

1. **Reporting Line**

The Press and Public Information Officer reports to the Senior Press and Public Information Officer/Spokesperson.

1. **Main Tasks and Responsibilities:**

* To act as Mission spokesperson and communicate the work of the Mission to the public as required;
* To contribute to the implementation of the Mission Strategic Communications Plan;
* To organise and conduct press conferences, briefings and other media events;
* To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
* To contribute to the development and maintenance of an effective Mission website and social media accounts;
* To draft press releases and public statements;
* To write and design public information material and factsheets;
* To organise contract/tender/designs for Mission visibility items on request of the Senior PPIO/Spokesperson;
* To be the focal point for press and public information work;
* To coordinate with the press offices of other (EU) actors in the host state.
* To accompany the advisors and Head of Mission, taking photos and drafting articles and features;
* To develop and release campaigns.

1. **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).
2. **Essential Qualifications and 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’s Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field; AND
   * A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.
3. **Essential Knowledge, Skills and Abilities:**
   * + Experience and skills in digital communication (website management, managing social media accounts, visual communication);

* Strong writing, drafting and presentation and communication skills;
* Hands-on mentality combined with conceptual skills;
* Local press and media environment awareness.

1. **Desirable Qualifications and Experience:**
   * Experience in the field of institutional communication;
   * Proficiency with social media and graphic design software;
   * International experience, particularly in crisis areas with multinational and international organisations.
2. **Desirable Knowledge, Skills and Abilities:**

* Knowledge of Arabic.