



**Annex 1**

**European Union Advisory Mission in Support of Security Sector Reform in Iraq  
(EUAM Iraq)  
3-2021 Call for Contributions  
Requirements and Job Descriptions**

<b>Organisation</b>	European Union Advisory Mission in support of Security Sector Reform in Iraq			
<b>Job Location</b>	Baghdad, Erbil (Iraq)			
<b>Availability</b>	As indicated below			
<b>Staff Regime</b>	As indicated below			
<b>Job Title/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available</b>
	<b><u>Seconded only</u></b> (09 positions)			
	IAO 15	Senior Strategic Adviser on Organised Crime (MOI)/Protection of Cultural Heritage	Baghdad	Mar. 2022
	IAO 19*	Senior Strategic Adviser on Counter-Terrorism (MOI)	Baghdad	ASAP
	IAO 21	Senior Strategic Adviser Border Management (BFC-MoI)	Baghdad	ASAP
	IAO 54	Senior Strategic Adviser on Planning & Strategy (MOI)	Baghdad	May 2022
	IAO 58*	Senior Strategic Adviser on National Security Legislation	Baghdad	Feb. 2022
	IAO 62*	Senior Strategic Adviser on Command & Control	Baghdad	May 2022
	IAT 14	Human Rights & Gender Adviser	Baghdad	Feb. 2022
	IAT 15	Executive Officer/Personal Assistant	Baghdad	ASAP
	IAT 20	Head of Planning, Analysis & Reporting Department (PARD)	Baghdad	Feb. 2022
	<b><u>Seconded/Contracted</u></b> (4 positions)			
	IAO 81	Project Management Officer	Baghdad	ASAP
	IAS 31	Human Resources Officer	Baghdad	May 2022
	IAS 52	Communication & Information Systems Officer	Baghdad	ASAP
	IAT 19	Press & Public Information Officer	Baghdad	ASAP

\* Pending availability of post.

<b>Deadline for applications</b>	<b>Friday 14 January 2022 at 17:00 CET (Brussels time)</b>
<b>Interview period</b>	<b>January/February 2022</b>
<b>Submission of application</b>	<p><b>1. You have the nationality of an EU Member State:</b> you must use Goalkeeper to apply: You are already registered on Goalkeeper AND you have an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b> <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>2. You do not have the nationality of an EU Member State:</b> 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.</p> <p><i>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</i></p>
<b>Information</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Mr Ken WACHTELAER</b> <b>CPCC-EUAM-IRAQ@eeas.europa.eu</b></p>

**EUAM Iraq** has a High-Risk Non-Family Mission status due to the present risk rating of the Mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States are accepted. Based on a political decision, Contributing or Invited Third States may be considered. Contributing states will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). 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). A security clearance or a proof that the process to obtain a security clearance is initiated has to be provided.

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French 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 another 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 Operations Commander requests that 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** – The candidates must have citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The 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** – The 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** – The candidates must be able to undertake any other tasks related to the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

**Physical and Mental Health** – The 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 civilian 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 (Third) States/country of residence.

**E-Training** – The selected candidates should complete E-MISSIONWISE + E-SAFE<sup>1</sup> modules.

**Pre-Deployment Training (PDT)** – The candidate should undergo Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

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

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<sup>1</sup> <https://webgate.ec.europa.eu/eeas/security-e-learning>

## II. REQUIREMENTS

### II. A Essential Requirements

The following are essential requirements for all civilian international experts to the Mission:

#### 1. Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF),<sup>2</sup> or equivalent, at a level specified in the individual job descriptions.

#### 2. Knowledge

The 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).

#### 3. Skills and abilities

**Language Skills**<sup>3</sup> – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

**Driving Skills** – The 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.

*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** – The 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 SSR** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or equivalent.

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<sup>2</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

<sup>3</sup> Common European Framework of References for Languages

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

**Passport** – The selected candidates must have a passport from their respective national authorities. *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 *en route* to the Mission. The seconding state can be supported by the Mission with a Secondment Letter and Letter of Exchange with the relevant Iraqi Ministry.

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to the European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. 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** – The 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** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated 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 (CivOpsCdr 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 (PPE) – National authorities must provide seconded selected candidates, i.e. Police Officers, with a bullet proof vest (level IV) and helmet (level IIIA).**

*Deficiencies in any of the documents asked for a specific position may result in cancellation of the selection process for the candidate.*

### IV. ADDITIONAL INFORMATION

**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 CPCC encourages the contributing States and European Institutions to take this into account when offering contributions at all levels.

**Application Form** – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module (or on the web for Contributing or Invited Third States), indicating which position(s) the candidate is applying for.

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference/skype/phone 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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment considering the operational needs of the CSDP Missions concerned.

**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.

**Data Protection** – The EEAS and its CPCC Directorate process personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

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

**Seconded only (09 positions)**

<b>Position Name:</b> Senior Strategic Adviser on Organised Crime (MOI) /Protection of Cultural Heritage	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 15	<b>Location:</b> Baghdad, Iraq	<b>Availability</b> Mar. 2022
<b>Component/Department/Unit</b> Operations Department/Law Enforcement Agencies Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Senior Strategic Adviser on Organised Crime (MOI) /Protection of Cultural Heritage reports to the Head of Law Enforcement Agencies Component (HoLEAC)

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- Based on UN Convention on Transnational Organised Crime, International conventions related to the protection of cultural heritage, EU Council conclusions on preventing and combating crime against cultural goods, and Concept on Cultural heritage in conflict and crises, to contribute to the strategic development of the Iraqi National Security Architecture in the sphere of Organised Crime capacity and capability development;
- To advise on Organised Crime strategy development and development of Iraqi Organised Crime threat assessment;
- To advise on Iraqi owned implementation plans which counter Organised Criminality including e.g. combating illegal digging, trade and smuggling of cultural artefacts; financing terrorism, proceeds of crime, ;
- To contribute to the development of Iraqi owned Organised Crime policy and strategy;
- To advise on enhancing relationship between INTERPOL Baghdad National Central Bureau and IPSC Lyon;
- To contribute to leadership development of senior Iraqi Organised Crime officers;
- To promote context specific Organised Crime concepts which build Iraqi Institutional resilience;
- To ensure Iraqi counterparts are cognisant of UNSCR 1325 and safeguard human rights;
- To design and deliver training, as appropriate.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### **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 or/and 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.

### **5. Essential knowledge, skills and abilities:**

- Profound knowledge and Experience of strategic planning on combating organised crime at ministerial level;
- Ability to advise local national counterparts;
- Strategic leadership ability;
- Experience of developing Organised Crime Policy and Strategy;
- Sound knowledge of international organised crime legal framework in particular UN Convention on Transnational Organised Crime and its Protocols; International conventions related to the protection of cultural heritage, EU Council conclusions on preventing and combating crime against cultural goods, and the EU Concept on Cultural heritage in conflict and crises;
- Good experience in EU *Justice and Home Affairs* (JHA) policies and relevant EU JHA agencies.

### **6. Desirable Qualifications and Experience:**

- Relevant professional qualifications; incl. experience in the field of investigations against cultural-related crimes;
- Experience in project management;
- Experience of working in JHA agencies in particular in EUROPOL or INTERPOL;
- CSDP Mission experience.

### **7. Desirable knowledge, skills and abilities:**

- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Knowledge of Arabic.



<b>Position Name:</b> Senior Strategic Adviser on Counter-Terrorism (MoI)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 19*	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Law Enforcement Agencies Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL or Equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Strategic Adviser on Counter-Terrorism (MoI) reports to the Head of Law Enforcement Agencies Component (HoLEAC).

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To contribute to the strategic development of the Iraqi National Security Architecture in the sphere of law enforcement/security service Counter-Terrorism (CT);
- To advise on policy and strategy development of Iraqi owned implementation plans, in particular on intelligence, intelligence led policing aspects of law enforcement/security service CT as well as on improvement of cooperation between intelligence and law enforcement agencies;
- To contribute to the development of Iraqi owned CT policy and strategy;
- To advise on CT implementation plans to enable operationalisation of policy and strategy;
- To provide advice to senior Iraqi CT counterparts which contributes to leadership development;
- To promote context specific CT intelligence and investigation concepts which contribute to building Iraqi institutional law enforcement/security service CT framework;
- To ensure coherence and cooperation with international partners;
- To advise on enhancing relationship between INTERPOL Baghdad National Central Bureau and IPSCG Lyon;
- To ensure Iraqi progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Iraqi counterparts are cognisant of UNSCR 1325 and human rights;
- To design and deliver training, as appropriate.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### **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 or/and military education or training or an award of an equivalent rank (Lieutenant Colonel/Chief Superintendent); AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local national counterparts;
- Knowledge of strategic CT at ministerial level.

### **6. Desirable Qualifications and Experience:**

- Mission experience, e.g. CSDP, UN, OSCE etc.
- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in developing CT Policy and Strategy;
- Experience in working with EU JHA/CT policies, relevant EU JHA agencies and international CT initiatives/policies;
- Field and management experience in intelligence operations, e.g. surveillance and source handling;
- Experience in coordination and information sharing between law enforcement agencies and intelligence/security services, nationally and internationally;
- Managing experience in the production processes of intelligence, e.g. collection, collation and/or analysis (advanced technical knowledge advantageous).

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

- Sound knowledge of international legal framework on CT (UN Conventions);
- Knowledge of current practices in the field of interservice cooperation;
- Knowledge of Arabic.

<b>Position Name:</b> Senior Strategic Adviser Border Management (BFC-MoI)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 21	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department /Law Enforcement Agencies Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL or Equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Strategic Adviser to the Border Forces Command/Ministry of the Interior reports to the Head of Law Enforcement Agencies Component.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution on request of the counterpart, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Strategic Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate and within the limits of Mission Mandate;
- To be the key interlocutor with the Commander-in-Chief of the Iraqi Border Forces Command (Border Guards);
- To advise and assist the Iraqi Border Forces Command on the development of structures and strategies;
- To assist the Iraqi Border Forces Command on the development of effective command and control through clear structures and responsibilities;
- To establish a sustainable network with all the parties involved with border management, both international and national;
- To initiate, advise and promote the development of National and BFC's Integrated Border Management strategies and their endorsement and implementation in close cooperation with Iraqi and international actors;
- To advise the MoI in intra-agency, inter-agency and international cooperation and coordination in Integrated Border Management;
- To identify the gaps and needs on strategic and operational levels of Border Management, and recommend solutions to improve performance;

- To seek close coordination with other international donors, and to bring the needs of the beneficiary to the attention of the donor community;
- Through advising efforts, to contribute to the coherence and strategic development of the Iraqi National Security Architecture;
- To promote context specific solutions which contribute to Iraqi Institutional development;
- To ensure counterparts are cognisant of UNSCR 1325 and safeguard human rights;
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### **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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or equivalent rank (Lieutenant Colonel/Chief Superintendent); AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience in Border Management, at least three years of which at national (strategic) level.

### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Knowledge about EU *Justice and Home Affairs* (JHA) and international border management cooperation (FRONTEX, INTERPOL).

### **6. Desirable Qualifications and Experience:**

- Experience in project management;
- Experience as Senior Law Enforcement Officer;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic.

<b>Position Name:</b> Senior Strategic Adviser on Planning & Strategy (MOI)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 54	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> May 2022
<b>Component/Department/Unit</b> Operations Department/Strategic Civilian SSR Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL or Equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Strategic Adviser on Planning & Strategy (MOI) reports to the Head of Strategic Civilian SSR Component.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly in progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To advise and assist the Iraqi Ministry of Interior on policy, planning and strategy development which supports the civilian SSR agenda and Security Sector Reform Strategy;
- To advise the Iraqi Ministry of Interior Planning Directorate on planning implementation which reflects the Iraqi context;
- To advise the Iraqi Ministry of Interior Planning Directorate on development of MoI and policing plans;
- To assist the Iraqi Ministry of Interior on monitoring, evaluation and performance management frameworks which reflects the Iraqi context;
- To provide advice to senior Iraqi counterparts which contributes to capacity development within the MOI Planning Directorate;
- To ensure counterparts are cognisant of UNSCR 1325 and safeguard human rights.
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

#### **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 or/and 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.

#### **5. Essential knowledge, skills and abilities:**

- Profound knowledge and Experience of strategic security policy/Home Affairs planning at Ministerial level;
- Sound experience in developing strategic threat assessments and subsequent responses at ministerial level;
- Ability to advise local national counterparts;
- Strategic leadership ability;
- Experience of developing security strategies and policies;
- Experience of working with civilian security institutions at strategic level;
- Good experience in EU JHA policies and relevant EU JHA agencies.

#### **6. Desirable Qualifications and Experience:**

- Experience in project management;
- CSDP Mission experience.

#### **7. Desirable knowledge, skills and abilities:**

- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Knowledge of Arabic.

<b>Position Name:</b> Senior Strategic Adviser on National Security Legislation	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 58*	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> Feb. 2022
<b>Component/Department/Unit:</b> Operations Department/ Strategic Civilian SSR Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Strategic Adviser on National Security Legislation reports to the Head of Strategic Civilian SSR Coordination Component (HoSCSC).

### 2. Main Tasks and Responsibilities:

- To assess local national security legislation by identifying areas requiring improvement/reform in the law-making process and in existing laws regulating objectives and responsibilities of relevant security institutions;
- To advise the Head of Component regarding identified host state needs and recommended support by the Mission;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- In coordination with the Mission's Coordination and Cooperation capability, to closely coordinate with other EU/international actors involved in this field;
- To support the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance;
- To draft legal analytical papers on national security concepts and terminology;
- To provide advice on how to safeguard constitutional rights in national security legislation, including on civil liberties and fundamental freedoms;
- To advise the chairman of the National Security Legislation Working Group part of the Security Sector Reform Program (SSRP) on existing laws and regulations as well as on passing of new laws that could help defining the national security architecture;
- To advise civilian legislative and executive institutions involved in the law-making process (Parliament Security and Defence Committee, Parliament Legal Committee, State Council and Prime Minister Office) as well as relevant security institutions on potential amendments of existing laws and regulations as well as on passing of new laws that could help defining the national security architecture;
- To structure discussions on legal concepts between Iraqi security institution and parliamentary working group experts and to draft legal papers based on negotiations between Iraqi security institutions in the law-making process;
- To coordinate with the Office of the National Security Adviser (ONSA) and UNDP in charge of leading the SSRP to enhance cooperation between security institutions and civilian institutions involved in the law-making process in national security matters;
- To contribute to Mission induction training of Mission personnel as required.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### **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. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience, as a practising lawyer, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Critical thinking and active listening;
- Complex problem-solving skills;
- Time management skills.

### **6. Desirable Qualifications and Experience:**

- Mission experience, e.g. CSDP, UN, OSCE etc.;
- Strong skills in managing cultural differences in negotiations, and negotiation experience from Middle East context;
- Experience with and knowledge of Iraqi security institutions and dynamics;
- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Admission to the Bar in home or residential jurisdiction;
- Extensive experience as a practising lawyer.

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

- Ability to mentor and motivate local counterparts;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Knowledge of Arabic.



<b>Position Name:</b> Senior Strategic Adviser on Command, Control and Crisis Management (MoI and ONSA)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 62*	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> May 2022
<b>Component/Department/Unit</b> Operations Department/ Strategic Civilian SSR Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Strategic Adviser on Command, Control and Crisis Management (MoI and ONSA) reports to the Head of Strategic Civilian SSR Component (HoSCSC).

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- Advise the ONSA and the MoI on the strategic development of the Iraqi National Security Architecture and organisational structures which delineate civ/mil security functions;
- Advise the MoI on the development of strategy, policy and doctrine to support institutional development of crisis management capacity and capability in line with normative human rights standards and the Code of Conduct;
- To assist the MoI in the development of effective command and control mechanisms enabled through clear structures and responsibilities;
- To advise and assist the MoI on defining core training requirements in the context of the broader Iraqi National Security Architecture;
- To promote context specific solutions which contribute to Iraqi National Security Architecture development;
- To liaise closely with other International Senior Advisers and Advisers from UNDP and the Lead International Adviser under the Security Sector Reform Programme (SSRP) on National Security Architecture;
- To ensure counterparts are cognisant of UNSCR 1325 and safeguard human rights;
- To liaise closely with other Mission Senior Strategic Advisers as appropriate;
- To design and deliver training, as appropriate.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

#### **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 or/and 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.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Knowledge of institutional reform and development of training requirements in Home Affairs issues at ministerial level.

#### **6. Desirable Qualifications and Experience:**

- Experience in reviewing, developing and implementing inter-service, inter-institutional and organisational command and control structures and functions at the strategic level;
- Experience in Crisis Management roles including planning and leading at the strategic (Gold) level, public order events, major public safety events and critical incidents;
- Senior leadership experience;
- Experience in strategic planning;
- Experience in organisational development;
- Experience with institutional reform;
- Good experience with EU JHA/CT policies and relevant EU JHA agencies;
- Experience in project management;
- Mission experience, e.g. CSDP, UN, OSCE etc.;
- Experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations.

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

- Knowledge of Arabic.

<b>Position Name:</b> Human Rights and Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 14	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> Feb. 2022
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Human Rights and Gender Adviser reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To be the Mission's focal point for human rights and gender;
- To stay abreast of human rights developments in theatre and in the region and to provide analysis and advice on the same to the Mission's Senior Management, particularly in view of their possible impact on the Mission mandate implementation;
- To act as the Mission focal point for the Mission's Human Rights Due Diligence Policy;
- To advise both on human rights and gender mainstreaming within the Mission, including on the human rights based approach and on the integration of gender perspectives in all internal and external Mission activities;
- To advise the Mission's Senior Management and Mission Members on the implementation of the CivOpsCdr Operational Guidelines on Human Rights Mainstreaming and Human Rights Due Diligence;
- To spearhead the implementation of the Mission's Human Rights Strategy and related SOPs, covering all phases of the Mandate implementation cycle, including during analysis, planning, conduct, monitoring, reporting, and review;
- To provide human rights and gender related advice directly to the host state authorities, in close collaboration with the OPS SA on HR&G and consistent with the Mission's Implementation Plan;
- To design mechanisms for monitoring, implementing and evaluating the Mission's compliance with EU Human Rights obligations, including those relevant for gender equality, such as the UN Security Council Resolutions on WPS;
- To raise awareness, promote adherence to, and the implementation of, the Iraqi national human rights instruments, including the Iraqi National Human Rights Plan and the Kurdish Regional Human Rights Plan, within the context of the Security Sector Reform programme;
- To establish and maintain excellent liaisons, coordination, and collaboration with relevant Human Rights Stakeholders in-country, both within the national and international community;
- To collaborate with in-country EU entities on the implementation of the EU Human Rights and Democracy Country Strategy, the EU Gender Action Plan/Country Level Implementation Plan, and the EU Civil Society Roadmap for Iraq;
- To spearhead the implementation of the Mission's Gender Strategy and related SOPs, in close collaboration with the OPS SA on HR&G, and to coordinate the Mission's GFP system;
- To advise on the development and management of strategic communications with regards to human rights and gender;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) in the area of human rights and of gender equality and gender mainstreaming activities;
- To contribute to the development, implementation, and reviews/progress reporting of the Mission Implementation Plan (MIP);

- Participate in the Mission's Strategic Reviews and OPLAN reviews;
- To contribute to Mission's reporting and information flow on human rights and gender related aspects;
- To contribute to the induction and specific training of Mission's staff members as required.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### **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. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration; AND
- A minimum of 5 years of relevant professional experience in the field of human rights, preferably in a post-conflict environment/SSR process, after having fulfilled the education requirements;
- Successfully completed one of the established ESDC training courses for gender advisors.

### **5. Essential Knowledge, Skills and Abilities:**

- Thorough understanding of the basic principles of human rights and the international human rights framework, particular in the context of SSR;
- Ability to translate international human rights obligations to the national context;
- Analytical skills with an ability to conduct human rights and gender analysis;
- Analytical skills and ability to conduct gender analysis;
- Negotiations skills;
- Proactivity in developing strategies to accomplish objectives;
- Pedagogical/training skills;
- Drafting skills;
- Ability to evaluate analytically;
- Knowledge of investigative and conciliation techniques in the human rights field.

### **6. Desirable Qualifications and Experience:**

N/A

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

- Knowledge of Arabic.

<b>Position Name:</b> Executive Officer/Personal Assistant	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 15	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer/Personal Assistant works in the Head of Mission Office and reports to the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities:

- To act as personal assistant to the HOM, DHOM and COS in all administrative related matters;
- To coordinate the daily work of the HoM's Office under the direction of the CoS;
- To maintaining a registry of all official contacts with the Mission;
- To support the CoS in ensuring that advice and information provided for the HoM, DHoM and CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the HoM, DHoM and CoS;
- To ensure close cooperation with the HoM, DHoM and CoS and/or other relevant Mission staff on their planning and meeting schedules;
- Under the direction of the HoM/DHoM/CoS, to maintain contacts with international partners in Iraq and Brussels Support Element in order to collect and disseminate information;
- To plan and coordinate visits on behalf of the Mission;
- To maintain a registry of all incoming and outgoing correspondence and inform Mission Units of submissions and deadlines;
- To prepare and maintain the workplan for the HoM's Office, ensuring that key tasks are identified and completed on time;
- To manage the Official Representation Budget of the Mission and ensure that funds for official representation purposes are allocated in accordance with rules and regulations;
- To administratively organise facilitate seminars, strategic planning sessions and trainings of the SMT;
- To develop and maintain the Strategic External Engagements Planner and ensure close coordination with the HoM, DHoM, CoS and senior Mission staff on their planning and meeting schedules;
- To arrange meetings for the HoM, DHoM and CoS with EU members states, international missions, diplomatic representations, media representatives and civil society organisations;
- To plan and coordinate events and VIP visits on behalf of the Mission;
- Manage the HOM's SharePoint site ensuring that information are easily available and updated.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the exhaustion of tasks;
- To perform any other tasks assigned by the Line Manager.

**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; AND
- A minimum of 4 years of relevant professional experience, preferable as personal assistant to the senior management in an international environment after having fulfilled the education requirements.

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

- Mission experience, e.g. CSDP, UN, OSCE etc.;
- To be able to build and develop fruitful and productive relationships across gender, age and culture;
- To be able to coordinate tasks and a diversified and multidisciplinary team of advisers;
- To be proactive and stress resilient;
- Administrative skills (office management, event planning, project management).

**6. Desirable Qualifications and Experience:**

- Professional training in project management.

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

- Experienced Microsoft Office user;
- Knowledge of Arabic.

<b>Position Name:</b> Head of Planning, Analysis and Reporting Department (PARD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 20	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> Feb. 2022
<b>Component/Department/Unit:</b> Office of the Chief of Staff /Planning, Analysis & Reporting Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Planning, Analysis and Reporting Department (PARD) reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the department, so as to deliver on the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports;
- In coordination with the Mission's Operational Department, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's Operational Department and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To liaise closely with Iraqi counterparts in the development, monitoring and evaluation of the MIP;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Identified/Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that analysis is conducted with an integrated gender perspective, when required.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 5 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 or/and military education or training or an award of an equivalent rank AND
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 3 years at management level;

- Operational planning/project management experience, in a national or international context.

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

- Report compilation, drafting and editing skills.
- Mission experience, e.g. CSDP, UN, OSCE etc.
- Experience in the area of knowledge management, organisational learning or policy development related working experience;

**6. Desirable Qualifications and Experience:**

- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

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

- Analytical capability and profound knowledge of information collection and analytical methods;
- Knowledge of Arabic.



### **Seconded/Contracted (4 positions)**

<b>Position Name:</b> Project Management Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. Number:</b> IAO 81	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Project Cell	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

#### **1. Reporting Line:**

The Project Management Officer reports to the Head of Project Cell.

#### **2. Main Tasks and Responsibilities:**

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's Implementation Program (MIP) and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability.

#### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

#### **4. Essential Qualification 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; AND

- A minimum of 4 years of professional experience, in the field of planning, implementation and evaluation of projects, after having fulfilled the education requirements.

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

- Teamwork capabilities;
- Time management skills;
- Problem solving skills;
- Project management skills;
- Spoken and written proficiency in English.

**6. Desirable Qualifications and Experience:**

- International crisis management mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in national or host state context.

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

- Knowledge of and/or experience of working with EU Financial Regulations;
- Knowledge of Arabic.

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. number:</b> IAS 31	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ Human Resources Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources.

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Line Manager(s).
- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement;
- To participate as a member of selection panels as required;
- To communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc;
- To conduct the grading of international and national contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper management of employment contracts for international and local staff;
- To draft letters, memoranda, reports, and other documents as requested;
- To verify reports, data and information in the Mission Support reporting structure;
- To write minutes of meetings and follow up on tasks within the Human Resources Unit;
- To prepare the monthly payroll for international staff;
- To maintain updated the personnel databases as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To assist in the planning and set up of Mission-specific human resources related core functions in the build-up, maintenance and downsizing phase of the Mission;

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the exhaustion of tasks;
- To perform any other tasks assigned by the Line Manager.

### **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 or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Human Resources Management, Law, Political Sciences, International Relations or Business Administration; AND
- A minimum of 4 years of relevant professional experience, in the field of human resources management field, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching and negotiating skills;
- Ability to prepare HR communications appropriate to the audience;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

### **6. Desirable Qualifications and Experience:**

- University/Master degree/MBA in human resources management or/and an international certification in human resources management;

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

- Knowledge of Arabic.

<b>Position Name:</b> Communication & Information Systems Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. number:</b> IAS 52	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component:</b> Mission Support Department/CIS Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Communication & Information Systems (CIS) Officer reports to the Head of CIS.

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Line Manager(s)
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardised release management procedures;
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To design and deploy departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations;
- To provide technical support for infrastructure in an Information Technology (IT) network and information systems, including microwave and IEEE 802.11x (Wi-Fi) links, Local Area Network (LAN), and Windows-based client applications and server systems;
- To provide support for Mission telephony systems including Internet Protocol (IP) telephony, videoconferencing, and Global System for Mobile Communications (GSM) equipment;
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission;
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of Mission-critical data centre services throughout the Mission;
- To understand and ability to navigate in the Mission with the specific rules and regulations and to liaise with international counterparts on approach and solutions;
- To manage, operate and support all standard communications equipment in the Mission including but not limited to: GSM end-user devices (mobile phones), Voice over Internet Protocol (VoIP) communication devices, visible range radio systems and equipment, Very Small Aperture Terminal (VSAT) satellite systems, Broadband Global Area Network (BGAN) terminals, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment;
- To manage, operate and support Mission Cyber Security and Data Protection compliance related systems and services.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### **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. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related fields;  
AND
- A minimum of 4 years of relevant professional experience in the field of communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Problem solving skills and analytical ability to analyse complex technical CIS customer problems, and manage the same on a day to day basis;
- Technical skills and hands-on experience in troubleshooting CIS hardware and software issues;
- Knowledge of wired and wireless network technologies managed with Software Defined Networking.

### **6. Desirable Qualifications and Experience:**

- Common Security and Defence Policy (CSDP) Mission experience;
- Administrative experience on Microsoft Office 365 and Microsoft Azure
- Administrative level experience and design skills on M-Files Document Management System, or similar metadata-based ERP software;
- Administrative experience in Microsoft Hyper-V virtualisation technologies;
- Cisco Certified Network Associate Routing & Switching (CCNA), or equivalent;
- Hands-on experience managing Software Defined Networking (SDN), especially in Ubiquiti Unifi networks;
- Cyber Security and Data Protection product experience.

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

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge of Arabic;
- Knowledge in Microsoft System Centre family product line;
- Administrative skills for Microsoft SQL database server;
- Understanding of Information Technology Infrastructure Library (ITIL) and/or Control Objectives for Information and Related Technologies (COBIT) principles and basic processes;
- Broad knowledge of IT hardware; especially experience on Lenovo, Hewlett-Packard and Ubiquity technologies are highly considered.

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. Number:</b> IAT 19	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff/ Press and Public Information Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Press and Public Information Officer reports to the Head of Press & Public Information Office/Spokesperson

### 2. Main Tasks and Responsibilities:

- To support the Mission's spokesperson and to communicate the work of the Mission to the Iraqi public and international audiences, the EU Member States, Third Contributing States and decision makers;
- To contribute to the development of the Press and Public Information budget and procurement processes as well as to all contract/tender/designs for Mission's visibility items;
- To contribute to the review, and implement the Communications Strategy of the Mission as well as communication components of the Mission's crisis management plans, standard operating procedures and other guiding documents;
- To organise and conduct press conferences, briefings, meetings and other public information events;
- To cover and organise high-level visits and high-profile activities as well as supervise and coordinate arrangements for visiting journalists/media;
- To develop and manage the Mission's communications tools, such as the website and social media channels;
- To draft and produce press releases, public statements, articles, feature stories, photos and video material in coordination with relevant EEAS entities (in particular the Office of the HR/VP Spokesperson and the CPCC Strategic Communication Division) and as appropriate with other EU actors in theatre, and to seek clearance from the Mission's management prior to publication;
- To establish relations and functioning coordination with the press offices of other EU entities, international organisations, civil society organisations and local/international journalists;
- To support the Mission's situational awareness with continuous media monitoring and analyses;
- To draft speaking points and briefings for the Head of Mission;
- Develop and review lines to take and defensives in close cooperation with the Political Adviser, the Office of the HR/VP Spokesperson, EEAS Iraq Desk and CPCC Strategic Communication Division and as appropriate with the EU Delegation and/or other EU actors in theatre, and keep Mission Members informed of additions and changes;
- To act as a line manager to and supervise the work of the National Press and Public Information Officers.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To perform any other tasks assigned by the Line Manager.

#### **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 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. The qualification should be in any of the fields of Communication Sciences, Journalism, Political Science, International Relations or Business Administration; AND
- A minimum of 3 years of relevant professional experience, in the field of communication/press and or public information, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Excellent presentation skills (written and oral);
- Teamworking skills and initiative;
- Experience in planning and implementing projects;
- Analytical skills and experience with turning findings into recommendations;
- Excellent command of English, both oral and written (C2).

#### **6. Desirable Qualifications and Experience:**

- Experience working with/promoting security sector reform;
- Experience working/living in a non-permissive environment;
- Experience working as a journalist or producer;
- Experience as a spokesperson and in institutional communication;
- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Experience running media and outreach campaigns.

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

- Knowledge about the local press and media environment;
- Previous experience in Iraq or the Middle East;
- Knowledge of Arabic and Kurdish.