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The European Union Advisory Mission in Iraq (EUAM Iraq), is part of the Common Security and Defence Policy (CSDP), which enables the EU to take a leading role in peace-keeping operations, conflict prevention and in strengthening of international security. It is an integrated part of the EU's comprehensive approach towards crisis management, drawing on civilian experts as well as police experts.

EUAM Iraq was established on 16 October 2017 by the Council of the European Union in response to a request from the Iraqi Government for the EU to provide advice and assistance on the implementation of civilian aspects of the National Security Strategy. EUAM Iraq represents both a testimony of, and a contribution to, the EU's steadfast support for Iraq's Unity, sovereignty, territorial integrity, its security and rule of law.

Its core mandate is to support the implementation of the civilian aspects of the Iraqi National Security Strategy and the civilian aspects of Security Sector Reform Programme, led by the Office of the Iraqi National Security Advisor. The Mission will inform planning for potential further EU engagement, and assist in the coordination of EU and Member States' assistance in the civilian Security Sector domain.

General Requirement & Eligibility

- Applicants must be **Iraqi Citizen**;
- Applicants must be **native speakers of Arabic**;
- A minimum of relevant professional experience according the job description, **after having fulfilled the education requirements**;
- Applicants must enjoy their **full civil rights and have no criminal record** (Certificate of non-conviction will be required before any employment offer);
- Applicants must be in **good physical and mental health** (Medical checks will be required before any employment offer);
- Only application provided on the **latest official EUAM Iraq application form** will be accepted;
- **Maximum of two (2) applications per applicant** (*i.e. you can apply for a maximum of 2 posts*);
- Application forms must be **filled in English** (*except for the applicant's name which should be provided in both English and Arabic*);
- Applications must be submitted as **Word document** (no PDF or JPEG), each file must be named as: **"IANX00_1st name_2nd name"** where "IANX00" stands for the position reference;
- Deadline to apply: **10 January 2022, at 17:00 (Baghdad Time)**; applications received after this date and time will be disregarded;
- **Applications not abiding by the points above will be disregarded**;
- Files submitted will not be returned.



IMPORTANT

Successful applicants will be required to submit a certificate of non-conviction issued by the Iraqi police authority and to undergo a security vetting process as well a vetting process to be issue an IZ badge.

The employment offer will be subject to have successfully passed the vetting processes.

Annex 1

European Union Advisory Mission in IRAQ (EUAM IRAQ) 2-2021 Call for Applications National Staff (open to Iraqi Nationals only)				
Organisation:	EUAM IRAQ			
Job Location:	Baghdad			
Employment Regime:	Local Contracted			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Available on
	IANT 02	National Administrative Assistant	Baghdad	ASAP
	IANT 04	National Press and Public Information Officer	Baghdad	ASAP
	IANO 12	National Liaison Officer (ONSA) Translator	Baghdad	ASAP
Deadline for Applications:	10 January 2022, at 17:00 (Baghdad Time)			
E-mail Address to send the Job Application Form to:	applications@euam-iraq.eu			
Information:	For more information relating to selection and recruitment, please contact EUAM IRAQ: applications@euam-iraq.eu			

<u>Position Name:</u> National Administrative Assistant	<u>Employment Regime:</u> Local Contracted	<u>Group:</u> 3
<u>Position Number:</u> IANT 02	<u>Location:</u> Baghdad, Iraq	<u>Component/Department/Unit:</u> Office of the Head of Mission (OHoM)

1. Reporting Line:

The OHoM Administrative Assistant reports to the Chief of Staff, or to his/her designated alternate.

2. Main Tasks and Responsibilities:

- To support administratively the Office of Head of Mission;
- To support HoM and DHoM with secretarial duties, incl. to maintain calendars, logs, monitor mails, draft communications, etc.;
- To take minutes and write meeting reports;
- To arrange and prepare meetings and events;
- To maintain electronic archives and databases;
- To liaise with Mission Support Department (MSD) regarding visas for visiting delegations and to produce needed documents on these;
- To translate English/Arabic and vice versa any document required for fulfilling the duty;
- To liaise with MSD in organising missions of HoM/DHoM and settle payments and claims for the Office of the Head of Mission;
- To support relevant public information duties relevant to OHoM;
- To perform and carry out other tasks and duties required or requested by the Chief of Staff.

3. Essentials Qualifications and Experiences:

- To have completed a secondary education attested by a valid diploma;
- To have a minimum of 3 years of relevant professional experience, in the field of administration and/or secretarial duties.

4. Essential Knowledge, Skills and Abilities:

- To have high proficient in oral and written English (C2 according to Common European Framework of References for Languages);
- To be native Arabic speaker;
- To enjoy full civil rights and do not have criminal record;
- To have computer literacy (web, Microsoft Office);
- To have extensive experience on writing and drafting skills including minute taking skills;
- To have experience in maintaining databases and archives;
- To have the ability to perform on-call and irregular working schedule if required;
- To be detail oriented and able to produce written assignments with thorough accuracy;
- To be familiar with protocol with Iraqi and International authorities;
- To be able to work flexible and efficient within the Executive Office team.

5. Desirable Qualifications and Experiences:

- To have working experience in multi-national and international environment or organizations.

6. Desirable Knowledge, Skills and Abilities:

- To be willing to learn new skills and undertake a range of duties is essential.
- To be able to work independently, with minimal supervision.
- To be able to complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in the performance of duties.
- To be able to maintain a clean, safe and always hazard free working environment and the highest standards of personal appearance.
- To have proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Have additional language skills (e.g. Kurdish, other EU languages).
- Mandatory requirement to pass all security clearance and medical check.

7. Special Note:

- Mandatory requirement to pass all security clearance and medical check.

<u>Position Name:</u> National Press and Public Information Officer	<u>Employment Regime:</u> Locally Contracted	<u>Group:</u> 2
<u>Position Number:</u> IANT 04	<u>Location:</u> Baghdad, Iraq	<u>Component/Department/Unit:</u> MHQ/CoS/PPI Office

1. Reporting Line:

The National Press and Public Information Officer (National PPIO) will assist the Head of Mission (HoM) with communicating the work of Mission to the public. The National PPIO reports to the Head of PPIO/International Press and Public Information Officer, or/and his/her designated alternate.

2. Main Tasks and Responsibilities:

- To develop and maintain a network of local and international journalists/media outlets in Iraq and globally;
- To act as a spokesperson of the Mission when required;
- To organise and facilitate press conferences, briefings, media delegation visits and other media events;
- To cover the media aspects of high-level visits by producing web articles and social media stories as well as supervise and coordinate arrangements for visiting journalists/media;
- To monitor and follow up local and international media (including social media) on topics relevant to the mandate of the Mission;
- To advise the senior leadership and the international staff on communication aspects of cultural awareness and Iraq's cultural heritage;
- To utilize relevant media platforms in communicating the work of the Mission;
- To draft press releases, news summaries, social media stories, meeting minutes, public statements, articles and features, and to seek clearance from the HoM's office as appropriate;
- To ensure coordination with the press offices of the EU Delegation and other communication focal points from the international and national organizations when appropriate;
- To produce visibility materials, such as brochures, leaflets, photos, video clips and presentations;
- To liaise closely with relevant EEAS entities such as the EEAS Iraq Desk and CPCC Strategic Communication Division;
- To increase the visibility of the cultural heritage preservation projects of the Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Essential Qualifications and Experiences:

- Educational qualification: **Bachelor's degree** preferably in Journalism, Political Science, Media Studies, Social Sciences or International Relations;
- A minimum of 3 years of relevant work experience (as a journalist, spokesperson or in media, communication or PR work) with exposure to the international environment, **after** having fulfilled the education requirements;
- High proficiency in oral and written English (C2 according to the Common European Framework of References for Languages).

4. Essential Knowledge, Skills and Abilities:

- In-depth knowledge of the Iraqi media landscape and good network of local and international journalists;
- Extensive knowledge about Iraqi culture and heritage;
- Computer literacy (web, Microsoft Office Suite);
- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Strong writing and drafting skills. Ability to think analytically;
- Networking and teamworking skills. Ability to act proactively;
- Presentation skills;
- Availability to participate in field trips across the country;
- Ability to perform on-call and irregular working schedule also during evening functions if required.

5. Desirable qualifications and experience:

- Working experience in international environment or in international organisations;
- Experience in running media and outreach campaigns.

6. Desirable Knowledge, Skills and Abilities:

- Skills on the planning and implementation of projects;
- Experience in promoting content on social media.

7. Important Note:

- Mandatory requirement to pass all security clearances and medical checks.

<u>Position Name:</u> National Liaison Officer (ONSA) - Translator	<u>Employment Regime:</u> Locally Contracted	<u>Group:</u> 2
<u>Position Number:</u> IANO 12	<u>Location:</u> Baghdad, Iraq	<u>Component/Department/Unit:</u> Operations Department/Law Enforcement Agencies Component

1. Reporting Line:

The National Liaison Officer (Office of National Security Adviser-ONSA) - Translator reports to the Head of Law Enforcement Agencies Component, or and his/her designated alternate, and is responsible for:

2. Main Tasks and Responsibilities:

- To provide updated information about the ONSA and maintain a working relationship with the Mission's key interlocutors in support of the Mission's ONSA Advisers work;
- To support, under supervision, the Mission's Advisers in creating and maintaining an overview and understanding of the decision-making structures and related components within the ONSA;
- To assist in arranging meetings, workshops, seminars etc. with key interlocutors and other relevant stakeholders in the ONSA;
- To accompany mission staff in their daily advising work including field trips outside Baghdad;
- To perform translations of all types of texts e.g. training manuals, presentations, letters, report etc. from English to Arabic and vice-versa;
- To perform interpretation in liaison and consecutive mode, from English to Arabic and vice-versa for the international members of Mission as assigned;
- To assist in the preparation of text for translation, including obtaining relevant reference material;
- To maintain good working knowledge of specific and technical fields and the related terminology;
- To maintain good knowledge of Mission and its mandate;
- To proofread and check own work to assure quality and accuracy;
- To maintain the highest levels of confidentiality when dealing with all Mission information;
- To advise on cultural awareness;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Essentials Qualifications and Experiences :

- Educational qualification, Bachelor degree in a relevant subject (English, Law, Political Science, etc.) or police/military education at minimum officer 3 level (Major);
- A minimum experience of 5 years of relevant professional, after having fulfilled the education requirements, with preferably at least 2 years within the ONSA related security forces or of which at least 2 years working with the police, Ministry of Foreign Affairs or Ministry of Interior
- Highly proficient in oral and written English (C2 according to Common European Framework of References for Languages).

4. Essentials Knowledge, Skills and Abilities :

- Computer literacy (web, Microsoft Office);
- Knowledge and practical experience of communication;
- Networking skills and initiative;
- Presentation skills;
- Availability to participate to field trips across the country;
- Ability to perform on-call and irregular working schedule if required.

5. Desirable Qualifications and Experiences :

- At least 1 year working within international environment or organisations.

6. Desirable Knowledge, Skills and Abilities :

- Able to work effectively under pressure, in difficult circumstances;
- Able to communicate with personnel at all operational and strategic levels;
- Able to work without supervision, complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in performance of duties;
- Able to maintain a clean, safe and hazard free working environment and the highest standards of personal appearance at all times;
- Have interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Have additional language skills (e.g. Kurdish Sorani, other EU languages).

7. Important Note:

- Mandatory requirement to pass all security clearance and medical check.