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| **European Union Advisory Mission in Iraq** |  | **بعثة الاتحاد الأوروبي الاستشارية في العراق** |

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**We are**

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 Citizens**;
* Applicants must be **native speakers of Arabic (Kurdish language is an asset)**;
* 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**;**
* **One (1) application form per applicant** **(*i.e. you can apply for 1 or 2 posts using one application form*);**
* Application forms must be **filled in English** (*except for the applicant’s name which should be provided in both English and Arabic or Kurdish*);
* 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 March 2025, at 17:00 (Baghdad Time);** applications received after this date and time will be disregarded;

بعثة الاتحاد الأوروبي الاستشارية في العراق

فندق رويال تيوليب الرشيد، شارع يافا، المنطقة الدولية، بغداد، العراق

info@euam-iraq.eu

European Union Advisory Mission in Iraq

Royal Tulip Al-Rasheed Hotel, Yafa Street, International Zone, Baghdad, Iraq

info@euam-iraq.eu

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* **Applications not abiding by the points above will be disregarded;**
* Files submitted will not be returned.

**IMPORTANT**

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

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

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**Annex 1**

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| **European Union Advisory Mission in IRAQ (EUAM IRAQ)**  1-2025 Call for Applications  National Staff (open to Iraqi Nationals only) | | | | |
| **Organisation:** | **EUAM IRAQ** | | | |
| **Job Location:** | **Baghdad** | | | |
| **Employment Regime:** | **Locally Contracted** | | | |
| **Job Title/ Vacancy Notice:** | **Ref.** | **Name of the Post** | **Location** | **Available**  **on** |
| IANO 511 | National Liaison Officer/Translator | Baghdad | ASAP |
|  | IANO 513 | National Liaison Officer/Translator | Baghdad | ASAP |
|  | IANO 551 | National SSR Coordination Officer | Baghdad | ASAP |
| **Deadline for Applications:** | | **10 March 2025, at 17:00 (Baghdad Time)** | | |
| **E-mail Address to send the Job Application Form to:** | | [**applications@euam-iraq.eu**](mailto:applications@euam-iraq.eu) | | |
| **Information:** | | For more information relating to selection and recruitment, please contact EUAM IRAQ: [**applications@euam-iraq.eu**](mailto:applications@euam-iraq.eu) | | |

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| **Position Name:**  National Liaison Officer - Translator | **Employment Regime:**  Locally Contracted | **Group**  **2** |
| **Position Number:**  IANO 511  IANO 513 | **Location:**  Baghdad, Iraq  Baghdad, Iraq | **Component/Department/Unit:**  Operations Department/Law Enforcement Agencies Component |

1. **Reporting Line**

The National Liaison Officer – Translator reports to the Head of Law Enforcement Agencies Component.

1. **Main Tasks and Responsibilities**
   * To provide update about the Ministry of the Interior and the Office of the National Security Adviser or other relevant national or local authority;
   * 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 stakeholders;
   * To assist in arranging meetings, workshops, seminars etc. with key interlocutors and other relevant stakeholders;
   * To translate of all types of texts e.g. training manuals, laws, presentations, letters, reports etc. from English to Arabic and vice-versa;
   * To interpret in liaison or consecutive mode from English to Arabic and vice-versa;
   * To accompany mission staff in their daily advisory work including duty trips outside Baghdad;
   * To assist in the preparation of text for translation, including obtaining relevant reference materials;
   * To maintain good working knowledge of specific and technical fields and related terminology;
   * To maintains good knowledge of the Mission and its mandate;
   * To proofread outsourced documents and check mission texts and other deliverables / work to assure high quality and accuracy;
   * To maintain the highest levels of confidentiality when dealing with all Mission or other obtained information.
   * To advise on cultural awareness;
   * To perform any other related duties as instructed by the line manager or designated alternate.
2. **Essentials Qualifications and Experiences**
   * Educational qualification, **Bachelor’s** degree in English, Law or in another relevant field.
   * A minimum of 5 years of relevant and proven full-time professional experience, after having fulfilled the education requirements, of which at least 2 years preferably working with the police, Ministry of Foreign Affairs, Ministry of Interior or the Office of the National Security Advisor.
3. **Essentials Knowledge, Skills and Abilities**

* Excellent proficient in oral and written English (C2 according to Common European Framework of References for Languages)
* Native Arabic speaker;
  + Enjoy full civil rights and do not have criminal record;
  + Computer literacy (web, Microsoft Office);
  + Knowledge and practical experience of communication;
  + Writing and drafting skills;
  + 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.

1. **Desirable Qualifications and Experiences**
   * At least 1 year working within international environment or organisations.
2. **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 always hazard free working environment and the highest standards of personal appearance. To 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;
   * To have additional language skills (e.g. Kurdish Sorani, other EU languages).
3. **Important Note:**

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

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| **Position Name:**  National SSR Coordination Officer | **Employment Regime:**  Locally Contracted | **Group:**  2 |
| **Position Number:**  IANO 551 | **Location:**  Baghdad, Iraq | **Component/Department/Unit:**  Operations Department/ Strategic Civilian SSR Component (LO2) |

1. **Reporting Line:**

The National SSR Coordination Officer reports to the Head of Strategic Civilian SSR Component.

1. **Main Tasks and Responsibilities:**

* To support SC SSR Component Advisers in their Security Sector Reform (SSR) actions;
* To assist in developing and implementing the Ministry of Interior Joint Coordination Centre function;
* To liaise with interlocutors with a broad range of people;
* To take responsibility for a range of tasks each requiring simultaneous attention and work to demanding schedules;
* To provide a wide range of administrative and executive support to the SSR Advisers with the ability to perform the tasks independently or with little supervision;
* To support OPS Advisors administratively in their project related tasks throughout the project cycle;
* Keep track, register and archive all documentation and data generated at all stages;
* To compile agendas, schedules, minutes and reports for the department;
* To translate documents, and to act as an interpreter in the SSR meetings;
* To perform and carry out other tasks and duties required or requested by the Line Manager.

1. **Essentials Qualifications and Experiences:**

* To have successfully completed of relevant university studies of at least 3 years e.g. B**achelor’s** degree in law, Public Administration, Business Administration, Purchasing & Supply management, or equivalent;
* A minimum of 3 years of relevant and proven full-time professional experience, after having fulfilled the education requirements in coordination/administrative function;
* To have working experience in a multi-national and international environment or organisations.

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

* Very good proficient in oral and written English (C1 according to Common European Framework of References for Languages);
* Native Arabic speaker;
* Enjoy full civil rights and do not have criminal record ;
* To have a solid computer literacy (web, Microsoft Office software, especially Excel and Outlook);
* Excellent administration and organisational skills;
* Ability to prioritise the work load and work under pressure;
* To be flexible, and willing to learn new skills and undertake a range of duties is essential;
* To be willing to work long and irregular hours with the capacity to remain helpful and courteous with all contacts.

1. **Desirable Qualifications and Experiences:**

* To have experience with SSR framework or SSR implementation in Iraq;
* To have knowledge about international SSR actors in Iraq.

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

* To work methodically, accurately and with attention to details as well as to tight deadlines;
* To be used to work on a multitude of activities at the same time and independently with limited supervision;
* To be able to complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in performance of duties;
* To be available to participate to field trips/workshops across the country;
* To have proven interpersonal skills and the ability to establish and maintain effective working relations and teamwork in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

1. **Important Note:**

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