



Annex 1

**European Union Advisory Mission in Support of Security Sector Reform in Iraq
(EUAM Iraq)
1-2021 Call for Contributions for Visiting Experts (VE CFC 1-2021)
Requirements and Job Descriptions**

Organisation	European Union Advisory Mission in support of Security Sector Reform in Iraq			
Job Location	Baghdad/Iraq			
Availability	As indicated below			
Staff Regime	Seconded as Visiting Expert (VE)			
Job Title/ Vacancy notice	Ref.	Name of the post	Location	Available
	<u>Seconded only</u> (4 positions)			
	VEI 01	Visiting Expert – INTERPOL NCB Quality Standards Expert	Baghdad	Jan. 2022
	VEI 02	Visiting Expert on data management in relation to INTERPOL’s I-24/7 system	Baghdad	Jan. 2022
	VE-HRIS 02	Visiting Expert – Human Resources Information System	Baghdad	Jan. 2022
	VE-HRM 03	Visiting Expert – Human Resources management	Baghdad	Jan. 2022

Deadline for applications	Thursday 11 November 2021 at 17:00 CET (Brussels time)
Interview period	November 2021
Submission of application	<p>1. You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2. You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their</p>

	<p>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>
Information	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr Ken WACHTELAER CPCC-EUAM-IRAQ@eeas.europa.eu</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.

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.

HEAT training – The candidate **must have undergone a certified Hostile Environment Awareness Training** (or a refresher course) **not more than three years ago**.

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.

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),¹ 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 Skills² – 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.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² Common European Framework of References for Languages

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.

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, a PSC at the equivalent level is necessary.

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 (04 positions)

Position Name: Visiting Expert – INTERPOL NCB Quality Standards Expert	Employment Regime: Seconded – Visiting Expert	
Ref. Number: VEI 01	Location: Baghdad, Iraq	Availability: From: 15 January 2022 To: 15 April 2022
Component/Department/Unit: Operations/LO1	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The VE reports to the Head of Operations Department (in close cooperation/collaboration with Head of Law Enforcement Agencies Component [CO2]).

2. Main Tasks and Responsibilities

- To support Iraqi Police in further developing the INTERPOL National Central Bureau (NCB) in Iraq;
- To enhance the capacity of the INTERPOL NCB Baghdad, in their role as the national hub for International Police Cooperation;
- To support and collaborate with the Mission's Senior Strategic Advisers and strengthen the cooperation between the Iraqi INTERPOL NCB and the law enforcement agencies in Iraq;
- To provide and share best practices with the Iraqi Interpol NCB
- To assist and train Iraqi Interpol NCB to INTERPOL's I-24/7 communication system including the INTERPOL NCB Quality Standards;
- To support Iraqi Interpol NCB on information sharing, flow of information;
- To assess and advise on the needs of a well functioning Interpol NCB Office;
- To oversee that relevant law enforcement agencies and border crossing points in Iraq obtain access to the INTERPOL I-24/7 communication system including the Quality Standards.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experiences:

- 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 on security studies or related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND;
- To have a minimum of 6 years of relevant full-time professional experience after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge and experience on working and implementing the I-24/7 communication system including the Quality Standards (as required);

- To have good knowledge of Iraq security and public policy issues, and experience of living and working in-country;
- To have a good knowledge of spoken and written English at level (C1 or higher).

6. Desirable Qualifications and Experience:

- Common Security and Defence Policy (CSDP) Mission experience.

7. Desirable Knowledge, Skills and Abilities:

- To possess a substantial knowledge of the functioning of the EU, in particular of CFSP and CSDP;
- To have excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners.

Position Name: Visiting Expert on data management in relation to INTERPOL's I-24/7 system	Employment Regime: Seconded – Visiting Expert	
Ref. Number: VEI 02	Location: Baghdad, Iraq	Availability: From: 15 January 2022 To: 15 April 2022
Component/Department/Unit: Operations/LO1	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The VE reports to the Head of Operations Department (in close cooperation/collaboration with Head of Law Enforcement Agencies Component [CO2]).

2. Main Tasks and Responsibilities

- To support Iraqi Police in further developing the INTERPOL National Central Bureau (NCB) in Iraq;
- To support and collaborate with the Mission's Senior Strategic Advisers and strengthen the cooperation between the Iraqi INTERPOL NCB and the law enforcement agencies in Iraq;
- To provide and share best practices with the Iraqi Interpol NCB;
- To assist and train Iraqi Interpol NCB to INTERPOL's I-24/7 communication system including the INTERPOL NCB Quality Standards;
- To support Iraqi Interpol NCB on information sharing, flow of information;
- To assess and advise on the needs of a well functioning Interpol NCB Office;
- To train Iraqi INTERPOL NCB staff on how to optimise the use of INTERPOL tools and databases;
- To educate relevant law enforcement agencies and border crossing points' staff in Iraq to obtain access to the INTERPOL I-24/7 communication system including the Quality Standards.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experiences:

- 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 on Technology Science or related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND;
- To have a minimum of 6 years of relevant full-time professional experience after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and experience on working and implementing the I-24/7 communication system including the Quality Standards (as required).
- To have good knowledge of Iraq security and public policy issues, and experience of living and working in-country;
- To have a good knowledge of spoken and written English at level (C1 or higher).

6. Desirable Qualifications and Experience:

- Common Security and Defence Policy (CSDP) Mission experience.

7. Desirable Knowledge, Skills and Abilities:

- To possess a substantial knowledge of the functioning of the EU, in particular of CFSP and CSDP;
- To possess substantial knowledge of security sector reform and Iraqi security institutions and counterparts;
- To have excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners.

Position Name: Visiting Expert – Human Resources Information System	Employment Regime: Seconded – Visiting Expert	
Ref. Number: VE-HRIS 02	Location: Baghdad, Iraq	Availability: From: 15 January 2022 To: 15 April 2022
Component/Department/Unit: Operations	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Visiting Expert (VE) – Human Resources Information System (HRIS) Expert, reports to the Head of Operations Department.

2. Main Tasks and Responsibilities

- To be responsible for the review/development of the draft multi annual Human Resources Information System (HRIS) project description in close coordination with the Ministry of Interior and international partners. The project scope will include:
 - To advise the Director General Human Resources, the Ministry of Interior and his line managers on strategic Human Resources Management (HRM) with focus on HRIS related matters.
 - To further advise and provide a draft overall multi annual plan for the implementation of the HRIS project in the Ministry of Interior; including project resourcing, training, procurement, establishing a vendor analysis on additional activities, budgeting of the project, risk and change management approach including stakeholder analysis, risk management and a change management approach.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly in the progress.
- To maintain necessary contacts and build relationships with relevant counterparts.
- To liaise closely with other Senior Strategic Advisers as appropriate.
- To identify best practices and lessons learned within the field of responsibility.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experiences

- 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. The qualification should be in the field of Human Resources or Information Technology;
- To have a minimum of 6 years of relevant full-time professional experience as HRIS Analyst, HRIS Manager or HRIS Consultant, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- To have a documented HRIS experience at managerial expert or consultancy level;
- To have documented large scaled project management experience;
- To have a knowledge of English both spoken and written at high level (C1).

6. Desirable Qualifications and Experiences

- To possess excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- To have professional experience in national or international assignments in planning and supporting implementation of HRIS projects.

7. Desirable Knowledge, Skills and Abilities

- Good working knowledge of the political, cultural and security situation of Iraq or other areas within the similar geopolitical region;
- To have experience in giving strategic advice in developing HRIS project at ministerial level.

Position Name: Visiting expert – Human Resources Management	Employment Regime: Seconded – Visiting Expert	
Ref. Number: VE-HRM 03	Location: Baghdad, Iraq	Availability: From: 15 January 2022 To: 15 April 2022
Component/Department/Unit: Operations	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Visiting Expert (VE) – Human Resources Management (HRM) Expert, reports to the Head of Operations Department.

2. Main Tasks and Responsibilities

- To be responsible for reviewing/developing the draft multi annual project plan on the Human Resources Information System (HRIS) with a focus on the development of Human Resources Management in close coordination with the Ministry of Interior and international partners. The tasks and responsibilities will encompass but will not be limited to:
 - Advising on the Human Resources Management capacities within the MoI with the development of a new HRIS;
 - advising on the HRIS development structure, processes and overall resources in coherence with budgets;
 - advising on the development of the new Human Resources Management HRIS functions and processes in MOI including criteria for MoI strategic workforce planning and other HRM requirements supporting the business needs;
 - advising on the development of Strategic and Operational HRM capacities within the MOI;
 - developing a draft Strategic roadmap for HRIS and HRM in MoI and the Human Resources Directorate.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly in the progress;
- To maintain necessary contacts and build relationships with relevant counterparts;
- To liaise closely with other Senior Strategic Advisers as appropriate;
- To identify best practices and lessons learned within the field of responsibility.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experiences

- 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 the field of Human Resources or related area.
- A minimum of ten (10) years of relevant full-time professional experience as Human Resources at Managerial level or as consultant from an international consultancy company, after having fulfilled the education requirements;
- Professional experience in national and/or international assignments in planning and supporting large change management programmes/ organizational development programmes;
- Well documented project management experience.

5. Essential Knowledge, Skills and Abilities

- To have a good knowledge of spoken and written English at level (C1 or higher).

6. Desirable Qualifications and Experiences

- To have documented large scaled project management experience;
- To have a documented HRIS experience at managerial, expert or consultancy level.

7. Desirable Knowledge, Skills and Abilities

- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Good working knowledge of the political, cultural and security situation of Iraq or other areas within the similar geopolitical region;
- To have experience in giving strategic advice in developing HRIS Human Resources Management at ministerial level.