

# EUROPEAN EXTERNAL ACTION SERVICE



## Amendment1 Annex 1

**European Union Advisory Mission in Support of Security Sector Reform in Iraq  
(EUAM Iraq)  
3-2020 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/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> (7 positions)			
	IAO 14	Senior Strategic Adviser on Organised Crime (MOI)	Baghdad	22/02/2021
	IAO 17 IAO 18	Senior Strategic Adviser on Counter-Terrorism (MOI) (2 positions)	Baghdad	01/01/2021 ASAP
	IAO 20	Senior Strategic Adviser Border Management (BFC-Mol)	Baghdad	23/02/2021
	IAO 58	Senior Strategic Adviser National Security Legislation	Baghdad	26/01/2021
	IAO 61 IAO 62	Senior Strategic Adviser on Command and Control (2 positions)	Baghdad	ASAP
	<b><u>Seconded/Contracted</u></b> (10 positions)			
	IAT 10	Verification Officer	Baghdad	ASAP
	IAT 19	Press & Public Information Officer	Baghdad	ASAP
	IAD 10	Deputy Senior Mission Security Officer	Baghdad	ASAP
	IAD 13*	Mission Security Officer	Baghdad	ASAP
	IAD 17*	Mission Security Assistant	Baghdad	ASAP
	IAD 20	Medical Adviser	Baghdad	ASAP
	IAO 81	Project Management Officer	Baghdad	ASAP
	IAS 30	Head of Human Resources	Baghdad	ASAP
IAS 41	Logistics Officer	Baghdad	ASAP	
IAS 53	Cyber Security Officer	Baghdad	ASAP	

\* Pending availability of post

\*\* Due to the COVID-19 crisis, the deployment date is tentative and may be amended/specified at a later stage by the Member State, CPCC or the Mission.

<b>Deadline for applications</b>	<b>11 January 2021 at 17:00 CET (Brussels time)</b>
<b>Interview period</b>	<b>January 2021</b>
<b>Submission of application</b>	<p>a) for candidates seconded by EU Member States:  <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p>b) for contracted candidates from EU Member States:  <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></p> <p>c) for candidates seconded by Contributing Third States:  application form available on the EEAS website</p>
<b>Information</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Andre KONZE</b>  <a href="mailto:CPCC-EUAM-IRAQ@eeas.europa.eu">CPCC-EUAM-IRAQ@eeas.europa.eu</a>  <b>+32 (0) 460 84 3848</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 habitually 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 with 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. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in contributing states.

**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 have undergone 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)<sup>1</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>2</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.

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

**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.

## **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 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, an 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 Mission area.

**Medical and Dental Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the contributing States. In a similar

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<sup>2</sup> Common European Framework of References for Languages

manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of these certifications must accompany deployed seconded/contracted personnel.

**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 failure of the selection process.*

#### **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 Directorate CPCC 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 Positions (7)

<b>Position Name:</b> Senior Strategic Adviser on Organised Crime (MOI)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 14	<b>Location:</b> Baghdad, Iraq	<b>Availability</b> 22/02/2021
<b>Component/Department/Unit</b> Operations Department/Law Enforcement Agencies Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Strategic Adviser 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;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities:

- Based on UN Convention on Transnational Organised Crime, 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. measures against money laundering, corruption and financing of terrorism, proceeds of crime, cybercrime, trafficking in human beings, drugs and weapons
- 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 UNSR 1325 and safeguard human rights

### 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
- Good experience in EU JHA policies and relevant EU JHA agencies

**6. Desirable Qualifications and Experience:**

- Relevant professional qualifications
- 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> SSA on Counter-Terrorism (MOI) (2 positions)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 17 IAO 18	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 01/01/2021 ASAP
<b>Component/Department/Unit:</b> Operations Department/ Law Enforcement Agencies	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<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 identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

#### 3. Specific Tasks and Responsibilities:

- 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 ensure Iraqi progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Iraqi counterparts are cognisant of UNSR 1325 and human rights.

#### 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 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 Arabic.

<b>Position Name:</b> Senior Strategic Adviser Border Management (BFC-Mol)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 20	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 23/02/2021
<b>Component/Department/Unit:</b> Operations Department/Law Enforcement Agencies	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line

Senior Strategic Adviser Border Management (BFC-Mol) 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 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, 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 identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s)

### 3. Specific Tasks and Responsibilities

- To advise and assist the Iraqi Mol Border Forces Command on the development of organisational structures and models which delineate security functions;
- To assist the Iraqi Mol Border Forces Command on the development effective command and control enabled through clear structures and responsibilities;
- To establish a sustainable contact network with all the counterparts involved in border management issues;
- To support the development of an Iraqi Border Management Model with a strategic point of view;
- To advise the Iraqi Mol Border Forces Command on inter-agency cooperation contributing to the establishment of Iraqi Border Management Model;
- To advise the Iraqi MOI Border Forces Command on information exchange, employment of databases and adapting procedures to the on-going introduction of biometric identification documents;
- To identify and assesses the needs, at central level and in the field, of the security actors in relation to their tasks in the area of border management;

- Through advising efforts, contribute to the coherence and strategic development of the Iraqi National Security Architecture;
- To promote context specific solutions which contribute to the Iraqi Institutional development;
- To ensure counterparts are cognisant of UNSR 1325 and to 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 coordinate and close cooperation with the Border Points Commission;
- To provide strategic advice on Integrated Border Management to all Iraqi and international partners if necessary;
- To contribute to the induction of Mission personnel as required:

#### **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 equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Ability to mentor and motivate local national counterparts.

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

- At least 3 years of experience in the management of border crossings;
- Experience in border crossing points and surveillance borders at strategic level;
- Experience as Senior Law Enforcement Officer;
- Experience in institutional reform and development of training requirements in Home Affairs issues at ministerial level;
- Experience in project/program management with EU and/or international organisations or nongovernmental organizations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Experience in project management;
- Experience in strategic planning;
- Experience in organisational development;
- Experience in institutional reform;
- Experience of working with EU JHA/CT policies and relevant EU JHA agencies.

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

- Knowledge about EU JHA and international border management cooperation (FRONTEX, IOM, ICMPD, INTERPOL);
- 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> 26/01/2021
<b>Component/Department/Unit:</b> Operations Department/ Strategic Civilian SSR Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<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 contribute to Mission induction training of Mission personnel as required;
- To identify and report on lessons and best practices within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities:

- 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. 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.

#### **4. 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 5 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) <i>(2 positions)</i>	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 61, IAO 62	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP ASAP
<b>Component/Department/Unit</b> Operations Department/ Strategic Civilian SSR Component	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Strategic Adviser 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;
- To liaise closely with other Mission Senior Strategic Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Specific Tasks and Responsibilities:

- 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 UNSR 1325 and human rights.

#### **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.

### **Seconded/Contracted Positions (10)**

<b>Position Name:</b> Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. number:</b> IAT 10	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU-CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

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

The Verification Officer reports to the Head of Mission (HoM).

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

- To perform, in coordination with the Finance Unit and other Units and Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.;
- To verify, in accordance with the provisions of the ex-post regime, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions,
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation processes;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **3. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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, in a field relevant to the post, AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems;
- Ability to pay close attention to detail so that work produced is reliable and accurate;
- Excellent command of English, both written and oral.

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

- Verification Officer course/training or other related course/training
- CSDP Mission's experience

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

- Good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of EU Financial Regulations and Knowledge of Practical Guide to Contract Procedures for EU External Actions (PRAG)

<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> Mission HQ/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 act as the Mission's main spokesperson and to communicate the work of the Mission to the Iraqi public and international audiences, in particular to the EU Member States, Third Contributing States and decision makers;
- To develop and manage the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission's visibility items;
- To draft, keep under 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, changes;
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To act as a line manager and supervise the work of the National Press and Public Information Officers;

#### **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 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

<b>Position Name:</b> Deputy Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. number:</b> IAD 10	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/Security & Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Senior Mission Security Officer (D/SMSO) reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To replace the SMSO in his/her absence;
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members To be contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To contribute to the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce the security inputs to daily SITREPs, WOS, Monthly and Six Monthly Reports and to ensure real time reporting from potential trouble spots as appropriate;
- To ensure journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction training to Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that personal security advice is given to Mission members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To conduct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To undertake any other related task as requested by the Line Manager(s).

### 3 Mission Specific Tasks and Responsibilities:

- To conduct the role and responsibilities of a D/SMSO as appropriate
- Mission experience, e.g. CSDP, UN, OSCE etc.;
- Police or military background;

#### **4 Essential Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level.

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

- Ability to contribute creatively to the development of security policies and procedures;
- planning, and time-management skills;
- Language skills (if applicable).

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

- Mission experience, e.g. CSDP, UN, OSCE etc.;
- Police or military background;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of firearms training;
- Civilian driving license class C.

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

- University or/and Master's Degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Civilian driving licence class C.
- Firearms trained;
- Experience in planning and implementing projects
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/contracted	
<b>Ref. number:</b> IAD 13*	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/ Security & Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 3. Reporting Line:

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

### 4. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

### 5. Mission Specific Tasks and Responsibilities:

- To conduct the role and responsibilities of an SMSO as appropriate;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations on same;
- To conduct risk analysis and threat assessments on security developments in the area of operations as well as persons and assets.

### 6. Essential Qualifications and Experience:

- Successful completion of relevant University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and/or assets, after having fulfilled the education requirements.
- out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and/or assets.

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

- Planning and time-management skills;
- Analytical skills.

**8. Desirable Qualifications and Experience:**

- Mission experience, e.g. CSDP, UN, OSCE etc.;
- Police or military background;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of firearms training;
- Civilian driving license class C.

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

- Knowledge of the Mission area and potential security threats;
- Writing and reporting skills;
- Knowledge of Arabic.

<b>Position Name:</b> Mission Security Assistant	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> IAD 17*	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/ Security & Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Assistant (MSA) reports to the Deputy Senior Mission Security Officer (DSMSO).

### 2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To conduct the role and responsibilities of an MSA as appropriate.

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Planning and time-management skills;
- Analytical skills.

### 6. Desirable Qualifications and Experience:

- Mission experience, e.g. CSDP, UN, OSCE etc.
- Police or military background;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of firearms training;

- Civilian driving licence class C.

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

- Knowledge of the Mission area and potential security threats;
- Writing and reporting skills;
- Knowledge of Arabic.

<b>Position Name:</b> Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> IAD 20	<b>Location:</b> Baghdad	<b>Availability:</b> ASAP
<b>Department/Unit:</b> Mission HQ/Security & Duty of Care Department	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Medical Adviser reports to the Senior Mission Security Officer

### 2. Main Tasks and Responsibilities:

- To provide advice and guidance for the work of the Medical aspects of the Mission;
- To assist and advise the HoM and Head of Mission Support on all medical/welfare matters;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To co-ordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance to all staff members;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the Mission's insurance company;
- To organize the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To co-ordinate and perform Medical Briefings and First Aid Training for all incoming Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Providing advise and guidance to all Mission staff on the specific Iraqi environment and to ensure MOU's, Contingency and emergency plans are updated and usable.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies in medicine of at least 4 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 Medicine; AND

- License to practise medicine from a recognised Medical School;
- A minimum of 5 years of relevant professional experience, in the field of medicine, medical planning and administrative procedures, including experience in mass casualty situations planning/major incident medical management and support, after having fulfilled the education requirements;

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

- Extensive knowledge of emergency medicine;
- Experience in assessing medical facilities, including under difficult conditions abroad.

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

- Flight Medical and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS) course;
- International medical experience, particularly in crisis areas with multi-national and international organisations.
- CSDP Mission experience
- Experience in Hot/dry climate.

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

- Previous work experience in the same geographical area.
- Knowledge of Arabic

<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 Dept./ 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;
- To undertake any other related tasks as required by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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> Head of Human Resources	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. number:</b> IAS 30	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/Mission Support Department/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Human Resources reports to the Head of Mission Support Department.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the Human Resources Unit;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for the setting up and implementation of relevant Mission internal strategies, policies and procedures;
- To ensure an effective and transparent Human Resources planning and recruitment process;
- To ensure a fair, effective and transparent performance appraisal process;
- To ensure an effective and efficient Human Resources administration process;
- To support the Mission management in implementing the Mission's mandate in accordance with the Mission key documents and ensuring effective training activities for staff members and other relevant support during their tenure;
- To ensure that line managers of the Mission get the necessary advice and support in Human Resources matters;
- To coordinate as appropriate with the EEAS (CPCC) and the EU Commission (FPI) as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission management and the EEAS (CPCC) on Human Resources related issues;
- To act as a key interlocutor with staff and their representatives, such as the Staff Committees and National Contingent Leaders/National Points of Contact/ National staff representative; on matters affecting staff members, and to facilitate bringing closer the concerns of staff to the Senior Management;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To plan and set up Mission-specific Human Resources related core functions in the build-up phase of the Mission;
- To plan and execute Mission's organisational development, deployment plan, connected organigram in accordance with strategic guidance from CPCC and the Mission's senior management.
- To develop the digital tools available to ensure full compliance with guidelines, regulations and SOP's on data protection
- To maintain and update the Mission database, work processes and web functions relevant for all staff
- To oversee the welfare budget line and ensure correct approach and use of the mission welfare
- To plan, coordinate and deliver Mission induction training, and other trainings as needed, with other relevant stakeholders

- To ensure the mission have the relevant competences in terms of workplace meditation and negotiation

#### **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 7 years of human resources management working experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

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

- People management skills and capacity to deal with different levels of stakeholders;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Problem solving skills;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Spoken and written proficiency in English.

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

- University and/or Master's Degree in human resources management, leadership or management or/and an international certification in human resources management;
- Knowledge and/or experience in strategic management and/or public administration.
- Experience in Risk management
- Experience in LEAN

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

- Knowledge of Arabic.

<b>Position Name:</b> Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. number:</b> IAS 41	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/Mission Support Department/GSS Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Logistics Officer reports to Head of General Support Services

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to Line Manager(s)
- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies in the Mission;
- To provide logistical support to all personnel in the Mission in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To build and keep updated the inventory of assets in the Mission;
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To draft specifications for issuing tenders related to his/her area of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To liaise with other International and Iraqi partners and markets to ensure a smooth expedition of all goods in and out of the Mission.
- To assist in managing and maintaining a comprehensive database of expendable and non-expandable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action – especially in transit and or in and out of Mission (IZ/RZ);

### 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 Transport, Logistics, Engineering, Administration or other related fields OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 4 years relevant professional experience, in the field of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related fields, after having fulfilled the education requirements.

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

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Awareness of different product and services markets and industrial business networks;
- Ability to perform under stress and in difficult circumstances;

**6. Desirable Qualifications and Experience:**

- CSDP Mission experience.

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

- Experience with ERP (Enterprise Resource Planning) and inventories.

<b>Position Name:</b> Cyber Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. Number:</b> IAS 53	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Mission HQ/ Mission Support Department/ CIS Unit	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Cyber Security Officer reports to the Head of Communication and Information Systems.

**2. Main Tasks and Responsibilities:**

- Design, implement and maintain the IT Security Architecture and Plan, and implement IT security standards and best practices;
- Monitor appropriate IT Security metrics and provide periodic status reports to stakeholders for all critical systems within their specific area of responsibility;
- Develop and implement IT security controls;
- Formulate operational risk mitigation and execute incident response actions;
- Install, configure, and maintain the use of security tools (e.g. firewalls, data encryption, IDS, IPS) and services, to protect the Mission's data, electronic information, systems and infrastructure;
- Research, evaluate, recommend and introduce new IT security tools, techniques, services and technologies to improve and innovate the Mission's IT security solutions portfolio;
- Identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions and services;
- To undertake any other related tasks as requested by the Line Manager.

**3. Mission Specific Tasks and Responsibilities:**

- Support development and participate in the Mission's Cybersecurity Incident Response Team and work closely with stakeholders involved with Cybersecurity issues;
- Support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions;
- Support the operational hardening of IT and communication systems, services and networks;
- Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners;
- Provide training, advice and easy to follow user guidelines on maintaining IT and cyber security.

**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; AND

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- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in an IT Security/Cyber Security, after having fulfilled the education requirements;
- Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, Microsoft O365 Security features (e.g. Advanced Threat Protection), network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.

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

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards;
- Mission experience, e.g. CSDP, UN, OSCE etc.

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

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- A combination of professional and relevant expertise and/or certifications in Microsoft, Cisco, Ubiquiti and Rapid7 products and technologies;
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ ITIL, MOF) ;
- International experience, particular in crisis areas with multi-national and international organisations;
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, or similar).

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

- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Good knowledge of problem solving and analytical ability to analyse complex IT systems configuration.