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

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

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

General Requirement & Eligibility

- Applicants must be **Iraqi Citizen**;
- Applicants must be **native speakers of Arabic**;
- Applicants must enjoy their **full civil rights and have no criminal record** (Certificate of non-conviction will be required before any employment offer);
- Applicants must be in **good physical and mental health** (Medical checks will be required before any employment offer);
- Only application provided on the **latest official EUAM Iraq application form** will be accepted;
- **Maximum of two (2) applications per applicant** (*i.e. you can apply for a maximum of 2 posts*);
- Application forms must be **filled in English** (*except for the applicant's name which should be provided in both English and Arabic*);
- Applications must be submitted as **Word document** (no PDF or JPEG), each file must be named as: "**IANX00_1st name_2nd name**" where "IANX00" stands for the position reference;
- Deadline to apply: **15 July 2020, at 17:00 (Baghdad Time)**; applications received after this date and time will be disregarded;
- **Applications not abiding by the points above will be disregarded**;
- Files submitted will not be returned.



IMPORTANT

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

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



Annex 1

European Union Advisory Mission in IRAQ (EUAM IRAQ) 2-2020 Call for Applications National Staff (open to Iraqi Nationals only)				
Organisation:	EUAM IRAQ			
Job Location:	Baghdad			
Employment Regime:	Local Contracted			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Available on
	IANT 03	National Political and Human Rights Adviser	Baghdad	ASAP
	IANT 04	National Press and Public Information Officer	Baghdad	ASAP
	IANO 12	National Liaison Officer (ONSA)/ Translator	Baghdad	ASAP
	IANO 16	National JCC Liaison and Coordination Officer	Baghdad	ASAP
	IANO 53	National Senior Legal Language Officer	Baghdad	ASAP
	IANO 56	National Liaison Officer/ Translator	Baghdad	ASAP
IANS 32	National Human Resources Officer (Visa)	Baghdad	ASAP	
Deadline for Applications:	15 July 2020, at 17:00 (Baghdad Time)			
E-mail Address to send the Job Application Form to:	applications@euam-iraq.eu			
Information:	For more information relating to selection and recruitment, please contact EUAM IRAQ: applications@euam-iraq.eu			

<u>Position name:</u> National Political & Human Rights Adviser	<u>Employment regime:</u> Local contracted	<u>Group:</u> 2
<u>Ref. number:</u> IANT 03	<u>Location:</u> Baghdad, Iraq	<u>Component/Department/Unit:</u> MHQ/ Chief of Staff Office

1. Reporting Line:

The National Political and Human Rights Adviser's role is to support and advise the Mission on its mandate implementation by helping to map, illuminating, advising on and introducing the Mission to key Iraqi security sector reform (SSR) interlocutors and stakeholders, including civil society organisations.

The National Political and Human Rights Adviser reports to the Political Adviser.

2. Main Tasks and Responsibilities:

- Support the Mission in identifying key SSR interlocutors and stakeholders within Iraq's government institutions as well as amongst civil society organisations;
- Support the Mission in obtaining and maintaining a thorough understanding of the political landscape, the formal and informal decision-making structures and the dynamics of influencing government institutions;
- Support the Mission's relationship building by introducing relevant mission members to key SSR interlocutors and stakeholders, including civil society organisations;
- Advise the Mission on how to build and maintain a trust-based and mutually beneficial working relationship with key interlocutors and stakeholders, including civil society organisations, across the SSR landscape;
- Support the Mission in identifying gaps in, threats to and opportunities for its mandate implementation;
- Support the Mission in advising on human rights related developments relevant to its mandate.
- Support the Political Adviser and the Human Rights and Gender Adviser during meetings and contacts with national counterparts and stakeholders, including civil society organisations;
- Contribute to the reporting tasks of the Political Adviser and the Human Rights and Gender Adviser;
- To undertake any other related task as requested by the Line Manager(s).

3. Essentials Qualifications and Experiences:

- Educational qualification: University degree in a relevant subject (social or political science, law, security studies etc.) OR equivalent police/military education.
- Minimum 3-5 years of experience in working on the topics related to present job description, for instance within or with an Iraqi civil society organisation.
- Affiliation and/or working experience within the Iraqi Security Sector is an asset.

4. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of the Iraq security sector in general, the Ministry of Interior (MoI) and Office of the National Security Adviser (ONSA) in particular – at the systemic and institutional levels.
- Extensive knowledge of Iraqi politics, culture and history.
- Extensive knowledge of human rights and the Iraqi legislation in that respect.
- Proficient in oral and written English.
- Proven presentational and communication influencing skills.

- Able to participate in field visits across the country.
- Able to work effectively under pressure, to tight deadlines and despite long hours.
- Able to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment.

5. Desirable Qualifications and Experience:

- Experience with planning, implementing, and/or evaluating security sector reform.
- Experience working in Iraq's security sector.
- Experience working for international organisations, institutions and/or companies.
- Experience in advising decision makers.

6. Desirable Knowledge, Skills and Abilities:

- Knowledge of the European Union's past and current relations with Iraq.
- Working knowledge of Sorani.

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

1. Reporting Line:

The National Press and Public Information Officer (PPIO) will assist Head of Mission with communicating the work of Mission to the public. The National PPIO reports to the Head of PPIO.

2. Main Tasks and Responsibilities:

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

3. Essential Qualifications and Experiences:

- Educational qualification, **Bachelor's degree** in a relevant subject (Journalism, Political Science, Social Sciences, International Relations, Media etc.);
- Minimum **5 years** of relevant experience (journalist, spokesperson, media, communication and PR work) with exposure to international environment;
- High proficient in oral and written English.

4. Essential Knowledge, Skills and Abilities:

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

5. Desirable Knowledge, Skills and Abilities:

- Working experience within international environment or organisations;
- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- Experience in promoting mission's presence on social media.

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

1. Reporting Line:

The National Liaison Officer (ONSA) - Translator reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities:

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

3. Essentials Qualifications and Experiences:

- Educational qualification, Bachelor degree in a relevant subject (English, Law, Political Science, etc.) or police/military education at minimum officer 3 level (Major);
- Previous minimum experience of 5 years with preferably at least 2 years within the ONSA related security forces or of which at least 2 years working with the police, Ministry of Foreign Affairs or Ministry of Interior
- High proficient in oral and written English.

4. Essentials Knowledge, Skills and Abilities:

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

5. Desirable Qualifications and Experiences:

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

6. Desirable Knowledge, Skills and Abilities:

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

Position Name: National JCC Liaison and Coordination Officer	Employment Regime: Local Contracted	Group: 2
Position Number: IANO 16	Location: Baghdad, Iraq	Component/Department/Unit: Operations Department/ Law Enforcement Agencies Component

1. Reporting Line:

The National JCC Liaison and Coordination Officer reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities:

- To assist in developing and implementing the Ministry of Interior Joint Coordination Centre function;
- To liaise with interlocutors with a broad range of people;
- To assist and support the development, planning, coordination and coherent implementation of the civilian related aspects of the Iraqi National Security Strategy and the Security Sector Reform Programme as a national staff member of EUAM Iraq;
- To assist and support the Advisers of Law Enforcement Agencies Component in their work, including support to institutional reform, development of human rights and gender policies and efforts to help counter terrorism (including countering violent extremism) and organised crime, with specific reference to border management, financial crime in particular corruption, money laundering and trafficking of cultural heritage goods;
- To liaise with interlocutors representing national actors e.g. in the Office of the National Security Adviser, the Ministry of the Interior, another national or local authority or with international partners;
- To provide administrative and executive support to the Advisers with the ability to perform the tasks independently or with little supervision, while adhering to the highest standards and quality of work;
- To participate in the day-to-day work of the Operations Department in support of the Advisers, including any field visit outside Baghdad;
- To act as an interpreter at meetings or events as required, to translate e.g. documents, letters, texts, presentations from English into Arabic and vice versa;
- To monitor, record and archive the documented and produced data and information at all stages;
- To compile and prepare invitations, agendas, schedules, minutes, and reports and summaries of the Operations Department;
- To assist and support Advisors administratively in various project-related tasks throughout the project cycle;
- To take responsibility for a range of tasks each requiring simultaneous attention and work to demanding schedules;
- To maintain a good technical vocabulary related to the scope of the task and to be familiar with the terminology used, especially the areas of responsibility of the Law Enforcement Agencies Component;
- To maintain a good knowledge of the different areas and phases of the Mission's activities and its mandate;
- To maintain the confidentiality of the information perceived, processed and recorded in accordance with the highest standards;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Essentials Qualifications and Experiences:

- To have successfully completed of relevant university studies of at least 3 years e.g. bachelor's Degree in Law, Criminology, Public Administration, Business Administration, or equivalent;
- To have previous minimum experience of 5 years with at least 2 years within the ONSA related security forces or of which at least 2 years working with the police, Ministry of Foreign Affairs or Ministry of Interior;
- To have working experience in a multi-national and international environment or organisations.

4. Essentials Knowledge, Skills and Abilities:

- To have a good proficient in oral and written English (C1 according to Common European Framework of References for Languages);
- To have a solid computer literacy (web, Microsoft Office software, especially Excel and Outlook);
- Excellent administration and organisational skills;
- Ability to prioritise the workload and work under pressure;
- To be flexible, and willing to learn new skills and undertake a range of duties is essential;
- To be willing to work long and irregular hours with the capacity to remain helpful and courteous with all contacts.

5. Desirable Qualifications and Experiences

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

6. Desirable Knowledge, Skills and Abilities

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

<u>Position Name:</u> National Senior Legal Language Officer	<u>Employment Regime:</u> Local Contracted	<u>Group:</u> 1
<u>Ref. Number:</u> IANO 53	<u>Location:</u> Baghdad	<u>Component/Department/Unit:</u> Operations Department/ Strategic Civilian SSR Component

1. Reporting Line:

The National Senior Legal Language Officer reports to the Head of Strategic Civilian SSR Component.

2. Main Tasks and Responsibilities:

- To provide legal expertise and advice on legal issues related to the host country legal framework, and National Security Legislation including advice on host country regulatory and other instruments, mechanisms, and arrangements;
- To prepare and draft documents on legal issues pertaining to the implementation of the Mission mandate, under the guidance of the Head of Strategic Civilian SSR Component (CO1), and/or the Senior Strategic Advisor on National Security Legislation;
- To conduct research on legal issues related to public international law and relevant host country law in key areas related to National Security Legislation;
- To support the Senior Strategic Advisor on National Security Legislation in all areas of their respective work, including liaising with local interlocutors on legal issues, supporting in the preparation and delivery of legal training courses, the organization of workshops and other events;
- To translate legal documents from Arabic into English and vice-versa;
- To provide interpretation services in meetings with Iraqi interlocutors;
- To prepare discussion points for the Head of Strategic Civilian SSR Component (CO1), and/or the Senior Strategic Advisor on National Security Legislation ahead of meetings with Iraqi interlocutors;
- To preparing and participate in meetings, conferences, and other events, preparing meeting reports;
- To maintain the highest level of confidentiality when dealing with assigned tasks and responsibilities, as well as with all Mission documents and information;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Essentials Qualifications and Experiences:

- To have successfully completed of relevant university studies of at least 4 years e.g. Master's Degree in Security, Law, English, Public Administration, Business Administration, or equivalent;
- A minimum of 12 years of working experience in the Security, Law or political sphere;
- Knowledge of relevant jurisprudence in the host country;
- High proficient in oral and written English;
- Native Arabic speaker;
- Minimum 3 years of management and supervision experience.

4. Essentials Knowledge, Skills and Abilities:

- Computer literacy (Microsoft, Excel, Office, Word, PowerPoint);
- Good communication skills;
- Writing and presentation skills;
- Networking skills and able to work independently on own initiative, complete assigned tasks within strict deadlines ;
- Consistently maintain quality and accuracy in performance of duties;
- Confidentiality of information;
- Able to communicate with personnel at all operational and strategic levels.

5. Desirable Qualifications and Experiences:

- Previous experience of working with the Iraqi Police, Ministry of Foreign Affairs, Ministry of Interior or the Office of the National Security Advisor or on an SSR mission;
- Experience of working within international environment or organisations;
- Programme and project management experience;
- Leadership, managing and developing people.

6. Desirable Knowledge, Skills and Abilities:

- A diploma or certificate in English Language skills, in both translation and interpretation, IELTS certificate or equivalent academic or professional training, evidenced by a certificate or degree obtain in English;
- Previous professional experience working with an international organisation;
- Knowledge of typical Diplomatic and protocol processes in the host country and how to solve difficulties at lowest possible level and if required at international level;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<u>Position Name:</u> National Liaison Officer - Translator	<u>Employment Regime:</u> Local Contracted	<u>Group:</u> 2
<u>Position Number:</u> IANO 56	<u>Location:</u> Baghdad, Iraq	<u>Component/Department/Unit</u> Operations Department/ Strategic Civilian SSR Component

1. Reporting Line:

The National Liaison Officer - Translator reports to the Head of Strategic Civilian SSR Component.

2. Main Tasks and Responsibilities:

- To translate of all types of texts e.g. training manuals, laws, presentations, letters, reports etc. from English to Arabic and vice-versa;
- To interpret in liaison or consecutive mode from English to Arabic and vice-versa;
- To accompany mission staff in their daily advisory work including duty trips outside Baghdad;
- To assist in the preparation of text for translation, including obtaining relevant reference materials;
- To maintain good working knowledge of specific and technical fields and related terminology;
- To maintains good knowledge of the Mission and its mandate;
- To proofread outsourced documents and check mission texts and other deliverables/work to assure high quality and accuracy;
- To maintain the highest levels of confidentiality when dealing with all Mission or other obtained information;
- Advising on cultural awareness;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Essentials Qualifications and Experiences:

- Educational qualification, Bachelor's degree in English, Law or in another relevant field;
- Previous minimum experience of 5 years of which at least 2 years working with the police, Ministry of Foreign Affairs, Ministry of Interior or the Office of the National Security Advisor;
- High proficient in oral and written English.

4. Essentials Knowledge, Skills and Abilities:

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

5. Desirable Qualifications and Experiences:

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

6. Desirable Knowledge, Skills and Abilities:

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

Position Name: National Human Resources Officer (Visa)	Employment Regime: Local Contracted	Group: 2
Position Number: IANS 32	Location: Baghdad, Iraq	Component/Department/Unit: Mission Support/ Human Resources

1. Reporting Line:

The National Human Resources Officer (Visa) reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To liaise with relevant government's offices, e.g., protocol office at MoFA and residency office at Mol on visa issuance, visa extension and any other related;
- To ensure that all the information provided for visa issuance, residency cards is accurate;
- To prepare, file documents and record data in the appropriate databases and files;
- To carry out all HR-related tasks and assignments in co-ordination with the other HR Officers;
- To maintain duty rosters, leaves tables and databases as appropriate;
- To enrol staff onto the insurance scheme, maintaining data as well as supporting in reporting and filing;
- To file all relevant HR, Mission Support related documents and recorded data in the appropriate databases and files;
- To support the unit regarding the implementation of the budget and in other financial aspects;
- To participate in the full recruitment cycle including advertisement, recruitment, selection panels and reporting - selections and classifications;
- To prepare HR related budgetary commitments, ensure validation for expenditure, payment orders;
- To keep updated records of all commitments, validations, and payments;
- To assist the unit in the payroll preparation, adjustment and presentation for validation and signatures;
- To calculate and verify entitlements, daily allowances, expenses and billing-related issues;
- To ensure appropriate administrative support for duty trips and travels (flight bookings and hotels)
- To prepare weekly, monthly and special reports as requested;
- To prepare Mission staff statistics on a monthly basis including headcounts, leaves, sick-leaves, occupancy rates and selection specific statistics;
- To translate English/Arabic and vice versa any document required for fulfilling the duty;
- To undertake any other related task as requested by the Line Manager(s).

3. Essentials Qualifications and Experiences:

- Educational qualification, Bachelor's degree in human resources, Business Administration or equivalent);
- A minimum of 3 years of professional experience in the field of Administration and/or Human Resources, after having fulfilled the education requirements;
- To have a minimum of 3 years of relevant professional experience as liaison with government's bodies or any other related fields, after having fulfilled the education requirements.

4. Essential Knowledge, Skills and Abilities:

- To be a native Arabic speaker;
- To have a good proficiency in oral and written English (C1 according to Common European Framework of References for Languages);
- To have strong communication and negotiation skills;
- To have a solid computer literacy (web, Microsoft Office software, especially Excel, Word and Outlook);
- To be motivated, energetic, and able to work as a part of a team.

5. Desirable Qualifications and Experiences:

- To have experience in working with databases;
- To have experiences in IT helpdesk duties, would be an advantage;
- To have working experience in a multi-national and international environment or organisations.

6. Desirable Knowledge, Skills and Abilities :

- To be willing to learn new skills and undertake a range of duties is essential;
- To be able to work independently, with minimal supervision.
- To be able to complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in the performance of duties.
- To be able to maintain a clean, safe, and always hazard free working environment and the highest standards of personal appearance.
- To have proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.