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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 (Kurdish language is an asset)**;
- A minimum of relevant professional experience according the job description, **after having fulfilled the education requirements**;
- Applicants must enjoy their **full civil rights and have no criminal record** (Certificate of non-conviction will be required before any employment offer);
- Applicants must be in **good physical and mental health** (Medical checks will be required before any employment offer);
- Only application provided on the **latest official EUAM Iraq application form** will be accepted;
- **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 or Kurdish*);
- Applications must be submitted as **Word document** (no PDF or JPEG), each file must be named as: "**IANX00_1st name_2nd name**" where "IANX00" stands for the position reference;
- Deadline to apply: **15 July 2024, 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) 1-2024 Call for Applications National Staff (open to Iraqi Nationals only)				
Organisation:	EUAM IRAQ			
Job Location:	Baghdad			
Employment Regime:	Locally Contracted			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Available on
	IANT 510	National Project Officer	Baghdad	ASAP
	IANO 551	National SSR Coordination Officer	Baghdad	ASAP
Deadline for Applications:	15 July 2024, 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			

Position Name: National Project Officer	Employment Regime: Locally Contracted	Group: 2
Position Number: IANT 510	Location: Baghdad, Iraq	Component/Department/Unit: Mission HQ/CoS/Project Cell

1. Reporting Line:

The National Project Officer reports to the Head of Project Cell.

2. Main Tasks and Responsibilities:

- To support administratively the Mission projects and Project Leaders in project management related tasks throughout the project cycle;
- In project related matters, to work in coordination with the Operations and Mission Support Departments like Procurement, Finance, HR and GSS;
- To liaise with service providers/suppliers and communicate with a broad range of counterparts;
- To take responsibility for a range of tasks each requiring simultaneous attention and work under demanding schedules;
- To assist in the organization of in-country and international events and travel arrangements, in collaboration with other actors involved;
- To provide a wide range of administrative and executive support to the Head of Project Cell and to be able to perform these tasks independently or with little supervision;
- Keep track, register and archive all documentation and data generated at all stages of the project process and of the contract implementation;
- To compile agendas, schedules, minutes and reports for the department;
- To translate documents, and to act as an interpreter in the meetings;
- To perform and carry out other tasks and duties required or requested by the Line Manager.

3. Essentials Qualifications and Experiences:

- Educational qualification: Bachelor's degree of at least 3 years in Public Administration, Business Administration, Purchasing & Supply Management, Finance, Accounting or equivalent;
- A minimum of 3 years of relevant and proven full-time professional experience, after having fulfilled the education requirements, in the field of project management, or administration, procurement, or equivalent preferably with a substantial part of it in projects related tasks;

4. Essentials Knowledge, Skills and Abilities:

- Very good proficient in oral and written English (C1 according to Common European Framework of References for Languages);
- Native Arabic speaker;
- Enjoy full civil rights and do not have criminal record;
- To take account of gender equality and human rights aspects in the execution of tasks;
- Good understanding of the local market;
- To have a solid computer literacy (web, Microsoft Office software, especially Excel and Outlook);
- Excellent administration and organizational skills;
- Ability to prioritize the workload and work under pressure;
- To be proactive, flexible, willing to learn new skills and undertake a range of duties;
- 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 previous working experience from international organisations;
- To have previous event management experience;
- To have previous experience working with procurement or contract management.

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 in field trips/workshops across the country and internationally;
- 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.

7. Important Note:

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

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, Public Administration, Business Administration, Purchasing & Supply management, or equivalent;
- A minimum of 3 years of relevant and proven full-time professional experience, after having fulfilled the education requirements in coordination/administrative function;
- To have working experience in a multi-national and international environment or organisations.

4. Essentials Knowledge, Skills and Abilities:

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

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.

7. Important Note:

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