



**Annex 1**

**European Union Advisory Mission in Support of Security Sector Reform in Iraq  
(EUAM Iraq)  
1-2021 EO 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> (1 position)			
	IAO 01	Head of Operations	Baghdad	09/05/2021
	<b><u>Seconded/Contracted</u></b> (1 position)			
	IAD 21	Deputy Medical Adviser	Baghdad	ASAP

<b>Deadline for applications</b>	<b>10 March 2021 17:00 CET (Brussels time)</b>
<b>Interview period</b>	<b>March 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 style="text-align: center;"><b>Mr Ken WACHTELAER</b>  <a href="mailto:CPCC-EUAM-IRAQ@eeas.europa.eu">CPCC-EUAM-IRAQ@eeas.europa.eu</a>  <b>+32 492 43 75 77</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 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 to the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. 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 undergo Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

*Deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### II. A Essential Requirements

The following are essential requirements for all civilian international experts to the Mission:

#### 1. Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF),<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.

**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.

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

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

### III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

**Passport** – The selected candidates must have a passport from their respective national authorities.

**If possible, a Service Passport or Diplomatic Passport should be issued.**

**Visas** – Contributing states and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries *en route* to the Mission. The seconding state can be supported by the Mission with a Secondment Letter and Letter of Exchange with the relevant Iraqi Ministry.

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to the European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States, a PSC at the equivalent level is necessary.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the 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 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 cancellation of the selection process for the candidate.*

### IV. ADDITIONAL INFORMATION

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the contributing States and European Institutions to take this into account when offering contributions at all levels.

**Application Form** – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module (or on the web for Contributing or Invited Third States), indicating which position(s) the candidate is applying for.

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference/skype/phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing states will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment considering the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – Contributing states and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Data Protection** – The EEAS and its CPCC Directorate process personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the

Union institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

The current reporting lines of the following job descriptions may be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

### **Seconded Positions (1)**

<b>Position Name:</b> Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 01	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 09/05/2021
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

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

The Head of Operations reports to the Head of Mission (HoM)

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

- To supervise, manage and coordinate the Mission operational Components/Offices, Units and Teams, ensuring they implement their tasks in accordance with the mandate;
- To contribute to the development of the Mission overarching policy and relevant Mission implementation strategy within his/her area of competence;
- To ensure that the CoS and the Senior Management Staff are periodically updated on Mission operational requirements and mandate implementation progress notably as regards resource needs;
- To ensure through weekly meetings and written instructions that the Mission operational elements are kept periodically updated of the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security Officer respectively;
- To input to the drafting and progressive updating of the Mission Implementation Plan (MIP) by supporting the identification of Mission operational requirements as the situation evolves as well as the design of Mission operational activities in support of tasks and objectives;
- To supervise the conduct of Mission activities and to ensure their orientation and operational coherence towards the end state;
- To regularly report against benchmarking, also assessing the consistency and sustainability of Mission operational activities across time, and to provide recommendations for the improvement of Mission performance;
- To ensure close cooperation with local authorities and other relevant stakeholders at the required levels;
- To cooperate with the Project Cell on any funds required for the execution of Mission activities falling within his/her area of competence;
- To proactively seek advice from the Mission legal, gender and human rights advisors for the benefit of effective execution of the Operation Department duties in line with related overarching EU policies and standards
- To implement proper coordination with and support to other international EU and/or non-EU actions within the scope of Mission mandate;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that his/her supervised personnel contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To contribute to the induction and in-mission training of Mission personnel;
- To contribute proactively to a positive and harassment free working environment conducive and in line with the Standards of Behaviour;

- To fulfil any other tasks delegated to him/her by the HoM.

### **3. General Tasks and Responsibilities:**

- N/A

### **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 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at management level;
- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes;

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

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills;
- Spoken and written proficiency in English;

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

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Sound senior level experience in SSR related activities and support;
- Master Degree/MBA in management, business administration, political science, conflict studies or international relations other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Good experience in EU JHA policies, relevant EU JHA agencies and overall EU SSR approach
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multi-national and international organisations.
- Experience in either CSDP, OSCE or UN mission.

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

- Arabic language.

### **Contracted Positions (1)**

<b>Position Name:</b> Deputy Medical Advisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. Number:</b> IAD 21	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/Security & Duty of Care Dept	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

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

The Deputy Medical adviser reports directly to the Medical Adviser.

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

- To assist, support and provide guidance to the Medical Adviser (MA) on all Mission medical matters, as required;
- To deputise as MA in their absence;
- To provide medical guidance to all staff members and to liaise with Human Resource Unit on certified and uncertified sick leaves, as appropriate – both in and out of theatre;
- To liaise with international civilian and non-governmental humanitarian and support agencies in theatre when required or instructed by MA;
- To respond to medical incidents and emergencies on a 24/7 basis and provide regular emergency cover on a duty roster;
- To monitor the epidemiological and overall medical situation in theatre, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To support the MA in coordinating medical evacuations and assist in providing medical support during evacuation/repatriation, including escorting staff members out of theatre; advise evacuees on the requirements for evacuation;
- In support of the MA to assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if staff members are in need of (advanced) medical treatment due to illness or an emergency in close cooperation with the external medical provider in attendance;
- As instructed by the MA to take on responsibility for any task or function within the Medical Unit, such as everyday medical activities including daily routines, hygiene measures, maintaining of the pharmacy, ordering and procurement of medication, services and other supplies, stocktaking or management of the on-call roster;
- To maintain meticulous medical and statistical records on all patient assessments, treatment and care and prescription of medicines;
- To maintain essential equipment in an operational state such as ensuring the contents of all Mission First Response and Trauma Bags are correct and up-to date, Defibrillators & Ventilators are tested and functional to ensure all equipment is up to date and working;
- To prepare and perform medical briefings and training for all new and existing staff members as required by the MA;
- To compose any report or conduct any research on medical matters as required;
- To provide support and guidance relevant to the medical matters of the Mission to the MA as required;



- Under the leadership of the MA, to support the co-ordination and development of plans, procedures and policies on all medical issues and health matters related to the provision of medical support to the Mission, including relevant contingency plans as directed and tasked by the MA;
- To prepare and perform medical briefings and training for all new and existing staff members;
- To provide support and guidance relevant to the medical matters of the Mission to the MA as required;
- Under the leadership of the MA, to support the co-ordination and development of plans, procedures and policies on all medical issues and health matters related to the provision of medical support to the Mission, including relevant contingency plans as directed and tasked by the MA;
- To provide medical care and advice to mission members as appropriate;
- To act as a first responder in providing basic life trauma response and treatment during incidents;
- To liaise with other relevant health care providers to coordinate the provision of care and assessment of the quality of primary and specialist care in theatre to staff members;
- Under the direction of the MA. to coordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the staff member in close cooperation with all involved health care providers and the Mission's insurance company;
- To liaise with international civilian and non-governmental humanitarian and support agencies in theatre when required or instructed by MA;
- To contribute to and produce reports including lessons identification as requested by the MA;
- To undertake any other task as requested by the MA as Line Manager.

### **3. General Tasks and Responsibilities:**

- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To work from any of the missions operating bases in Iraq as directed by the MA;
- To gather all information related to medical support for the mission members

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

- Successful completion of university studies in medicine (or related studies) of at least 3 years attested by a diploma equivalent to level 6 in the qualification in the National Qualifications Framework or European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area. *e.g.* minimum Bachelor's degree in Nursing AND;
- After having fulfilled the educational requirements, a minimum of four (4) years of relevant professional experience as follows:
  - a minimum of 3 years of clinical experience, *e.g.* A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care or equivalent;
  - a minimum of 1 year of relevant professional experience in the field of medical planning and administrative procedures;

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

- International medical experience, particularly in crisis areas with multi-national and international organisations;
- Experience and training in MEDEVAC/CASEVAC procedures;
- Experience in delivering training in emergency medicine, trauma and health care;
- Experience in planning/major incident medical management and support;
- Previous management experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;

- Knowledge of tropical medicine;
- Excellent English Language skills (written and verbal);
- Excellent computer skills in MS Unit applications (Excel, Word, Power Point, Access).

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

- Presentation skills in a wider audience;
- Ability to perform under stress, in hostile environments and difficult circumstances;
- Extensive work experience in emergency medicine;
- Ability to establish and to maintain effective working relationships as a team member;
- Flight Medical and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS) experience;
- Major Incident Medical Management and Support (MIMMS) certificate;
- Advanced Cardiac Life Support (ACLS) certificate minimum provider level;
- Pre-Hospital Trauma Life Support (PHTLS) certificate or equivalent minimum provider level;
- Advanced Medical Life Support (AMLS) certificate or equivalent minimum provider level;
- Instructor Certificate Basic Life Support/ Cardiopulmonary Resuscitation (CPR);
- Previous work experience in the same geographical area as the mission
- Have good organisational and time management skills;

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

- Knowledge of Arabic;
- Knowledge of the Mission area of operation.