



Annex 1

**European Union Advisory Mission in Support of Security Sector Reform in Iraq
(EUAM Iraq)
2-2021 Call for Contributions
Requirements and Job Descriptions**

Organisation	European Union Advisory Mission in support of Security Sector Reform in Iraq			
Job Location	Baghdad, Erbil (Iraq)			
Availability	As indicated below			
Staff Regime	As indicated below			
Job Title/ Vacancy notice	Ref.	Name of the post	Location	Available
	<u>Seconded only</u> (10 positions)			
	IAT 15*	Executive Officer	Baghdad	Oct. 2021
	IAT 23	Planning & Evaluation Officer	Baghdad	Dec. 2021
	IAO 18	Senior Strategic Adviser on Counter-Terrorism (MOI)	Baghdad	ASAP
	IAO 21	Senior Strategic Adviser Border Management (BFC-MoI)	Baghdad	ASAP
	IAO 22	Senior Strategic Adviser Border Management (BPC)	Baghdad	ASAP
	IAO 51 IAO 52 (2 positions)	Senior Strategic Adviser on Human Resources Management	Baghdad	ASAP
	IAO 60	Senior Strategic Adviser on Institutional Reform (MOI)	Baghdad	Nov. 2021
	IAO 91 IAO 92 (2 positions)	Senior Strategic Adviser on SSR Coordination	Erbil	ASAP
	<u>Seconded/Contracted</u> (4 positions)			
	IAD 12	Mission Security Officer	Baghdad	Dec. 2021
	IAD 23	Nurse	Baghdad	ASAP
	IAT 18	Head of Press & Public Information/Spokesperson	Baghdad	ASAP
IAS 52*	Communication & Information Systems Officer	Baghdad	Dec. 2021	

* Pending availability of post.

Deadline for applications	Monday 20 September 2021 at 17:00 CET (Brussels time)
Interview period	October 2021
Submission of application	<p>1. You have the nationality of an EU Member State: you must use Goalkeeper to apply: You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2. You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities</i></p>
Information	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr Ken WACHTELAER CPCC-EUAM-IRAQ@eeas.europa.eu</p>

EUAM Iraq has a High-Risk Non-Family Mission status due to the present risk rating of the Mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States are accepted. Based on a political decision, Contributing or Invited Third States may be considered. Contributing states will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). A security clearance or a proof that the process to obtain a security clearance is initiated has to be provided.

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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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

Pre-Deployment Training (PDT) – The candidate should undergo Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

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

II. REQUIREMENTS

II. A Essential Requirements

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

1. Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF),¹ or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Organisational skills – the candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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.

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

² 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 Area of Operation of the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal Protection Equipment (PPE) – **National authorities must provide seconded selected candidates, i.e. Police Officers, with a bullet proof vest (level IV) and helmet (level IIIA).**

Deficiencies in any of the documents asked for a specific position may result in cancellation of the selection process for the candidate.

IV. ADDITIONAL INFORMATION

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

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

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

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

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

Data Protection – The EEAS and its CPCC Directorate process personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

V. JOB DESCRIPTIONS

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

Seconded only (10 positions)

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: IAT 15*	Location: Baghdad, Iraq	Availability: End of 2021
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer works in the Head of Mission Office and reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support the Head of Mission (HoM), Deputy Head of Mission (DHoM) and Chief of Staff (CoS) in organising the HoM's Office;
- To maintaining a registry of all official contacts with the Mission;
- To support the CoS in ensuring that advice and information provided for the HoM, DHoM and CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the HoM, DHoM and CoS;
- To ensure close cooperation with the HoM, DHoM and CoS and/or other relevant Mission staff on their planning and meeting schedules and on drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the HoM;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the HoM, DHoM and CoS;
- Under the direction of the HoM/DHoM/CoS, to maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To plan and coordinate visits on behalf of the Mission;
- To maintain a registry of all incoming and outgoing correspondence and inform Mission Units of submissions and deadlines;
- Under the guidance of CoS, to liaise directly, on behalf of the Mission with The Iraqi Ministry of Foreign Affairs on diplomatic and protocol issues in close liaison with the EU Delegation;
- To act as personal assistance to the HOM, DHOM and COS in all administrative related matters.

3. General Tasks and Responsibilities:

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

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; AND

- A minimum of 4 years of relevant professional experience, preferable as personal assistant/ executive officer to the senior management in an international environment after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- To be able to build and develop fruitful and productive relationships across gender, age and culture;
- To be able to coordinate tasks and a diversified and multidisciplinary team of advisers;
- To be proactive and stress resilient;
- Administrative skills (office management, event planning, project management).

6. Desirable Qualifications and Experience:

- Mission experience, e.g. CSDP, UN, OSCE etc.;
- Professional training in project management.

7. Essential Knowledge, Skills and Abilities:

- Executive Assistant training/course or another related training/course;
- Knowledge of Arabic.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: IAT 23	Location: Baghdad	Availability: ASAP
Component/Department/Unit: CoS /Planning, Analysis & Reporting Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Planning & Evaluation Officer reports to the Head of Planning, Analysis & Reporting Dept. (PARD)

2. Main Tasks and Responsibilities:

- To develop, maintain and update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's elements and other key stakeholders;
- To provide, based on the above and when required, guidance and/or advice and/or critical analysis to Mission management on the implementation of the Mission's mandate;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To develop and maintain a MIP progress tracking mechanism in close cooperation with the Mission's Reporting Officers, Analysts, Senior Strategic Advisers, and key stakeholders throughout the Mission;
- To contribute to the monitoring, evaluation and assessment of the impact of the Mission's activities.
- To prepare and give presentations.

3. General Tasks and Responsibilities:

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

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
- Excellent analytical and drafting capability and profound knowledge of information collection, information management and analytical methods.

- A minimum of 5 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical and research skills;
- Time management and ability to prioritize multiple tasks;
- Self-motivated person able to work without close supervision;
- Excellent interpersonal and teamworking skills;
- English language skills: minimum C1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives to diverse audiences;
- Knowledge of CSDP missions, structure and ambitions;
- Experience/knowledge of Iraq/Middle East/SSR reforms context;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser on Counter-Terrorism (MoI)	Employment Regime: Seconded	
Ref. Number: IAO 18	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit: Operations Department/ Law Enforcement Agencies Component	Security Clearance Level: EU SECRET or	Open to Contributing Third States: 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 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 UNSCR 1325 and human rights;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To perform any other tasks assigned by the Line Manager.

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 (Lieutenant Colonel/Chief Superintendent); 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 current practices in the field of interservice cooperation;
- Knowledge of Arabic.

Position Name: Senior Strategic Adviser Border Management (BFC-MoI)	Employment Regime: Seconded	
Ref. Number: IAO 21	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit: Operations Department /Law Enforcement Agencies Component	Security Clearance Level: EU SECRET or	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Strategic Adviser to the Border Forces Command/Ministry of the Interior reports to the Head of Law Enforcement Agencies Component.

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 on request of the counterpart, 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 Strategic Advisers and Advisers as appropriate;
- To identify best practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate and within the limits of Mission Mandate;
- To be the key interlocutor with the Commander-in-Chief of the Iraqi Border Forces Command (Border Guards);
- To advise and assist the Iraqi Border Forces Command on the development of structures and strategies;
- To assist the Iraqi Border Forces Command on the development of effective command and control through clear structures and responsibilities;
- To establish a sustainable network with all the parties involved with border management, both international and national;
- To initiate, advise and promote the development of National and BFC's Integrated Border Management strategies and their endorsement and implementation in close cooperation with Iraqi and international actors;
- To advice the MoI in intra-agency, inter-agency and international cooperation and coordination in Integrated Border Management;
- To identify the gaps and needs on strategic and operational levels of Border Management, and recommend solutions to improve performance;
- To seek close coordination with other international donors, and to bring the needs of the beneficiary

to the attention of the donor community;

- Through advising efforts, to contribute to the coherence and strategic development of the Iraqi National Security Architecture;
- To promote context specific solutions which contribute to Iraqi Institutional development;
- To ensure counterparts are cognisant of UNSCR 1325 and 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 contribute to the induction of Mission personnel as required.

3. General Tasks and Responsibilities

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

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 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 (Lieutenant Colonel/Chief Superintendent); AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience in Border Management, at least three years of which at national (strategic) level.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts.
- Knowledge about EU JHA and international border management cooperation (FRONTEX, INTERPOL);

6. Desirable Qualifications and Experience:

- Experience in project management.
- Experience as Senior Law Enforcement Officer.
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser Border Management (BPC)	Employment Regime: Seconded	
Ref. Number: IAO 22	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit: Operations Department/Law Enforcement Agency Component	Security Clearance Level: EU SECRET or	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Strategic Adviser to the Border Point Commission reports to the Head of Law Enforcement Agencies Component

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 be the key interlocutor with the Chairman of the Iraqi Border Point Commission;
- To advise and assist the Iraqi Border Point Commission on the development of organisational structures and models which delineate security functions;
- To assist the Iraqi Border Point Commission on the development of 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;
- To contribute to assessing the inter-ministerial and interagency coordination requirements in the field of border management and advises Iraqi authorities accordingly;
- To advise the Border Point Commission on inter-agency cooperation contributing to the establishment of Iraqi Border Management Model;
- 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, to contribute to the coherence and strategic development of the Iraqi National Security Architecture;
- To promote context specific solutions which contribute to Iraqi Institutional development;
- To ensure counterparts are cognisant of UNSCR 1325 and 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 contribute to the induction of Mission personnel as required;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities

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

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 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 (Lieutenant Colonel/Chief Superintendent ; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- At least 3 years of experience in the management of border crossings;
- Knowledge about EU JHA and international border management cooperation (FRONTEX, INTERPOL).

6. Desirable Qualifications and Experience

- Experience in project management.
- Experience as Senior Law Enforcement Officer.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser on Human Resources Management	Employment Regime: Seconded	
Ref. Number: IAO 51 IAO 52 (2 positions)	Location: Baghdad, Iraq	Availability: ASAP ASAP
Component/Department/Unit: Operations Department/ Strategic Civilian SSR Component	Security Clearance Level: EU SECRET or Equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Strategic Adviser on Human Resources Management 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 institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly in the progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction of the Mission management;
- To liaise closely with other Senior Strategic Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To advise the Director General Human Resources, the Ministry of Interior and its line managers on strategic Human Resource Management (HRM) with focus on ERP/HRIS system related matters;
- To advice on the definition and implementation of HRM related ERP projects within the Ministry of Interior.
- To identify and share Best European Practices within HRM;
- To liaise and coordinate with international partners;
- To be responsible for the advising on the development of HRM related projects in MoI and international partners, including feasibility studies, project plans, project resourcing, procurement, budgeting project, risk and change management;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

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

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 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.

6. Desirable Qualifications and Experience:

- Diploma in Human Resources or Information Technology;
- A minimum of 4 years of professional experience as senior HR- or HRIS consultant/project manager, HR- or HRIS Manager or HR Director, after having fulfilled the education requirements;
- Well documented HRM experience, both from strategic and operational HRM processes;
- Well documented advanced level project management experience of large ERP projects in the Human Resources area;
- Mission experience, e.g. CSDP, UN, OSCE etc.;
- Experience with and knowledge of Iraqi security institutions and dynamics.

7. Desirable Knowledge, Skills and Abilities:

- Strong skills in managing cultural differences in negotiations, and negotiation experience from Middle East context;
- Critical thinking and active listening;
- Complex problem-solving skills;
- Time management skills;
- 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.

Position Name: Senior Strategic Adviser on Institutional Reform (MOI)	Employment Regime: Seconded	
Ref. Number: IAO 60	Location: Baghdad, Iraq	Availability: Nov. 2021
Component/Department/Unit Operations Department/Strategic Civilian SSR Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Strategic Adviser reports to the Head of Strategic Civilian SSR Component.

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 advise and assist the Iraqi Ministry of Interior on the development of organisational structures and models which delineate security functions;
- To assist the Iraqi Ministry of Interior on the development effective command and control enabled through clear structures and responsibilities;
- To advise and assist the Iraqi Ministry of Interior on defining core training requirements in the context of the broader Iraqi National Security Architecture;
- Through advising efforts, to contribute to the coherence and strategic development of the Iraqi National Security Architecture;
- To provide guidance to the MOI on the implementation of the National Security Strategy;
- To promote context specific solutions which contribute to Iraqi Institutional development and building Institutional integrity;
- To ensure counterparts are cognisant of UNSCR 1325 and safeguard human rights;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To perform any other tasks assigned by the Line Manager.

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:

- Knowledge and experience of institutional reform and development of training requirements in Home Affairs issues at ministerial level;
- Senior leadership experience;
- Experience of strategic planning;
- Experience of organisational development;
- Experience on institutional reform;
- Ability to mentor and motivate local counterparts;
- Good experience in EU JHA/CT policies and relevant EU JHA agencies;
- Excellent communication and drafting skills.

6. Desirable Qualifications and Experience:

- Experience in project management;
- 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;
- Diplomatic and negotiation skills.

Position Name: Senior Strategic Adviser on SSR Coordination	Employment Regime: Seconded	
Ref. Number: IAO 91	Location: Erbil, Iraq	Availability: ASAP
Component/Department/Unit Operations Department/Strategic Civilian SSR Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Strategic Adviser reports to the Head of Strategic Civilian SSR Component.

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 liaising and/or advising relevant counterparts at the appropriate level;
- To monitor and analyse relevant political developments and trends affecting the area of responsibility;
- To assist relevant representatives of the Kurdistan Region of Iraq (KRI) in assessing existing capacity, identifying challenges and facilitate context-specific interventions;
- To establish and develop contacts and build relationships with relevant local and international counterparts, with a view to foster a holistic and coherent approach to SSR;
- To provide strategic advice to relevant counterparts to advance the civilian SSR agenda;
- Build excellent and credible rapport with KRI interlocutors to facilitate Mandate implementation;
- To ensure counterparts are cognisant of UNSCR 1325 and safeguard human rights;
- To ensure timely reporting on activities within the field of responsibility as per planning documents;
- To ensure compliance with instructions from the senior management;
- To liaise and coordinate with other Mission Senior Advisers as appropriate;
- To identify lessons learnt within the field of responsibility.

3. General Tasks and Responsibilities:

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

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:

- At least 7 years of diversified and progressively responsible professional security sector governance experience, as well as international experience in the SSR cooperation field, SSR governance, and/or accountability;
- Extensive experience in working with host country authorities and other relevant international partner;
- Ability to effectively engage with or advise high-ranking representatives of the host country;
- Ability to work proficiently in multinational, multicultural, and multidisciplinary environment;
- Excellent communication and drafting skills;
- Excellent analytical skills with the ability to identify needs and propose appropriate solutions.

6. Desirable Qualifications and Experience:

- Experience working in fragile and conflict-affected environments;
- Experience in countering organised crime and human trafficking;

7. Desirable knowledge, skills and abilities:

- Experience in the field of law enforcement, security sector governance and reform and/or political affairs in relevant national and/or international agencies;
- Diplomatic and negotiating skills;
- Ability to integrate a gender perspective into relevant plans and activities;
- Knowledge of regional political history and developments;
- Working knowledge of Kurdish and/or Arabic.

Position Name: Senior Strategic Adviser on SSR Coordination	Employment Regime: Seconded	
Ref. Number: IAO 92	Location: Erbil, Iraq	Availability: ASAP
Component/Department/Unit Operations Department/Strategic Civilian SSR Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Strategic Adviser reports to the Head of Strategic Civilian SSR Component.

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 liaising and/or advising relevant counterparts at the appropriate level;
- To monitor and analyse relevant political developments and trends affecting the area of responsibility;
- To assist relevant representatives of the Kurdistan Region of Iraq (KRI) in assessing existing capacity, identifying challenges and facilitate context-specific interventions;
- To establish and develop contacts and build relationships with relevant local and international counterparts, with a view to foster a holistic and coherent approach to SSR;
- To provide strategic advice to relevant counterparts to advance the civilian SSR agenda;
- Build excellent and credible rapport with KRI interlocutors to facilitate Mandate implementation;
- To ensure counterparts are cognisant of UNSCR 1325 and safeguard human rights;
- To ensure timely reporting on activities within the field of responsibility as per planning documents;
- To ensure compliance with instructions from the senior management;
- To liaise and coordinate with other Mission Senior Advisers as appropriate;
- To identify lessons learnt within the field of responsibility.

3. General Tasks and Responsibilities:

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

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:

- At least 7 years of diversified and progressively responsible professional security sector governance experience, as well as international experience in the SSR cooperation field, SSR governance, and/or accountability;
- Extensive experience in working with host country authorities and other relevant international partner;
- Ability to effectively engage with or advise high-ranking representatives of the host country;
- Ability to work proficiently in multinational, multicultural, and multidisciplinary environment;
- Excellent communication and drafting skills;
- Excellent analytical skills with the ability to identify needs and propose appropriate solutions.

6. Desirable Qualifications and Experience:

- Experience working in fragile and conflict-affected environments;
- Experience in gender affairs.

7. Desirable knowledge, skills and abilities:

- Experience in the field of law enforcement, security sector governance and reform and/or political affairs in relevant national and/or international agencies;
- Diplomatic and negotiating skills;
- Ability to integrate a gender perspective into relevant plans and activities;
- Knowledge of regional political history and developments;
- Working knowledge of Kurdish and/or Arabic.

Seconded/Contracted (4 positions)

Position Name: Mission Security Officer	Employment Regime: Seconded/contracted	Post Category for Contracted: MSML
Ref. number: IAD 12	Location: Baghdad, Iraq	Availability: Dec. 2021
Component/Department/Unit: Security & Duty of Care Department/Security Unit	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

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

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 assist in the development of the Mission Security Plan and maintain updated security contingency plans and SOPs.
- 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 conduct security assessments on venues and locations in the area of operations.
- To travel to high risk areas and to conduct security duties.

3. General Tasks and Responsibilities:

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

4. 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, 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 license class C.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Nurse	Employment Regime: Seconded/Contracted	Post Category for Contracted: MSML
Ref. Number: IAD 23	Location: Baghdad / Iraq	Availability: ASAP
Component/Department/Unit: Security & Duty of Care Department/Medical Unit	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Nurse reports directly to the Medical Adviser.

2. Main Tasks and Responsibilities:

- To assist, support and provide guidance to the Medical Adviser (MA) on all medical, admin and welfare matters as required;
- To provide medical guidance to all staff members and undertake reporting and liaison requirements with Finance and Human Resources on certified and uncertified sick leaves – both in and out of theatre;
- To respond to medical incidents and emergencies on a 24/7 basis and provide regular emergency cover on a roster;
- Liaise with other relevant health care providers to coordinate the provision of care;
- In close cooperation with the MA coordinate and support medical evacuations, other emergency medical support and care matters, and assist in providing medical support during evacuations/repatriation, including escorting patients 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 member's needs (advanced) medical treatment due to illness or an emergency in close cooperation with the external medical provider in attendance and the mission's insurance company;
- Take on responsibility for any task or function within the Medical Unit, including everyday medical activities such as diagnosing and identify through appropriate medical procedures, medical issues and agreeing treatment methods (preventive and/or curative) for staff members, maintenance of the pharmacy, ordering and procurement of medication, services and other supplies, stock taking or management of the on-call roster;
- Maintain meticulous medical and statistical records on all patient assessments, treatment and care, prescription of medicine;
- To maintain essential equipment in an operational state such as ensuring the contents of all Mission First Responder and Trauma Kits are correct and up-to date, Defibrillators are tested and To perform medical briefings and training for all new and existing staff members;
- In close cooperation with MA to monitor the epidemiological and overall medical situation in theatre, promote and implement preventive medical and occupational health measures including hygiene 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;
- Compose any report or conduct any research on medical matters as required;
- and recommendations for immunisations;
- To ensure compliance with data protection for sensitive data – in conformity with medical staff- patient confidentiality;
- Mobility - To work from any of the missions operating bases in Iraq as directed by the MA.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience:

- Successful completion of university studies in medicine 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 with specialisation in Emergency Medicine, Primary Care, Intensive Care or Anaesthesia;
- Relevant professional experience, including hands-on experience in an A&E department, primary care, pre-hospital or intensive / anaesthesia care after having fulfilled the education requirements;
- The candidate must be able to provide a "Certificate of good standing" issued by a competent National Authority.

5. Essential Knowledge, Skills and Abilities:

- Ability to perform under stress, in hostile environments and difficult circumstances;
- Experience in emergency medicine;
- Excellent English Language skills (written and verbal);
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Ability to establish and to maintain effective working relationships as a team member;
- Have good organisational and time management skills.

6. Desirable Qualifications and Experience:

- Experience in tropical medicine;
- Flight Medical and/or MEDEVAC experience;
- Diploma in (ATLS) Advanced Trauma Life Support, AMLS (Advanced Medical Life Support), PHTLS (Prehospital Trauma Life Support). ACLS (Advance Cardiac Life Support) trained;
- MIMMS (Major Incident Medical Management and Support) training;
- Previous CSDP mission experience or international medical experience, particularly in crisis areas with multi-national and international organisations;
- Experience in delivering medical/nursing training in emergency medicine, trauma and health care.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Press and Public Information Office/ Spokesperson (PPIO)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: IAT 18	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit: CoS/Press and Public Information Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of the Press and Public Information Office/Spokesperson reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press and Public Information Office (PPIO);
- To supervise the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items, media products and publicity campaigns;
- To draft, update, and implement the Strategic Communication Plan, yearly Communications Approach and Crisis Communication Plan of the Mission;
- To organise and conduct press conferences, briefings, seminars and other media events;
- To follow up local and international media and draft media summaries;
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission website and, and social media platforms;
- To produce press material and social media content to different communications channels of the Mission;
- To supervise the drafting of press releases, public statements, articles and features, video productions, publicity campaigns and to seek clearance from the HOM's office if appropriate.
- To support and advise the Mission's management on internal and external communications/lines to take;
- To participate and cover external meetings with high level Iraqi officials and international counterparts;
- To coordinate communication activities with other international counterparts in Iraq (NATO Mission in Iraq, Coalition, EU Member States and UN agencies);
- To liaise closely with CPCC Iraq desk and the CPCC Strategic Communications Officer;
- To ensure coordination with the press offices of other EU actors in the host state.

3. General Tasks and Responsibilities:

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

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. The qualification should be in any fields of Communication Sciences, Journalism, Political Science, International Relations or Business Administration; AND

- A minimum of 7 years of relevant professional experience, in the field of communication/press and or public information, 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:

- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Strong writing and drafting skills;
- Networking skills and initiative;
- Presentation and communication skills.

6. Desirable Qualifications and Experience:

- Analytical skills and experience on analysing and developing the performance of public information activities, including social media;
- Experience as a spokesperson and institutional communication;
- Experience in running media and outreach campaigns;
- Experience in planning and implementing projects;
- Experience in journalism, media, PR and marketing;
- Mission experience, e.g. CSDP, UN, OSCE etc;
- Master's degree in communication sciences, journalism, international relations or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Leadership skills and experience;
- Knowledge about the local press and media environment;
- Knowledge of Arabic;
- Knowledge of Iraqi culture and politics;
- Knowledge of hostile mission environments.

Position Name: Communication & Information Systems Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: MSML
Ref. number: IAS 52*	Location: Baghdad, Iraq	Availability: Dec. 2021
Component: Mission HQ/Mission Support Department/CIS Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Communication & Information Systems (CIS) Officer reports to the Head of CIS.

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Line Manager(s)
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardised release management procedures;
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To design and deploy departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations;
- To provide technical support for infrastructure in an Information Technology (IT) network and information systems, including microwave and IEEE 802.11x (Wi-Fi) links, Local Area Network (LAN), and Windows-based client applications and server systems;
- To provide support for Mission telephony systems including Internet Protocol (IP) telephony, videoconferencing, and Global System for Mobile Communications (GSM) equipment;
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission;
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of Mission-critical data centre services throughout the Mission;
- To understand and ability to navigate in the Mission with the specific rules and regulations and to liaise with international counterparts on approach and solutions;
- To manage, operate and support all standard communications equipment in the Mission including but not limited to: GSM end-user devices (mobile phones), Voice over Internet Protocol (VoIP) communication devices, visible range radio systems and equipment, Very Small Aperture Terminal (VSAT) satellite systems, Broadband Global Area Network (BGAN) terminals, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment;
- To manage, operate and support Mission Cyber Security and Data Protection compliance related systems and services;

3. General Tasks and Responsibilities:

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

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 Information Technology, Computer Science, Communications, Engineering or other related fields;
AND
- A minimum of 4 years of relevant professional experience in the field of communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Problem solving skills and analytical ability to analyse complex technical CIS customer problems, and manage the same on a day to day basis;
- Technical skills and hands-on experience in troubleshooting CIS hardware and software issues;
- Knowledge of wired and wireless network technologies managed with Software Defined Networking.

6. Desirable Qualifications and Experience:

- Common Security and Defence Policy (CSDP) Mission experience;
- Administrative experience on Microsoft Office 365 and Microsoft Azure
- Administrative level experience and design skills on M-Files Document Management System, or similar metadata-based ERP software;
- Administrative experience in Microsoft Hyper-V virtualisation technologies;
- Cisco Certified Network Associate Routing & Switching (CCNA), or equivalent;
- Hands-on experience managing Software Defined Networking (SDN), especially in Ubiquiti Unifi networks;
- Cyber Security and Data Protection product experience.

7. Desirable Knowledge, Skills and Abilities:

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge of Arabic;
- Knowledge in Microsoft System Centre family product line;
- Administrative skills for Microsoft SQL database server;
- Understanding of Information Technology Infrastructure Library (ITIL) and/or Control Objectives for Information and Related Technologies (COBIT) principles and basic processes;
- Broad knowledge of IT hardware; especially experience on Lenovo, Hewlett-Packard and Ubiquity technologies are highly considered.