



## We are

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

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

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

### General Requirement & Eligibility

- Applicants must be **Iraqi Citizen**;
- Applicants must be **native speakers of Arabic**;
- Applicants must enjoy their **full civil rights and have no criminal record** (Certificate of non-conviction will be required before any employment offer);
- Applicants must be in **good physical and mental health** (Medical checks will be required before any employment offer);
- Only application provided on the **latest official EUAM Iraq application form** will be accepted;
- **Maximum of two (2) applications per applicant** (*i.e. you can only apply for 2 posts*);
- Application forms must be **filled in English** (*except for the applicant's name which should be provided in both English and Arabic*);
- Applications must be submitted as **Word document** (no PDF or JPEG), each file must be named as: "**IANX00\_1<sup>st</sup> name\_2<sup>nd</sup> name**" where "IANX00" stands for the position reference;
- Deadline to apply: **11 March 2019, at 17:00 (Baghdad Time)**; applications received after this date and time will be disregarded;
- **Applications not abiding by the points above will be disregarded**;
- Files submitted will not be returned.

### IMPORTANT

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

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



**Annex 1**

European Union Advisory Mission in IRAQ (EUAM IRAQ) 1-2019 Call for Applications National Staff (open to Iraqi Nationals only)				
<b>Organisation:</b>	EUAM IRAQ			
<b>Job Location:</b>	Baghdad			
<b>Employment Regime:</b>	Locally Contracted			
<b>Job Title/ Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the Post</b>	<b>Location</b>	<b>Available on</b>
	IANT 04	National Political and Cultural Adviser	Baghdad	ASAP
	IAND 04	National Security Assistant	Baghdad	ASAP
	IAND 21	Senior National Medical Adviser	Baghdad	ASAP
	IANO 11*	National Liaison Officer (MOI)/ Translator *	Baghdad	ASAP
	IANO 15	National Liaison Officer/Translator	Baghdad	ASAP
	IANS 32	Visa Process Assistant	Baghdad	ASAP
	IANS 41	National Logistics Assistant	Baghdad	ASAP
<b>Deadline for Applications:</b>	<b>11 March 2019, at 17:00 (Baghdad Time)</b>			
<b>E-mail Address to send the Job Application Form to:</b>	<a href="mailto:applications@euam-iraq.eu">applications@euam-iraq.eu</a>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact EUAM IRAQ: <a href="mailto:applications@euam-iraq.eu">applications@euam-iraq.eu</a>			

\* Subject to availability of the position, due pending on-going selection.

<b>Position Name:</b> National Political & Cultural Adviser	<b>Employment Regime:</b> Local Contracted	<b>Group 2</b>
<b>Ref. Number:</b> IANT 04	<b>Location:</b> Baghdad, Iraq	<b>Component/Department/Unit:</b> Head of Mission's Office

### 1. Reporting Line

The National Political and Cultural Adviser's role is to support and advise the Mission on its mandate implementation through cultural awareness and by helping to map, illuminate and advise on interlocutors and stakeholders instrumental to Iraq's security sector reform (SSR).

The National Political and Cultural Adviser reports to the Political Adviser.

### 2. Main Tasks and Responsibilities

- To support the Mission in identifying key SSR interlocutors and stakeholders within Iraq's government institutions as well as amongst civil society organisations.
- To support the Mission in obtaining and maintaining a thorough understanding of the formal and informal decision-making structures in and influencing government institutions.
- To advise mission members on culturally and situationally appropriate behaviour.
- To support the Mission's relationship building by introducing relevant mission members to key SSR interlocutors and stakeholders.
- To advise the Mission on how to build and maintain a trust-based and mutually beneficial working relationship with key interlocutors and stakeholders across the SSR landscape.
- To support the Mission in identifying gaps in, threats to and opportunities for its mandate implementation.
- To perform any other related duties as assigned by the line manager or designated alternate.

### 3. Essentials Qualifications and Experiences

- Successful completion of university studies of at least three years attested by a diploma and preferably in social or political science, security or cultural studies OR equivalent police/military education.
- A minimum of five years of relevant professional experience.

### 4. Essential Knowledge, Skills and Abilities

- Extensive knowledge of Iraqi culture and history.
- Extensive knowledge of the Iraqi security sector in general, the Ministry of Interior (MoI) and Office of the National Security Adviser (ONSA) in particular – at the systemic, institutional and personal levels.
- Proficient in oral and written English (C1 according to the Common European Framework of References for Languages).
- Proven presentational and influencing skills.
- Able to participate in field visits across the country.
- Able to work effectively under pressure, to tight deadlines and despite long hours.
- Able to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment.

### 5. Desirable qualifications and experience

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

### 6. Desirable Knowledge, Skills and Abilities

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

<b><u>Position Name:</u></b> National Security Assistant	<b><u>Employment Regime:</u></b> Local Contracted	<b>Group 3</b>
<b><u>Position Number:</u></b> IAND 04	<b><u>Location:</u></b> Iraq	<b><u>Component/Department/Unit</u></b> Security & Duty of Care Department

**1. Reporting Line:**

The National Security Assistant will work at the EUAM Iraq locations in Baghdad or any other location in Iraq for liaison duty between EUAM Iraq Security Department and the Iraqi Security Forces and Government of Iraq departments. He/she will be expected to have/establish a good network with Governmental, security and other institutions pertaining to EUAM Iraq operations. The National Security Assistant will be under the supervision of the Senior Mission Security Officer (SMSO) and will report directly to him/her, or in his/her absence, to the Deputy SMSO.

**2. Main Tasks and Responsibilities**

- To liaise with all relevant Iraqi Security Forces and Government of Iraq departments for the timely exchange of information and relay of threat, security and disruption warnings to EUAM Iraq Security Department.
- To gather information, analyse and make recommendations to EUAM Iraq Security Department on general and specific security issues related to the Mission's operations.
- To be a Point of Contact internally and externally for all EUAM Iraq arrangements to ensure smooth entry into locations as required to carry out the Mission mandate.
- To process requests for assistance and facilitate the movement of EUAM Iraq Mission members including badging, passes or similar documents.
- To oversee contractors and/or workers when doing security related work tasks, repairs, maintenance or similar activities in EUAM Iraq premises or in remote mentoring offices.
- To Translate written reports and documents Arabic into English and vice versa.
- To perform any other related duties as assigned by the line manager or designated alternate.

**3. Essentials Qualifications and Experiences**

- High School Diploma, Police or Military Academy or equivalent.
- Very good verbal and written communication skills in Arabic (native) and good in English.
- A minimum of four years combined professional experiences working in the field of security (security, police, military or intelligence background).

**4. Essentials Knowledge, Skills and Abilities**

- Ability to compile, analyse and report security and threat related information.
- Experience from liaising between organisations on security matters, understanding the need for building trusted relationships.
- Clean driving license, at least class B (personal vehicle).
- Must maintain the highest standards of personal integrity, impartiality and self-discipline
- Exercise the highest level of personal and operational security, this includes not being allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the EUAM Iraq Mission or respective tasks and activities.
- Good ability to perform security related tasks such as searching, surveying, writing reports, interviewing etc.
- Good working knowledge of computers and productivity software packages such as MS Office etc.

## **5. Desirable Qualifications and Experiences**

- Two years' or more of professional experience working with International organisations.
- Service in the Iraqi Security Forces (ISF) or Intelligence Agencies at commissioned officer rank.
- Demonstrated skills to be able to speak with senior decision makers in the ISF and Government/Ministries in order to obtain the desired objectives for the Mission.
- Good knowledge as well as practical experience implementing security procedures.
- Extensive professional network in the Iraqi security sector.
- Very good local knowledge of Baghdad and the key locations used by the Mission.

<b>Position Name:</b> National Senior Medical Officer	<b>Employment Regime:</b> Local Contracted	<b>Group 1</b>
<b>Position Number:</b> IAND 21	<b>Location:</b> Iraq	<b>Component/Department/Unit</b> Security & Duty of Care Department/Medical Unit

## 1. Reporting Line

The National Senior Medical Officer reports directly to, and is line managed by the EUAM Medical Adviser (MA) or their duty replacement.

## 2. Main Tasks and Responsibilities

- To maintain close working, coordination and cooperation with the MA at all times.
- As instructed by the MA to undertake daily clinical duties, make diagnosis, recommend appropriate treatment and care for patients, refer patients to approved outside specialists for appropriate medical assessment and care, and ensure any follow up is conducted.
- To perform medical examinations and routine check-ups of mission members.
- To collect patient data, information and maintain accurate medical records on the medical units' electronic record system.
- To assist MA in identifying training needs for national and international staff members.
- When instructed by MA to develop policies, procedures and processes to ensure continuous improvements in health, safety, duty of care and infection prevention standards.
- On request of MA to analyse records and produce statistics and other reports.
- To establish and maintain effective working relationships with the mission HR Office for the management of the EUAM staff Medical Insurance contract cover.
- Under the leadership of the MA to establish and maintain an effective working relationship with medical providers from both national and international health facilities.
- To maintain the highest levels of medical confidentiality in all matters.
- To perform any other related duties as assigned by the line manager or designated alternate.

## 3. Mission Specific tasks and Responsibilities

- As required by the MA to be available on-call either at home or at a mission operating base during weekends and outside working hours as and when required.
- As instructed by the MA to advise on, and actively participate in, planning, organising and delivering medical training in preventive medical health issues, accident planning and security incident.
- To provide mobile medical support for the missions' field trips to locations across Iraq.

## 4. Essential Qualifications and Experiences

- Successful completion of university studies in medicine of at least 5 years attested by a diploma or a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework. The qualification should be in Medicine.
- License to practise medicine from a recognised Medical Faculty.
- A minimum of 5 years of relevant professional experience, in the field of medicine, medical planning and administrative procedures, including experience in mass casualty situations, planning/major incident medical management and support, after having fulfilled the education requirements.
- To pass all required security clearance and medical background checks.

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

- Excellent communication skills in English both written and verbal.
- Highly competent in MS Office applications, (Word, Power Point, Excel).
- Ability to work without supervision, complete assigned tasks to short deadlines and consistently maintain quality and accuracy in performance of duties.
- Able to manage and perform multiple tasks whilst ensuring the provision of a quality service.
- Able to maintain a hygienic, safe and hazard free working environment and the highest standards of personal appearance always.
- Ability to work effectively under pressure, in difficult circumstances, as well as ability to communicate with personnel at all levels.

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

- Specialisation in drug management, tropical disease and infectious diseases.
- Ability to perform under stress and in difficult circumstances.
- Ability to work independently and as a team member.

#### **7. Desirable Qualifications, Skills and Experiences**

- Experience of working with multi-national and international companies or organisations.
- Experience and understanding of EU CSDP Mission and/or EUAM rules and regulations.
- Additional language skills.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Diploma in pre-hospital trauma life support (PHTLS) or advanced medical life support (AMLS) or advanced cardiac life support (ACLS) or advanced trauma life support (ATLS).
- Experience in developing and/or delivering medical/nursing training in emergency medicine, trauma care and health care.
- Experience in Emergency Care/Pre-Hospital Trauma Care and/or Anaesthesia/Intensive Care units.

#### **8. Physical Requirements (mandatory)**

- To be able whilst wearing full PPE (body armour, helmet and ballistic glasses) to carry unaided medical equipment;
- To be able to operate unaided all medical equipment;
- Able to work with limited or no support in a hostile and dangerous environment;
- At all times whilst on duty wear the approved medical uniform and footwear.

<b><u>Position Name:</u></b> National Liaison Officer (Mol) -Translator	<b><u>Employment Regime:</u></b> Local Contracted	<b>Group 2</b>
<b><u>Position Number:</u></b> IANO 11 *	<b><u>Location:</u></b> Baghdad, Iraq	<b><u>Component/Department/Unit:</u></b> Operations Department/LO1

### 1. Reporting Line

The National Liaison Officer (Mol) - Translator reports to the Head of Strategic Advice (LO1), or/and his/her designated alternate.

### 2. Main Tasks and Responsibilities

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

### 3. Essentials Qualifications and Experiences

- Bachelor's degree in a relevant subject (English, Law, Political Science, etc.).
- Previous minimum experience of 8 years with at least 5 years with the Mol or Mol related departments.
- High proficient in oral and written English (C2 according to Common European Framework of References for Languages).

### 4. Essentials Knowledge, Skills and Abilities

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

### 5. Desirable Qualifications and Experiences

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



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

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

<b><u>Position Name:</u></b> National Liaison Officer - Translator	<b><u>Employment Regime:</u></b> Local Contracted	<b>Group 2</b>
<b><u>Position Number:</u></b> IANO 15	<b><u>Location:</u></b> Baghdad, Iraq	<b><u>Component/Department/Unit:</u></b> Operations Department/LO1

### 1. Reporting Line

The National Language Officer reports to the Head of Strategic Advice (LO1), or and his/her designated alternate.

### 2. Main Tasks and Responsibilities

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

### 3. Essentials Qualifications and Experiences

- Educational qualification, **Bachelor's** degree in English, Law or in another relevant field.
- Previous minimum experience of 5 years of which at least 2 years working with the police, Ministry of Foreign Affairs, Ministry of Interior or the Office of the National Security Advisor.
- High proficient in oral and written English (C2 according to Common European Framework of References for Languages).

### 4. Essentials Knowledge, Skills and Abilities

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

### 5. Desirable Qualifications and Experiences

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

### 6. Desirable Knowledge, Skills and Abilities

- Able to work effectively under pressure, in difficult circumstances;
- Able to communicate with personnel at all operational and strategic levels;
- Able to work without supervision, complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in performance of duties;
- Able to maintain a clean, safe and always hazard free working environment and the highest standards of personal appearance.

- To have interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- To have additional language skills (e.g. Kurdish Sorani, other EU languages).

<b><u>Position Name:</u></b> National Visa Process Assistant	<b><u>Employment Regime:</u></b> Local Contracted	<b>Group 3</b>
<b><u>Position Number:</u></b> IANS 32	<b><u>Location:</u></b> Baghdad, Iraq	<b><u>Component/Department/Unit:</u></b> Mission Support/Human Resources

#### 1. Reporting Line

The Visa Process Assistant reports to the Head of Human Resources, or designated alternate.

#### 2. Main Tasks and Responsibilities

- To establish procedures and functions enabling a smooth administration and delivery of (but not limited to) visa, laissez-passer, residency cards, IZ access cards.
- To liaise with relevant government's offices, e.g., protocol office at MoFA and residency office at MoI on visa issuance, visa extension and any related issues as well as IZ badging office.
- To ensure that all the information provided for visa issuance, residency cards and IZ access cards is accurate.
- To prepare and check all relevant documents.
- To file documents and record data in the appropriate databases and files.
- To perform any other related duties as assigned by the line manager or designated alternate.

#### 3. Essentials Qualifications and Experiences

- To have successfully completed secondary school education.
- To have a minimum of 3 years of relevant professional experience as liaison with government's bodies or any other related fields, after having fulfilled the education requirements.

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

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

#### 5. Desirable Qualifications and Experiences

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

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

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

<b><u>Position Name:</u></b> National Logistics Assistant	<b><u>Employment Regime:</u></b> Local Contracted	<b>Group 3</b>
<b><u>Position Number:</u></b> IANS 42	<b><u>Location:</u></b> Baghdad, Iraq	<b><u>Component/Department/Unit:</u></b> Mission Support Department

### 1. Reporting Line

The National Logistics Assistant supports the Logistics Unit and reports to the International Logistical Officer, or/and his/her designated alternate.

### 2. Main Tasks and Responsibilities

- To provide logistical assistance to all personnel regarding required assets to fulfil their tasks, such as office equipment and furniture, telecommunications, stationary, etc.
- To assist in the coordination and manage the distribution and reallocation of all logistical resources.
- To assist in the coordination of the provision of equipment and office space.
- To keep updated the inventory of assets.
- To assist in maintaining a comprehensive database of expendable and non-expandable items.
- To translate into English/Arabic and vice versa any document required for fulfilling the duty;
- To perform and carry out other tasks and duties required or requested by the Line Manager.

### 3. Essentials Qualifications and Experiences

- To have completed a secondary education attested by a valid diploma;
- A minimum of 2 years of professional experience in the field of in the field of transport, logistics, supply chain management or any other related fields after having fulfilled the education requirements.
- High proficient in oral and written English (C2 according to Common European Framework of References for Languages).

### 4. Essential Knowledge, Skills and Abilities

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

### 5. Desirable Qualifications and Experience

- Working experience within international environment or organisations;
- Knowledge of procedures of Iraqi Customs clearance of import and export of goods;
- Good administration and organizational skills.
- Works methodically, accurately and with attention to details as well as to tight deadlines.
- Ability to work with multitasks and with limited supervision.
- Able to maintain a clean, safe and always hazard free working environment and the highest standards of personal appearance.
- Have interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Have additional language skills (e.g. Kurdish, other EU languages).