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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_1st name_2nd name"** where "IANX00" stands for the position reference;
- Deadline to apply: **16 May 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) 2-2019 Call for Applications National Staff (open to Iraqi Nationals only)				
Organisation:	EUAM IRAQ			
Job Location:	Baghdad			
Employment Regime:	Locally Contracted			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Available on
	IANT 02	National Press and Public Information Officer	Baghdad	27/05/2019
	IANT 07	National Administrative Assistant	Baghdad	ASAP
	IANS 22	National Procurement Assistant	Baghdad	ASAP
	IANS 42	National Logistics Assistant	Baghdad	ASAP
	IANO 52	National Liaison Officer/Translator	Baghdad	ASAP
Deadline for Applications:	16 May 2019, at 17:00 (Baghdad Time)			
E-mail Address to send the Job Application Form to:	applications@euam-iraq.eu			
Information:	For more information relating to selection and recruitment, please contact EUAM IRAQ: applications@euam-iraq.eu			

<u>Position Name:</u> National Press and Public Information Officer	<u>Employment Regime:</u> Local Contracted	<u>Group:</u> 2
<u>Position Number:</u> IANT 02	<u>Location:</u> Baghdad, Iraq	<u>Component/Department/Unit:</u> Office of the Head of Mission

1. Reporting Line:

The National Press and Public Information Officer (PPIO) will assist Head of Mission with communicating the work of Mission to the public. The PPIO reports to the International Press and Public Information Officer, or/and his/her designated alternate.

2. Main Tasks and Responsibilities:

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

3. Essentials Qualifications and Experiences:

- Educational qualification, **Bachelor's degree** in a relevant subject (Journalism, Political Science, International Relations, Media etc.);
- Minimum **5 years** of relevant experience (journalist, spokesperson, media) with exposure to international environment;
- High proficient in oral and written English (C2 according to Common European Framework of References for Languages);
- Native Arabic speaker;
- Enjoy full civil rights and do not have criminal record.

4. Essential Knowledge, Skills and Abilities:

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

5. Desirable Knowledge, Skills and Abilities:

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

6. Special Note:

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

<u>Position Name:</u> Administrative Assistant	<u>Employment Regime:</u> Local Contracted	<u>Group:</u> 3
<u>Position Number:</u> IANT 07	<u>Location:</u> Baghdad, Iraq	<u>Component/Department/Unit:</u> Office of the Head of Mission (OHoM)

1. Reporting Line:

The OHoM Administrative Assistant reports to the Executive Officer, or to his/her designated alternate.

2. Main Tasks and Responsibilities:

- To support administratively the Office of Head of Mission;
- To support HoM and DHoM with secretarial duties;
- To take minutes and write meeting reports;
- To prepare meetings;
- To maintain electronic and physical archives and databases;
- To liaise with Mission Support Department regarding visas for visiting delegations and to produce needed documents on these;
- To translate English/Arabic and vice versa any document required for fulfilling the duty;
- To settle payments and claims for the Office of the Head of Mission;
- To perform and carry out other tasks and duties required or requested by Executive Officer.

3. Essentials Qualifications and Experiences:

- To have completed a secondary education attested by a valid diploma;
- To have a minimum of 3 years of relevant professional experience, in the field of administration and/or secretarial duties.

4. Essential Knowledge, Skills and Abilities:

- To have high proficient in oral and written English (C2 according to Common European Framework of References for Languages);
- To be native Arabic speaker;
- To enjoy full civil rights and do not have criminal record;
- To have computer literacy (web, Microsoft Office);
- To have extensive experience on writing and drafting skills including minute taking skills;
- To have experience in maintaining databases and archives;
- To have the ability to perform on-call and irregular working schedule if required;
- To be detail oriented and able to produce written assignments with thorough accuracy;
- To be familiar with protocol with Iraqi and International authorities;
- To be able to work flexible and efficient within the Executive Office team.

5. Desirable Qualifications and Experiences:

- To have working experience in multi-national and international environment or organizations.

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.
- Have additional language skills (e.g. Kurdish, other EU languages).
- Mandatory requirement to pass all security clearance and medical check.

7. Special Note:

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

Position Name: National Procurement Assistant	Employment Regime: Local Contracted	Group: 3
Position Number: IANS 22	Location: Baghdad, Iraq	Component/Department/Unit: Mission Support Department/ Procurement Unit

1. Reporting Line:

The National Procurement Assistant reports to the Head of Procurement, or/and his/her designated alternate.

2. Main Tasks and Responsibilities:

- To assist the Procurement Unit on procurement issues and drafting procurement documents;
- To make pre-selection of local suppliers as required in purchase orders, be point of contact with them in procurement procedures;
- To maintain updated database of suppliers and ensure that all required documentation of the suppliers is kept updated accordingly;
- To provide assistance to the mission members related with all contracting and procurement matters;
- To translate procurement related documents from Arabic to English and vice versa;
- To maintain routine, follow up action on procurement on behalf of supervisor and inform of status;
- To draft letters, memorandum, email, etc.; monitor progress and liaise with suppliers during the entire procurement cycle; investigation and resolution of post-order problems and preparation of progress reports on procurement matters;
- To deal with information with confidentiality and discretion;
- To perform and carry out other tasks and duties required or requested by the Line Manager(s).

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 experience related to Procurement in the private and/or public sector, after having fulfilled the education requirements;
- 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;
- 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:

- Working experience within international environment or organisations;
- Experience in working with databases;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Have a sound experience of using data for preparing reports.

6. Desirable Knowledge, Skills and Abilities:

- Have knowledge of public and international procurement rules and principles;
- 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 hazard free working environment and the highest standards of personal appearance at all times;
- Have interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Have additional language skills (e.g. Kurdish Sorani, other EU languages).

7. Special Note:

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To provide logistical assistance to all personnel in regards to 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;
- Translate into English/Arabic and vice versa any document required for fulfilling the duty;
- Perform and carry out other tasks and duties required or requested by the Line Manager(s).

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 hazard free working environment and the highest standards of personal appearance at all times;
- Have interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Have additional language skills (e.g. Kurdish, other EU languages).

6. Special Note:

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

<u>Position Name:</u> National Liaison Officer - Translator	<u>Employment Regime:</u> Local Contracted	<u>Group:</u> 2
<u>Position Number:</u> IANO 52	<u>Location:</u> Baghdad, Iraq	<u>Component/Department/Unit:</u> 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;
- Advising on cultural awareness;
- Perform and carry out other tasks and duties required or requested by the Line Manager(s).

3. Essentials Qualifications and Experiences:

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

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

7. Special Note:

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