

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Advisory Mission in support of Security Sector Reform in Iraq  
(EUAM Iraq)  
2-2020 Call for Contributions  
Requirements and Job Descriptions**

<b>Organisation</b>	European Union Advisory Mission in support of Security Sector Reform in Iraq			
<b>Job Location</b>	Baghdad/Iraq			
<b>Availability</b>	As indicated below			
<b>Staff Regime</b>	As indicated below			
<b>Job Title/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Availability*</b>
	<b><u>Seconded</u></b> (12 positions)			
	IAT 02	Deputy Head of Mission	Baghdad	06/11/2020
	IAT 03	Chief of Staff	Baghdad	ASAP
	IAT 15	Executive Officer	Baghdad	ASAP
	IAT 17	Policy Support, Analysis and Reporting Officer (Brussels Support Element)	Brussels	ASAP
	IAT 20	Head of Planning, Analysis and Reporting Department (PARD)	Baghdad	ASAP
	IAO 13	Senior Strategic Adviser on Counter-Terrorism, Prevention and Countering Violent Extremism (CVE) at the Office of the National Security Adviser (ONSA)	Baghdad	ASAP
	IAO15**	Senior Strategic Adviser on Organised Crime (Mol), Protection of Cultural Heritage	Baghdad	ASAP
	IAO 18	Senior Strategic Adviser on Counter-Terrorism (Mol)	Baghdad	23/08/2020
	IAO 52	Senior Strategic Adviser on Human Resource Management	Baghdad	ASAP
	IAO 61, IAO 62	Senior Strategic Adviser on Command and Control (2 positions)	Baghdad	ASAP
	IAO 80	Head of Project Cell	Baghdad	ASAP
	<b><u>Seconded/Contracted</u></b> (9 positions)			
	IAT 18	Head of Press and Public Information Office/Spokesperson (PPIO)	Baghdad	ASAP
	IAO 58	Senior Strategic Adviser on National Security Legislation	Baghdad	27/10/2020
	IAS 05	Records Management Assistant	Baghdad	ASAP
	IAS 23	Supply Chain Coordination Officer	Baghdad	ASAP
	IAS 40	Head of General Support Services (GSS)	Baghdad	ASAP
	IAS 53	Cyber Security Officer	Baghdad	ASAP
IAD 16	Mission Security Officer	Baghdad	ASAP	
IAD 17	Mission Security Assistant	Baghdad	16/06/2020	
IAD 18	Mission Security Analysis Officer	Baghdad	ASAP	

\*Due to the COVID-19 crisis, the deployment date is tentative and may be amended/specified at a later stage by the Member State, CPCC or the Mission.

\*\* The availability of this position is subject to non-confirmation of deployment of a previously selected candidate.

<b>Deadline for applications</b>	<b>Wednesday, 09 July 2020 17:00 CEST (Brussels time)</b>
<b>Interview period</b>	<b>July 2020</b>
<b>Submission of application</b>	<p>a) for candidates from EU Member States:  <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p>c) for candidates seconded by Contributing Third States:  application form available on the EEAS website</p>
<b>Information</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Andre KONZE</b>  <a href="mailto:CPCC-EUAM-IRAQ@eeas.europa.eu">CPCC-EUAM-IRAQ@eeas.europa.eu</a>  <b>+32 (0) 2 584 3848</b></p>

**EUAM Iraq** has a High-Risk Non-Family Mission status due to the present risk rating of the Mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually 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 must 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 classified and/or sensitive information or document relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work

professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able to undertake any other tasks related to the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in contributing states.

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

## II. REQUIREMENTS

### II. A Essential Requirements

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

#### 1. Education and Training

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

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

The candidate should have completed a Pre-Deployment Training (PDT) in accordance with the CSDP agreed Training Policy.

*Missionwise*<sup>2</sup> (replacing BASE) and *SAFE* are mandatory e-learning courses to be completed prior to deployment.

#### 2. Knowledge

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

#### 3. Skills and abilities

**Language Skills**<sup>2</sup> – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

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

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

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

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

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

### II.B Desirable Requirements

**Knowledge of the Mission area** – The candidates should have a good knowledge of the history, culture, the social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

---

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

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

**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.

### 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 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.

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

**Medical and Dental Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the contributing States. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of these certifications must accompany deployed seconded/contracted personnel.

**Personal Protection Equipment (PPE)** – **National authorities must provide seconded selected candidates 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 failure of the selection process.*

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

### V. JOB DESCRIPTIONS

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

## Seconded Positions

<b>Position Name:</b> Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 02	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 06/11/2020
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Mission reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the Local Staff Committee;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and WPS;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the HoM.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

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

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Knowledge of diplomatic protocol;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

### 6. Desirable Qualifications and Experience:

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

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

- Knowledge of Arabic.

<b>Position Name:</b> Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 03	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Chief of Staff reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To manage and oversee day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To support the HoM in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To lead and manage the work of the Chief of Staff Office;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, the representatives of EU Member States and Contributing Third States, according to HoM's directions;
- To liaise externally with international organisations, agencies and interlocutors as appropriate;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To ensure effective communication between organisational units.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at management level;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc).

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

- Knowledge of and experience in strategic management and/or public administration;



- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Strong managerial track record;
- Ability to mentor and motivate staff;

**6. Desirable Qualifications and Experience:**

- International mission experience highly desirable, particularly in crisis areas with multi-national and international organisations, e.g. CSDP, UN, OSCE or similar;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;

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

- Knowledge of Arabic.

<b>Position Name:</b> Executive Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 15	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> 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 CoS in managing the HoM's Office;
- To maintaining a registry of all official contacts with the Mission;
- To ensure 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 DHoM and CoS;
- Under the direction of the 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 undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To act as best practice and lessons learned officer for the Mission together with the appointed staff from Operations (OPS) and Mission Support (MSD);
- To review the Mission reporting before being submitted to relevant stakeholders;
- To plan and coordinate visits on behalf of the Mission;
- To assist the Mission in the process of obtaining visas, residency cards and other relevant documentation;
- To maintain a registry of all incoming and outgoing correspondence and inform Mission Units of submissions and deadlines;
- 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.

**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, after having fulfilled the education requirements.

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

- To be able to organise all staff work at strategic and operational level;
- 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 highly desirable, e.g. CSDP, UN, OSCE or similar;
- Professional training in project management;
- Executive Assistant training/course or another related training/course;
- Knowledge of Arabic.

<b>Position Name:</b> Policy Support, Analysis and Reporting Officer (Brussels Support Element)	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> IAT 17	<b>Location:</b> Brussels/Belgium	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

#### 1. Reporting Line:

The Policy Support, Analysis and Reporting Officer (Brussels Support Element) reports to the Chief of Staff, while embedded within the relevant CPCC Desk from where he/she may also take instruction.

#### 2. Main Tasks and Responsibilities:

- To maintain close coordination between the Mission, CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the relevant CPCC POC (Operations and Mission Support Desk);
- To closely coordinate with the Mission regarding the Mission's mandate implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area;
- To provide analysis on the Mission's mandate implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the COS and CPCC;
- To prepare Calls for Contributions and to participate in their distribution;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To advise in the preparation of Standard Operating Procedures and Job Descriptions;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task in the BSE team as requested by the Line Manager(s).

#### 3. Mission Specific Tasks and Responsibilities:

- To establish and maintain contacts with the Member States and other international actors as well as the civil society at Brussels level;
- To support operations, reporting, mission analysis and human resources;
- To use legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP Missions;
- To liaise as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level;
- To provide assistance to the Mission departments in relation to CPCC and stakeholders.
- To assist in the development of internal Mission operations/support procedures.

#### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma with 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; AND
- A minimum of 4 years of relevant professional experience in reporting, administration, human resources management and/or political related issues, after having fulfilled the education requirements.

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

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Analytical, administrative and reporting skills;
- Networking skills.

**6. Desirable Qualifications and Experience:**

- Experience in planning and implementing projects in the field of human resources management;
- University or/and Master's degree in business administration or in human resources management or international certification in human resources management.

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

- French or other EU main language skills.

<b>Position Name:</b> Head of Planning, Analysis and Reporting Department (PARD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 20	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Chief of Staff Office/PARD	<b>Security Clearance Level</b> EU Secret	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Head of Planning, Analysis and Reporting Department (PARD) reports to the Chief of Staff.

**2. Main Tasks and Responsibilities:**

- To lead, direct and manage the work and staff of the department, so as to deliver on the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports;
- In coordination with the Mission's Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Identified/Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that analysis is conducted with an integrated gender perspective, when required.
- To undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

N/A

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 3 years at management level;
- Operational planning/project management experience, in a national or international context.

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

- Report compilation, drafting and editing skills.

**6. Desirable Qualifications and Experience:**

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;

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

- Analytical capability and profound knowledge of information collection and analytical methods;
- Knowledge of Arabic.

<b>Position Name:</b> Senior Strategic Adviser on Counter-Terrorism, Prevention and Countering Violent Extremism (CVE) at the Office of the National Security Adviser (ONSA)	<b>Employment Regime:</b> Seconded	
<b>Ref.Number:</b> IAO 13	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Operations Department/ Law Enforcement Agencies Component	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> Yes

#### 1. Reporting Line:

The Senior Strategic Adviser 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 areas of 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, 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 from 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 design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

#### 3. Mission Specific Tasks and Responsibilities:

- To contribute to the strategic development of the Iraqi National Security Architecture in the sphere of prevention of terrorism especially CVE;
- To advise on policy and strategy development of Iraqi owned implementation plans on CVE;
- To contribute to the development of Iraqi owned CVE policy and strategy;
- To advise on implementation plans to enable operationalisation of policy and strategy;
- To provide advice to senior Iraqi counterparts which contributes to leadership development;
- To ensure Iraqi counterparts are cognisant of UNSR 1325 and human rights.

#### 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 educational requirements.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of Counter-Terrorism, Prevention and Countering Violent Extremism.

#### 6. Desirable Qualifications and Experience:

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- Good experience in EU CVE policies, relevant EU and international CVE initiatives;
- Experience in advising local national counterparts;

- Experience in developing CVE Policy and Strategy;
- Relevant professional qualifications;
- Experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations.

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

- Ability to promote strategic leadership;
- Knowledge of Arabic.



<b>Position Name:</b> Senior Strategic Adviser on Organised Crime, Protection of Cultural Heritage (MoI)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 15*	<b>Location:</b> Baghdad	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Operations Department/ Law Enforcement Agencies Component	<b>Security Clearance Level</b> EU Secret	<b>Open to Contributing Third States:</b> No

\*The availability of this position is subject to the failure of confirmation of deployment of a previously selected candidate.

#### 1. Reporting Line:

The Senior Strategic Adviser 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 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 design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

#### 3. Mission Specific Tasks and Responsibilities:

- Based on the UN Convention on Transnational Organised Crime and international conventions related to the protection of cultural heritage, to contribute to the strategic development of the Iraqi National Security Architecture in the sphere of Organised Crime capacity and capability development, a specific aspect being the protection of cultural heritage;
- To advise on Organised Crime strategy development and development of Iraqi Organised Crime threat assessment;
- To advise on Iraqi owned implementation plans which counter Organised Criminality including e.g. looting, illegal trade and smuggling of cultural artefacts;
- To contribute to the development of Iraqi owned Organised Crime policy and strategy;
- To advise on enhancing relationship between INTERPOL Baghdad National Central Bureau and IPSG Lyon;
- To contribute to leadership development of senior Iraqi Organised Crime officers;
- To promote context specific Organised Crime concepts which build Iraqi Institutional resilience;
- To ensure Iraqi counterparts are cognisant of UNSR 1325 and human rights

#### 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:

- Ability to Ability to mentor and motivate local counterparts;
- Knowledge of international Organised Crime legal framework in particular the UN Convention on Transnational Organised Crime and its Protocols;

**6. Desirable Qualifications and Experience:**

- Experience in developing Organised Crime Policy and Strategy;
- Experience in the protection of cultural heritage and related crime;
- Good experience with EU JHA policies and relevant EU JHA agencies;
- Relevant professional qualifications;
- Experience in project management;
- Experience in working in JHA agencies in particular in EUROPOL or INTERPOL;
- CSDP Mission experience or experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations.

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

- Strategic leadership ability;
- Profound knowledge of and experience in strategic planning on combating Organised Crime at ministerial level;
- Knowledge of Arabic.

<b>Position Name:</b> Senior Strategic Adviser on Counter-Terrorism (Mol)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 18	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 23/08/2020
<b>Component/Department/Unit:</b> Operations Department/ Law Enforcement Agencies Component	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> Yes

**1. 1. Reporting Line:**

The Senior Strategic Adviser on Counter-Terrorism (Mol) 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 design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- 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 UNSR 1325 and human rights.

**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:**

- Ability to mentor and motivate local national counterparts;
- Knowledge of strategic CT at ministerial level.

**6. Desirable Qualifications and Experience:**

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- 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 Arabic.

<b>Position Name:</b> Senior Strategic Adviser on Human Resource Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 52	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Strategic Civilian SSR Component	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> Yes

#### 1. Reporting Line:

The Senior Strategic Adviser on Human Resource 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 design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

#### 3. Mission Specific Tasks and Responsibilities:

- 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.

#### 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:

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- 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;
- 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.

<b>Position Name:</b> Senior Strategic Adviser on Command, Control and Crisis Management (MoI and ONSA)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 61, 62 (2 positions)	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Operations Department/ Strategic Civilian SSR Component	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

The Senior Strategic Adviser 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 institutions, 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 Mission Senior Strategic Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- Advise the ONSA and the MoI on the strategic development of the Iraqi National Security Architecture and organisational structures which delineate civ/mil security functions;
- Advise the MoI on the development of strategy, policy and doctrine to support institutional development of crisis management capacity and capability in line with normative human rights standards and the Code of Conduct;
- To assist the MoI in the development of effective command and control mechanisms enabled through clear structures and responsibilities;
- To advise and assist the MoI on defining core training requirements in the context of the broader Iraqi National Security Architecture;
- To promote context specific solutions which contribute to Iraqi National Security Architecture development;
- To liaise closely with other International Senior Advisers and Advisers from UNDP and the Lead International Adviser under the Security Sector Reform Programme (SSRP) on National Security Architecture;
- To ensure counterparts are cognisant of UNSR 1325 and human rights.

**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:**

- Ability to mentor and motivate local counterparts;
- Knowledge of institutional reform and development of training requirements in Home Affairs issues at ministerial level.

**6. Desirable Qualifications and Experience:**

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- Experience in reviewing, developing and implementing inter-service, inter-institutional and organisational command and control structures and functions at the strategic level;
- Experience in Crisis Management roles including planning and leading at the strategic (Gold) level, public order events, major public safety events and critical incidents;
- Senior leadership experience;
- Experience in strategic planning;
- Experience in organisational development;
- Experience with institutional reform;
- Good experience with EU JHA/CT policies and relevant EU JHA agencies;
- Experience in project management;
- Experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations.

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

- Knowledge of Arabic.



<b>Position Name:</b> Head of Project Cell	<b>Employment Regime:</b> Seconded	<b>Post Category for Contracted:</b>
<b>Ref. Number:</b> IAO 80	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Operations Department/ Project Cell	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Project Cell reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Project Cell's tasks in accordance with the OPLAN and relevant planning documents;
- To ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- To assist the Mission's operational component and unit heads in project planning and development and coordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in cooperation with operational component and unit heads and Mission's Finance Office;
- In close coordination with the Mission's Coordination and Cooperation Capability, to establish and maintain contacts with International Organisations and NGOs to identify potential project partners and funding;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and compliance with EU regulations;
- Upon project completion, to ensure that post-project reporting and evaluation have been completed;
- To maintain and develop project management procedures;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.
- To undertake any other related task as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree AND
- A minimum of 7 years of relevant professional experience, including experience in planning, implementation and evaluation of projects (such as development cooperation), out of which a minimum 3 years of experience at management level, after having fulfilled the education requirements.

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

- Team management skills;
- Leadership and problem solving skills;
- Negotiation and risk management skills;
- Project management skills.

### 6. Desirable Qualifications and Experience:

- International crisis management mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context;

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

- Knowledge of and/or experience in working with EU Financial Regulations;
- Knowledge of Arabic.

## Seconded/Contracted Positions

<b>Position Name:</b> Head of Press and Public Information Office/ Spokesperson (PPIO)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref.Number:</b> IAT 18	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Chief of Staff Office/Press and Public Information Office	<b>Security Clearance Level</b> EU Secret	<b>Open to Contributing Third States:</b> 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;
- To draft if necessary, keep under review, and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To follow up local and international media;
- 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 social media accounts;
- 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 coordinate same with other EU actors in theatre if appropriate;
- To ensure coordination with the press offices of other EU actors in the host state;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support and advise the Mission's management on internal and external communications/lines to take;
- To participate in and cover external meetings with high level Iraqi officials;
- To coordinate communication activities with other international counterparts in Iraq (NATO Mission in Iraq, Coalition, EU Member States and UN agencies) and the CPCC Officer for Policy and Strategic Communications;
- To liaise closely with CPCC Iraq desk.

### 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:

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;

- 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, marketing and/or digital communication;

**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 political situation.

<b>Position Name:</b> Senior Strategic Adviser on National Security Legislation	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> IAO 58	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 27/10/2020
<b>Component/Department/Unit:</b> Operations Department/ Strategic Civilian SSR Component	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> Yes

**1. 1. Reporting Line:**

The Senior Strategic Adviser on National Security Legislation reports to the Head of Strategic Civilian SSR Coordination Component (HoSCSC).

**2. Main Tasks and Responsibilities:**

- To assess local national security legislation by identifying areas requiring improvement/reform in the law-making process and in existing laws regulating objectives and responsibilities of relevant security institutions;
- To advise the Head of Component regarding identified host state needs and recommended support by the Mission;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- In coordination with the Mission's Coordination and Cooperation capability, to closely coordinate with other EU/international actors involved in this field;
- To support the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance;
- To contribute to Mission induction training of Mission personnel as required;
- To identify and report on lessons and best practices within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To draft legal analytical papers on national security concepts and terminology;
- To provide advice on how to safeguard constitutional rights in national security legislation, including on civil liberties and fundamental freedoms;
- To advise the chairman of the National Security Legislation Working Group part of the Security Sector Reform Program (SSRP) on existing laws and regulations as well as on passing of new laws that could help defining the national security architecture;
- To advise civilian legislative and executive institutions involved in the law-making process (Parliament Security and Defence Committee, Parliament Legal Committee, State Council and Prime Minister Office) as well as relevant security institutions on potential amendments of existing laws and regulations as well as on passing of new laws that could help defining the national security architecture;
- To structure discussions on legal concepts between Iraqi security institution and parliamentary working group experts. To draft legal papers based on negotiations between Iraqi security institutions in the law-making process;
- To coordinate with the Office of the National Security Adviser (ONSA) and UNDP in charge of leading the SSRP to enhance cooperation between security institutions and civilian institutions involved in the law-making process in national security matters.

**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. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, as a practising lawyer, after having fulfilled the education requirements.

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

- Critical thinking and active listening;
- Complex problem-solving skills;
- Time management skills.

**6. Desirable Qualifications and Experience:**

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- Strong skills in managing cultural differences in negotiations, and negotiation experience from Middle East context;
- Experience with and knowledge of Iraqi security institutions and dynamics;
- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Admission to the Bar in home or residential jurisdiction;
- Extensive experience as a practising lawyer.

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

- Ability to mentor and motivate local counterparts;
- 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.

<b>Position Name:</b> Records Management Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Assistant Level (MSAL)
<b>Ref. Number:</b> IAS 05	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Mission Support Department	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Records Management Assistant reports to the Head of Mission Support Department (HoMS).

### 2. Main Tasks and Responsibilities:

- To manage the Mission's records and archives appropriate and effectively;
- To assist the Mission with preparation and management of various metrics/reports - perform document collection, archiving and filing of various records;
- To maintain office services by organising office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions;
- To register and distribute all official incoming and outgoing communications in the correspondence registration database;
- To assist in the identification, development and implementation of appropriate policies, procedures and guidelines and keep these up to date;
- To ensure secure destruction for "restricted" records authorised for destruction;
- To facilitate in the development of single centralised filing system and maintaining it to meet organisational requirements;
- To identify, develop and maintain effective relationships and networks with information, knowledge, records and archives management;
- To store arrange and index classified records;
- To research new technologies, automation and new soft- and hardware for archives and records unit;
- To ensure the security, integrity and optimal performance of the document management system;
- To administer relevant reports and required information to internal and external functions.
- To undertake any other related task as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To assist the Office of the Head of Mission in developing and sustaining relevant SOPs, directives, policies and Administrative Notes, ensuring coherence of the various administrative documents;
- To do due diligence and verify reports, data and information in the Mission Support reporting structure;
- To liaise with CPCC to ensure consistency with the CSDP document management guidelines and directives.

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education; AND
- A minimum of 3 years of experience in administration and archiving management, after having fulfilled the education requirements.

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

- Knowledge of records management practices;
- Understanding of application of records management practices including an understanding of computerised records management systems;
- Knowledge of contemporary archival and records management principles and practices.

### 6. Desirable Qualifications and Experience:

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- International administrative experience, particularly in crisis areas with multi-national and international organisations;
- Document registry and archive experience;
- Administration experience in an archiving management role.

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

- Tact in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- PC skills with a good knowledge of MS Office and PowerPoint, internet and email applications;
- Presentation and reporting skills.



<b>Position Name:</b> Supply Chain Coordination Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> IAS 23	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Mission Support Department/ Procurement Unit	<b>Level of Security Clearance:</b> EU Restricted	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Supply Chain Coordination Officer reports to the Head of Procurement.

**2. Main Tasks and Responsibilities:**

- In coordination with the requesting units, to identify and compile the Mission's needs, and what needs to be acquired through procurement in response;
- To maintain the Procurement Acquisition Plan in close coordination with the Procurement Unit;
- To identify potential vendors for the Mission's procurement activities;
- To keep and maintain the supplier database updated;
- To collect, keep and maintain the feedback received from the requesting units on the performances of the contractors;
- To assist the Project Managers in the implementation of contracts (including exceptional situations arising from breach of contracts) in accordance with the relevant Standard Operating Procedures;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To develop Standard Operating Procedures as required;
- To prepare and submit activity reports as required;
- To undertake any other related tasks requested by the Line Manager (LM).

**3. Mission Specific Tasks and Responsibilities:**

- To assist the LM in all issues related to the acquisition and delivery of assets in the interest of the Mission;
- To liaise with other international organisations represented in Iraq, in order to build a comprehensive database of possible suppliers;
- To develop standard practices for the registration of the companies into the database.

**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
- A minimum of 4 years of relevant professional experience in the field of logistics/procurement/market research fields, after having fulfilled the education requirements.

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

- Knowledge of applicable procurement principles;
- Ability to deal with local employees in international companies;
- Ability to understand the technical requirements received from the requesting units;
- Ability to liaise with other EU offices and international organisations to in order to build a supplier database;
- Mission experience, CSDP, UN, OSCE etc.

**6. Desirable Qualifications and Experience:**

- International experience highly desirable, particularly in crisis areas with multi-national and international organisations, e.g. CSDP, UN, OSCE or similar;
- Practical knowledge of internationally recognised management standards with good understanding of field operations, contract execution and administration; in-depth understanding of internal EU procurement policies, practices and procedures, in particular PRAG and FR;
- Working computer skills, including ability to operate common database software, spreadsheet and project

management applications;

- 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.

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

- Strong knowledge and understanding of entire procurement processes.

<b>Position Name:</b> Head of General Support Services (GSS)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> IAS 40	<b>Location:</b> Baghdad	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Mission Support Department/ General Support Services Unit	<b>Level of Security Clearance:</b> EU Restricted	<b>Open to Contributing Third States:</b> No

#### 1. Reporting Line:

The Head of General Support Services (GSS) reports to the Head of Mission Support Department (HoMSD).

#### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the GSS Unit;
- To lead logistics, support facility management, transportation and services management in a cost-efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission;
- To advise the Mission on the logistical requirements related to operational decisions within budgetary and time constraints;
- To advise the Senior Mission Security Officer on logistical requirements in relation to Contingency Plans;
- To develop Standard Operating Procedures (SOPs) related to GSS (logistics, support facility management, transportation and services management);
- To maintain asset registers of all Mission assets;
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission;
- To liaise with the procurement department as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks requested by the Line Manager(s).

#### 3. Mission Specific Tasks and Responsibilities:

- To assist the HoMS in all issues related to the description, acquisition and delivery of assets in the interest of the Mission;
- To administer lease contracts of all rented premises and any other general service-related contracts;
- To liaise with other International and Iraqi partners and markets to ensure a smooth expedition of all goods in and out of the Mission;
- To liaise with both CPCC, FPI and the Warehouse on all issues related to donations, shipment and deliveries of Warehouse assets;
- To assist in managing and maintaining a comprehensive database of expendable and non-expandable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.

#### 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 7 years of relevant professional experience, after having fulfilled the education requirements, 3 years of experience at management level.

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

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to lead a multifunctional team;
- Ability to establish/review priorities, to plan and to exercise control;

- Ability to assess and anticipate needs, plan and delineate strategies for maximising resources;
- Ability to mentor and motivate staff.

**6. Desirable Qualifications and Experience:**

- Mission experience highly desirable, particularly in crisis areas with multi-national and international organisations, e.g. CSDP, UN, OSCE or similar;
- Master's degree in management, business administration, fleet management or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience with ERP and inventories.

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

- Strong knowledge and understanding of budget processes.

<b>Position Name:</b> Cyber Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> IAS 53	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Mission Support Department/ CIS Unit	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Contributing Third States:</b> No

#### 1. Reporting Line:

The Cyber Security Officer reports to the Head of Communication and Information Systems.

#### 2. Main Tasks and Responsibilities:

- To design, implement and maintain the IT Security Architecture and Plan, and implement IT security standards and best practices;
- To monitor appropriate IT Security metrics and provide periodic status reports to stakeholders for all critical systems within their specific area of responsibility;
- To develop and implement IT security controls;
- To formulate operational risk mitigation and execute incident response actions;
- To install, configure, and maintain the use of security tools (e.g. firewalls, data encryption, IDS, IPS) and services to protect the Mission's data, electronic information, systems and infrastructure;
- To research, evaluate, recommend and introduce new IT security tools, techniques, services and technologies to improve and innovate the Mission's IT security solutions portfolio;
- To identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions and services;
- To undertake any other related tasks as requested by the Line Manager.

#### 3. Mission Specific Tasks and Responsibilities:

- To support development and participate in the Mission's Cybersecurity Incident Response Team and to work closely with Mission Security and Safety personnel and related management structures;
- To support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities and the provisioning of engineering/operational services and products/solutions;
- To support the operational hardening of IT and communication systems, services and networks;
- To conduct regular technical IT security risk and control assessments/audits of systems and infrastructure and to provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners;
- To provide training, advice and easy to follow user guidelines on maintaining IT and cyber security.

#### 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
- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in an IT Security/Cyber Security, after having fulfilled the education requirements;

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

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards;

#### 6. Desirable Qualifications and Experience:

- International mission experience highly desirable, particular in crisis areas with multi-national and international organisations, e.g. CSDP, UN, OSCE or similar;

- Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, Microsoft O365 Security features (e.g. Advanced Threat Protection), network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.
- Recent/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- A combination of professional and relevant expertise and/or certifications in Microsoft, Cisco, Ubiquiti and Rapid7 products and technologies;
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ ITIL, MOF);
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, or similar).

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

- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and practical hands-on experience in investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Good problem solving skills and analytical ability to analyse complex IT systems configurations.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> IAD 16	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security & Duty of Care Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (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 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 travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To conduct the role and responsibilities of an SMSO as appropriate;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations on same;
- To conduct risk analysis and threat assessments on security developments in the area of operations as well as persons and assets.

### 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 highly desirable, e.g. CSDP, UN, OSCE or similar;
- 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.

<b>Position Name:</b> Mission Security Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Assistant Level (MSAL)
<b>Ref. number:</b> IAD 17	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 16/06/2020
<b>Component/Department/Unit:</b> Security & Duty of Care Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Mission Security Assistant (MSA) reports to the Deputy Senior Mission Security Officer (DSMSO).

**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 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 travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To conduct the role and responsibilities of an MSA as appropriate.

**4. Essential Qualifications and Experience:**

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education 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 highly desirable, e.g. CSDP, UN, OSCE or similar;
- Police or military background;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of firearms training;
- Civilian driving licence class C.

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

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



<b>Position Name:</b> Mission Security Analysis Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> IAD 18	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security & Duty of Care Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

#### 1. Reporting Line:

The Mission Security Analysis Officer (MSAO) reports to the Deputy Senior Mission Security Officer (DSMSO).

#### 2. Main Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to analyse all relevant information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers, and other reports as required;
- To produce long-term assessments and forecasts of the security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations on same;
- To conduct risk analysis and threat assessments on security developments and, when relevant, integrate a gender perspective in the area of operations as well as persons and assets;
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances and to act on his/her behalf in his/her absence;
- To conduct security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise 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 ensure that all necessary actions are taken, particularly in emergency cases;
- To undertake any other related tasks as requested by the Line Manager(s).

#### 3. Mission Specific Tasks and Responsibilities:

- To conduct the role and responsibilities of a Mission Security Officer as appropriate.

#### 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 5 years of relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements.

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

- Ability to contribute to the development of security policies and procedures;
- Writing and reporting skills;
- Presentation skills (preparing and delivery presentations).

#### 6. Desirable Qualifications and Experience:

- International Crisis Management mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- University Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);

- Successful completion of firearms training;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Civilian driving license class C.

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

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