

Annex 1

<p>European Union Advisory Mission in Iraq (EUAM Iraq) 1-2024 Call for Contributions Requirements and Job Descriptions</p>

Organisation	European Union Advisory Mission in support of Security Sector Reform in Iraq			
Job Location	Baghdad & Erbil (Iraq)			
Availability	As indicated below			
Staff Regime	As indicated below			
Job Title/ Vacancy notice	Ref.	Name of the post	Location	Available
	<u>Seconded only</u> (10 positions)			
	IAT 414	Human Rights & Gender Adviser	Baghdad	Jun 2024
	IAO 401	Head of Operations	Baghdad	May 2024
	IAO 412	Senior Strategic Adviser on Preventing & Countering Violent Extremism	Baghdad	Aug 2024
	IAO 416	Senior Strategic Adviser on Organised Crime/Cultural Heritage Protection	Baghdad	May 2024
	IAO 418	Senior Strategic Adviser on Counter-Terrorism	Baghdad	ASAP
	IAO 420	Senior Strategic Adviser Border Management	Baghdad	May 2024
	IAO 423	Senior Strategic Adviser on Organised Crime/Anti-Drugs	Baghdad	ASAP
	IAO 460	Senior Strategic Adviser on Institutional Reform	Baghdad	ASAP
	IAO 470	Senior Strategic Adviser on SSR Coordination	Erbil	ASAP
	IAO 474	Senior Strategic Adviser on Organised Crime/Anti-Drugs	Erbil	ASAP
	<u>Seconded/Contracted</u> (5 positions)			
	IAO 454	Senior Strategic Adviser on Planning & Strategy	Baghdad	ASAP
	IAD 422	Nurse	Baghdad	ASAP
	IAS 432	Logistics Officer	Baghdad	ASAP
	IAT 431	Press & Public Information Officer	Baghdad	ASAP
IAS 411	Finance Officer	Baghdad	ASAP	

** pending the availability of the position*

Deadline for applications	Monday 12 February 2024 at 17:00 CET (Brussels time)
Interview period	February & March 2024
Submission of application	<p>1. You have the nationality of an EU Member State: you must use Goalkeeper to apply: You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2. You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities</i></p>
Information	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Ken WACHTELAER CPCC-EUAM-IRAQ@eeas.europa.eu</p>

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

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

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be 12 months.

The Civilian Operations Commander requests that contributing states propose candidates for the following international expert positions for EUAM Iraq, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – The candidates must have citizenship of an EU Member State or of a Contributing Third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (*e.g.* civilian and military staff) and be able to cope with extended separation from family and usual environment.

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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

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

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

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working languages of the Mission (**English**). 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.

Organizational skills – the candidates must have excellent organizational skills, with the ability to prioritize 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 license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

II.B Desirable Requirements

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

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

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

² Common European Framework of References for Languages

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 relevant Iraqi Ministry.

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

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

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

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

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

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

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

IV. ADDITIONAL INFORMATION

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

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

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference/skype/phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing states will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

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

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

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

V. JOB DESCRIPTIONS

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

Seconded positions

Position Name: Human Rights and Gender Adviser	Employment Regime: Seconded	
Ref. Number: IAT 414	Location: Baghdad	Availability: Jun 2024
Component/Department/Unit: Mission's HQ/CoS	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Human Rights and Gender Adviser reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters, gender equality, gender and human rights mainstreaming, Women, Peace and Security related dimensions and policies relevant to the Mission mandate, and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state and, in coordination with the Mission operational components, advise on the promotion of gender equality and gender responsive policy among host state authorities in order to ensure that these aspects are integrated while being consistent with the Mission Implementation Plan;
- To advise the Head of Mission and other mission members and departments on human rights due diligence framework and to coordinate the Mission Gender focal point network;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To advise on gender mainstreaming processes, promote and facilitate the integration of a gender perspective within the functioning of the Mission as well as in the analysis, planning and conduct of the Mission activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and the implementation of the UN Security Council Resolutions on Women, Peace and Security;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission operational components, advise on the promotion of gender equality and gender responsive policy among host state authorities in order to ensure that these aspects are integrated while being consistent with the Mission Implementation Plan;
- To advise on the development and content of strategic communications with regards to human rights and gender dimensions;
- To train mission members on human rights and gender-related code of conduct and internal integrity issues such as unconscious bias, combatting and addressing sexual harassment and gender and human rights mainstreaming;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor Degree; OR equivalent and attested police and/or and military education or training or an award of an equivalent rank;
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;
- Analytical skills and knowledge of conducting gender analysis;
- Training and communication skills;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Successfully completed one of the established training courses for gender advisors.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: IAO 401	Location: Baghdad, Iraq	Availability: May 2024
Component/Department/Unit: Operations Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Operations reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Department in Baghdad and Erbil, ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To supervise and initiate the conduct of Mission operational activities and ensure orientation and operational coherence in close coordination with other Mission departments;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve and to regularly report on benchmarking
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanisms and conflict prevention;
- Ability to advise senior Iraqi partners on institutional reforms within the civilian domain of SSR.

6. Desirable Qualifications and Experience:

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser on Preventing and Countering Violent Extremism	Employment Regime: Seconded	
Ref. Number: IAO 412	Location: Baghdad, Iraq	Availability: Aug 2024
Component/Department/Unit Operations Department/ Law Enforcement Agencies Component	Security Clearance Level EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Strategic Adviser on Preventing and Countering Violent Extremism (P-CVE) reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan;
- To support the development of a more structured and institutionalised, whole-of-society approach to P-CVE through providing strategic advice to national government entities on implementation of the national CVE Strategy;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local and international counterparts;
- To liaise closely with other Mission's advisers;
- To provide support to the Senior Strategic Advisors on Counter-terrorism (CT) when needed.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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, advise and motivate local counterparts;
- Experience in developing or implementing national and/or local P-CVE strategies or action plans;
- Documented working experience in the field of P-CVE.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in providing strategic advice to senior government officials.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser on Organised Crime (Cultural Heritage Protection)	Employment Regime: Seconded	
Ref. Number: IAO 416	Location: Baghdad, Iraq	Availability: May 2024
Component/Department/Unit Operations Department/Law Enforcement Agencies Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Strategic Adviser on Organised Crime (Cultural Heritage Protection), reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To support the development of the local institution and Ministry of Interior (MoI) in the field of Organised Crime in relation to Cultural Heritage Protection through relevant activities;
- To be the key interlocutor with the MoI and other relevant institutions related to Cultural Heritage ;
- To support development of policies with the local institutions and MoI.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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, advise and motivate local counterparts;
- Knowledge of conducting need assessment and the development of strategies.
- Experience in working with cultural heritage protection in national and international environment;
- Experience in working with EU JHA policies, relevant EU JHA, Works of art unit of Interpol and UNESCO, and international initiatives/policies/organizations.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations ;
- Experience in coordination and information sharing between law enforcement agencies and relevant institutions nationally and internationally.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser on Counter-Terrorism	Employment Regime: Seconded	
Ref. Number: IAO 418	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit: Operations Department/ Law Enforcement Agencies Component	Security Clearance Level: EU SECRET or Equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Strategic Adviser on Counter-Terrorism 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 through strategic advice to local counterparts;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To provide back-stopping to the Senior Strategic Advisors on Preventing and Countering Violent Extremism when needed;
- To ensure coordination and cooperation with relevant international partners in the field of CT
- To support the development of the relevant local institutions in the field of Counter Terrorism through Strategic Advice;
- To be the key interlocutor with the relevant local institutions responsible for implementing the Iraqi CT Strategy;
- Through Strategic Advice support the development of policies in line with the local institutions responsible for implementing the Iraqi CT Strategy.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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:

- Experience in providing strategic advice and motivating local counterparts in an international context;
- Knowledge and experience of working in the field of counter terrorism on a higher strategic level;
- Knowledge and experience of the EU CT facilities;
- Complex problem solving and performance management skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations. (e.g CSDP-, UN- or OSCE Missions);
- Experience and skills of managing cultural differences in negotiations and advising in an international context;
- Knowledge of Iraqi security institutions and dynamics.

7. Desirable Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials on a government level decisionmakers;
- International experience from working in fragile and conflict affected states, bilaterally or with multi-national and international organisations;
- Experience in project management;
- Experience with EU JHA/CT policies and relevant EU JHA agencies;
- Knowledge of Arabic.

Position Name: Senior Strategic Adviser Border Management	Employment Regime: Seconded	
Ref. Number: IAO 420	Location: Baghdad, Iraq	Availability: May 2024
Component/Department/Unit: Operations Department/Law Enforcement Agency Component	Security Clearance Level: EU SECRET or	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Strategic Adviser Border Management reports to the Head of Law Enforcement Agency Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To support the development of the local institutions in the field of Integrated Border Management through activities and advising;
- To develop policies in line with the relevant local Border institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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, advise and motivate local counterparts;
- Experience of designing and delivering workshops;
- Knowledge of strategic planning, and IBM.
- Knowledge about EU JHA and international border management cooperation (FRONTEX, IOM, ICMPD, INTERPOL, EUROPOL).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experiences as Senior Law Enforcement Officer;
- Experiences in institutional reform and development of training requirements in Home Affairs at ministerial level;
- Experience in border crossing points and surveillance borders at regional and national level;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser on Organised Crime/Anti-Drugs	Employment Regime: Seconded	
Ref. Number: IAO 423	Location: Baghdad, Iraq	Availability ASAP
Component/Department/Unit Operations Department/Law Enforcement Agencies Component	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Strategic Adviser on Organised Crime/Anti-Drugs, reports to the Head of Law Enforcement Agencies Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission's advisers;
- To support the development of the local institutions and Ministry of Interior (MoI) in the field of Organised Crime, through relevant activities;
- To develop policies and strategies in collaboration with the local institutions and MoI;
- To develop capacity building activities in the field of organised crime.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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, advise and motivate local counterparts;
- Experience of designing training;
- Knowledge of conducting needs assessments and developing strategies.
- Experience in organised crime investigations and international cooperation.

6. Desirable Qualifications and Experience:

- Experience in drafting anti-drug strategies and planning and conducting anti-drug operations in national and international environment;
- International experience, particularly in crisis areas with multinational and international organisations ;
- Experience in working with EU JHA policies, relevant EU JHA agencies/institutions and international initiatives/policies/agencies ;
- Experience in developing Policy and Strategy;
- Experience and knowledge about witness protection;
- Experience and knowledge on cyber related policing.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser on Institutional Reform	Employment Regime: Seconded	
Ref. Number: IAO 460	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit Operations Department/Strategic Civilian SSR Component	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the relevant mission planning documents and the Mission Implementation Plan through strategic advice to local counterparts;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions through enabling interventions and supporting positive reform;
- To provide analysis, strategic advice and recommendations to the local counterparts;
- To maintain close contact and build effective relationships with relevant national and international strategic partners;
- Initiate, develop and lead relevant projects and organise events to progress and support SSR with counterparts.
- To liaise closely with other Mission's advisers;
- To advise the Ministry of Interior (MoI) on strategic and organisational development to support the objective of it becoming a more effective, transparent and accountable institution;
- To advise the MoI on measures which enhance organisational integrity and reduce the risk of corruption including through working in partnership with strategic partners to promote anti-corruption synergies and ensure coherence in anti-corruption interventions;
- Advise and assist the MoI is ensuring it meets its obligations in the context of the implementation of the National Anti-Corruption Strategy;
- To contribute to efforts which enable and strengthen inter-institutional coherence with the Ministry and the Federal Commission of Integrity;
- To advise the MoI on the development and implementation of policy and strategy which promotes good governance and strengthens institutional resilience including the multi-annual plan and annual plans as well as institutional business policies;
- To promote and employ EU and international effective practice including conceptual tools and concepts which contribute to organisational reform;
- To support a programmatic approach and promote context specific policy interventions which contribute to institutional development and resilience.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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, advise and motivate local counterparts;
- Knowledge and experience of institutional reform and development of training requirements in Home Affairs issues at ministerial level;
- Knowledge and experience of policing, security sector reform and modern leadership and governance concepts;
- Critical thinking and active listening skills;
- Complex problem-solving and performance management skills;
- Time management skills;
- Knowledge and skills in leading successful change and reform at the strategic level.

6. Desirable Qualifications and Experience:

- International mission experience, particularly in crisis areas with multinational and international organisations (e.g. CSDP, UN, OSCE etc.);
- Strong skills and experience in managing cultural differences in negotiations, advising and negotiation experience from Middle East context;
- Experience with and knowledge of Iraqi security institutions and dynamics;
- Experience in counter corruption programmes.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Strategic Adviser on Coordination SSR	Employment Regime: Seconded	
Ref. Number: IAO 470	Location: Erbil, Iraq	Availability: ASAP
Component/Department/Unit Operations Department/Strategic Civilian SSR Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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, advise and motivate local counterparts;
- Knowledge and experience of institutional reform and development at ministerial level;
- Knowledge and experience of security sector reform and modern leadership and governance concepts;
- Critical thinking and active listening skills;
- Complex problem-solving and performance management skills;
- Time management skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Experience on working with or among security authorities at national and international levels.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or Kurdish language.

Position Name: Senior Strategic Adviser on Organised Crime/Anti-Drugs	Employment Regime: Seconded	
Ref. Number: IAO 474	Location: Erbil, Iraq	Availability ASAP
Component/Department/Unit Operations Department/Law Enforcement Agencies Component	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

- **Reporting Line:**

The Senior Strategic Adviser on Organised Crime/Anti-Drugs, reports to the Head of Law Enforcement Agencies Component.

- **Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission's advisers;
- To support the development of the local institutions and Ministry of Interior (MoI) in the field of Organised Crime, through relevant activities;
- To develop policies and strategies in collaboration with the local institutions and MoI;
- To develop capacity building activities in the field of organised crime.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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, advise and motivate local counterparts;
- Experience of designing training;

- Knowledge of conducting needs assessments and developing strategies;
- Experience in organised crime investigations and international cooperation.

6. Desirable Qualifications and Experience:

- Experience in drafting anti-drug strategies and planning and conducting anti-drug operations in national and international environment;
- International experience, particularly in crisis areas with multinational and international organisations ;
- Experience in working with EU JHA policies, relevant EU JHA agencies/institutions and international initiatives/policies/agencies ;
- Experience in developing Policy and Strategy;
- Experience and knowledge about witness protection;
- Experience and knowledge on cyber related policing.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Seconded/Contracted positions

Position Name: Senior Strategic Adviser on Planning & Strategy	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: IAO 454	Location: Baghdad	Availability: ASAP
Component/Department/Unit Operations Department/Strategic Civilian SSR Component	Security Clearance Level: EU SECRET or Equivalent	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Strategic Adviser on Planning & Strategy reports to the Head of Strategic Civilian SSR Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the relevant mission planning documents and the Mission Implementation Plan through strategic advice to local counterparts;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions through enabling interventions and supporting positive reform;
- To contribute to the evolution of strategic security sector reform through engagement with key security entities and interlocutors;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with all stakeholders and Iraqi counterparts;
- To liaise closely with other horizontal advisers
- Lead relevant projects and organise events to progress and support SSR with counterparts;
- To advise the Office of the National Security Advisor (ONSA) on the development of the National Security Strategy (NSS) and its effective implementation and review to support the delivery of wider national imperatives;
- Advise the ONSA on and contribute to the operationalisation of effective governance arrangements, oversight and accountability in the context of the NSS;
- To advise the Ministry of Interior (MoI) on strategic and organisational development to support the objective of it becoming a more effective, transparent and accountable institution;
- To advise the MoI on the development of its strategic five-year and annual plans and their implementation, along with advising to ensure alignment to relevant NSS objectives;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or 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, advise and motivate local counterparts;
- Knowledge and experience of policing, security sector reform and modern leadership and governance concepts;
- Critical thinking and active listening skills;
- Complex problem-solving and performance management skills;
- Time management skills;
- Knowledge and skills in leading successful change and reform at the strategic level;

6. Desirable Qualifications and Experience:

- International mission experience, particularly in crisis areas with multinational and international organisations (e.g. CSDP, UN, OSCE etc.);
- Strong skills and experience in managing cultural differences in negotiations, advising and negotiation experience from Middle East context;
- Experience with and knowledge of Iraqi security institutions and dynamics.

7. Desirable Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of Arabic.

Position Name: Nurse	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: IAD 422	Location: Baghdad / Iraq	Availability: ASAP
Component/Department/Unit: Security & Duty of Care Department/Medical Office	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Nurse reports to the Medical Adviser.

2. Main Tasks and Responsibilities:

- To provide Duty of Care in the Mission Area including in the Mission's presence in Erbil
- To assist, support and provide guidance to the Medical Adviser (MA) on all medical, admin and well-being matters as required;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To prepare and perform medical briefings and training for all Mission Members as required by the MA;
- To liaise with other relevant healthcare providers in the Mission area;
- To be responsible for everyday medical activities such as diagnosing and identifying appropriate medical procedures, medical issues and agreeing treatment methods (preventive and/or curative) in collaboration with the MA;
- To support the MA in assessing medical requirements for advanced treatment in Mission area;
- To cooperate and support the MA with medical evacuations/repatriations/escorting of Mission Members if required;
- To assist Mission Members where advanced medical treatment is required in close cooperation with external medical providers and the medical insurance company;
- To maintain the medical unit pharmacy, ordering and procurement of medication, services and other supplies;
- To respond to medical incidents and emergencies on a 24/7 basis;
- To ensure that the contents of Trauma Kits and medical equipment and assets are up-to-date;
- To maintain the accident, incident and illnesses database;
- To monitor the epidemiological and overall medical situation in theatre, promote preventive medical and occupational health measures including hygiene and recommendations for immunisations.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in Nursing;
- A minimum of 4 years of relevant professional experience, including hands-on experience in an A&E department, primary care, pre-hospital or intensive / anaesthesia care or equivalent after having fulfilled the educational requirements;

- Provide a "Certificate of good standing" issued by a competent National Authority.

5. Essential Knowledge, Skills and Abilities:

- Ability to perform under stress, in hostile environments;
- Experience in emergency medicine;
- Excellent computer skills in MS Office applications;
- Have good organisational and time management skills.

6. Desirable Qualifications and Experience:

- International crisis mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- Experience as instructor/trainer in emergency & trauma medicine;
- Flight medical and/or MEDEVAC experience;
- International certification in Trauma and Reanimation provider.

7. Desirable Knowledge, Skills and Abilities:

- Previous experience in MENA region;
- Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic.

Position Name: Logistics Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: IAS 432	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit: Mission Support Department/GSS Unit	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Logistics Officer reports to the Head of General Support Services.

2. Main Tasks and Responsibilities:

- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To perform the tasks related to the follow up of the life cycle of the Missions assets;
- To develop and maintain the assets inventory through the ERP system;
- To maintain the inventory of expandable and non-expendable items through the ERP system;
- To produce reports on logistical issues, proposing/recommending changes and improvements to ensure accuracy;
- To identify goods and/or services requirements and technically define the requirements to correspond to the process to procure goods and services;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft technical specifications and terms of reference for issuing tenders related to the area of responsibility;
- To act as contract manager for the contracts related to the area of responsibility;
- To intervene in the process for the obtention of custom clearance for the assets crossing the borders;
- To perform tasks related to vehicle management and vehicle maintenance.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Logistics, Supply Chain Management, Transport, Engineering, Administration or other related field) OR equivalent and attested police and/or 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:

- Awareness of different product and services markets and industrial business networks.

6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories such as Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills;
- Punctuality, commitment to quality, client driven approach; ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours;
- Driving license of Category C.

Position Name: Press and Public Information Officer	Employment Regime: Seconded /contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: IAT 431	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit: Mission's HQ/CoS/ Press and Public Information Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Press and Public Information Officer reports to the Senior Press and Public Information Officer/Spokesperson.

2. Main Tasks and Responsibilities:

- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases and public statements;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items on request of the Senior PPIO/Spokesperson;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other (EU) actors in the host state.
- To accompany the advisors and Head of Mission, taking photos and drafting articles and features;
- To develop and release campaigns.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Strong writing, drafting and presentation and communication skills;
- Hands-on mentality combined with conceptual skills;
- Local press and media environment awareness.

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: IAS 411	Location: Baghdad	Availability: ASAP
Component/Department/Unit: Mission Support Department /Finance Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head of Finance.

2. Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To conduct day-to-day financial operations through book keeping in the Mission ERP system;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and regularity of transactions prior to processing financial transactions;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist the Head of Finance in drafting the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of Finance.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or 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:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel.

6. Desirable Qualifications and Experience:

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;

- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

N/A