

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Integrated Rule of Law Mission for Iraq EUJUST LEX Iraq

Advertisement for EU seconded/contracted staff members

Organization:	EUJUST LEX Iraq			
Job Locations:	Iraq (Baghdad)			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/Vacancy Notice:	Ref.	Name of the post	Job location	Available on
	<u>Seconded/Contracted</u>			
	LEX 12	Finance Officer	Baghdad	01/01/2013
	<u>Seconded</u>			
	LEX 26	Rule of Law Expert Judiciary	Erbil	01/03/2013
	LEX 36	Deputy Head of Mission / Chief of Staff	Baghdad	01/01/2013
Deadline for applications:	28 November 2012			
E-mail address to send the Job Application Form/CV:	cpcc.eujustlex@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Eleni Chalkiadaki e-mail: cpcc.cfc@eeas.europa.eu			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract¹). The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert positions for the European Union Integrated Rule of Law Mission for Iraq, EUJUST LEX Iraq, according to the requirements and profiles described below:

A. Essential requirements

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial and civilian staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Willingness to travel frequently into Mission area and Middle East Region, with unpredictable working hours and a considerable workload. Must be able to cope with extended separation from family and usual environment.

Physical and mental health – 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 personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

¹ Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff

Knowledge of the Iraqi administrative structures – To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in an CSDP Mission (desirable).

Language skills – knowledge of Arabic and local languages will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

Visas – Member States and Mission members 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.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license (desirable).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The **Civilian Planning and Conduct Capability (CPCC)** encourages Member States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member State will bear any related costs.

Information on the outcome – Member States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

Seconded/Contracted

FINANCE OFFICER (LEX 12)

(1 position)

Duty Station: Baghdad

Category for Contracted Staff: Mission Support Management Level

Availability: 01/01/2013

Main tasks:

Under the supervision of the Chief of Finance:

- assist in the establishment and implementation of financial systems and procedures for the Mission according to EU Financial Regulations and the established internal guidelines, in close co-operation with the Accounting Officer;
- evaluate finance systems and make recommendations for improvements to financial guidelines and procedures, thus ensuring the efficient management of the Mission funds;
- preparation of budget and required modifications in co-operation with relevant stakeholders;
- monitoring of expenditure levels including preparation of monthly management accounts and forecasting with analysis of key variances and recommendations;
- perform month end reconciliations;
- initiation of documentation for mission expenditure, ensuring compliance with the applicable SoPs;
- monitor the business travel account;
- direct, establish and maintain working contacts with specified banks;
- prepare, store and archive all finance related documents;
- be responsible for the establishment and maintenance of the asset inventory;
- prepare for and assist in the external auditing of the Mission;
- provide cover during leave of the Accounting Officer;
- undertake any other tasks as required by the Chief of Finance.

Qualifications and experience:

- A university degree following a course of minimum 3 years duration in Business Administration, Finance or Accounting or related topic;
- To have a minimum of 6 years of relevant operational experience in finance, with experience in budget planning, budget preparation and management of information systems;
- Excellent analytical, research and problem-solving skills;
- Excellent level of written and spoken English.

Advantageous:

- To be familiar with EU budget procedures and financial management rules;
- To be familiar with SAGE software;
- International experience in crisis areas with multi-national and international organizations, preferably in CSDP .

Seconded positions:

RULE OF LAW EXPERT - JUDICIARY (LEX 26)

(1 position)

Duty Station: Erbil

Availability: 01/03/2013

Main tasks:

Under the supervision of the Head of the Erbil Field Office and the guidance of the Judiciary Team Leader:

- To contribute and assist with proposals for the reform of the Iraqi legislation, policies and procedures in the areas of the judiciary, penitentiary and police;
- Assist the Judiciary Team to improve and develop the coordination, cooperation and trust between the judiciary, police and penitentiary systems;
- Mentor Iraqi authorities and former students from the EUJUST LEX –Iraq training in their future career;
- To acquire and update knowledge and expertise on the functioning of the Iraqi criminal justice system;
- As appropriate assist other RoL Teams in delivering their activities;
- To perform any other tasks as required by the line management.

Qualifications and experience:

Essential

- A university degree in Law or equivalent qualification to practise law;
- A minimum of 8 years working experience in criminal law affairs, training, policing, public or penal administration or in criminal investigations with appropriate responsibilities at upper or strategic decision level;
- To have working experience at national or international level as a Judge, Public Prosecutor, Defence Counsel;
- To have an understanding of judiciary developments in countries in transition and the process of the drafting of criminal justice legislation;
- To have an excellent level of written and spoken English; the position requires the ability to draft complex reports and documents without assistance.

Advantageous

- Experience with lecturing/training in judicial matters;
- To possess the experience and skills required to act as a mentor in respect of senior judicial professionals ;
- Work experience in the Middle East would be considered of additional value;
- International experience in crisis areas with multi-national and international organisations, preferably in CSDP;
- Experience in transitional or public reforms, preferably in conflict or post conflict countries.

DEPUTY HEAD OF MISSION / CHIEF OF STAFF (LEX 36)

(1 position)

Duty Station: Baghdad

Availability: 01/01/2013

Main tasks:

Under the supervision of the Head of Mission:

- To be responsible for the overall day-to-day coordination and management of the Mission;
- To manage, coordinate and control the activities related to the objectives of the integrated mission in Iraq;
- To support the Head of Mission, ensuring that all operational and training tasks are performed efficiently and effectively;
- To coordinate the strategic and technical partnership with the Iraqis related to the Mission training intervention, including course design, quality control, selection, vetting, evaluation and coordination of participants and follow - up training;
- To collaborate in the preparation of documents/reports to be signed by the Head of Mission;
- To establish and maintain high level relationships with all relevant counterparts, Ministries and authorities, as well as with international actors working in the Criminal Justice Sector;
- To enhance the Mission's visibility throughout Iraq;
- To be responsible for the Mission's reports which need to be produced;
- To undertake any other tasks required on behalf of the Head of Mission, as well as replace him/her in his absence.

Qualifications and experience:

Essential

- A University Degree in Law, Political Sciences, Police Sciences, Public or Business Administration, International Relations, Economics or equivalent academic or professional training;
- To have a minimum of 15 years of working experience with appropriate responsibilities in public administration, with broad professional experience in operational and organizational aspects;
- Effective and extensive operational experience at senior management level, planning and implementing projects, working across multiple projects and using project management methodologies and risk management approaches;
- An excellent level of written and spoken English; the position requires the ability to draft complex reports and documents on a regular basis.

Advantageous

- Excellent working knowledge of the political, cultural and security situation in the Middle East, particularly related to Iraq;
- To have frequented an EU Civilian Crisis Management Course;
- Experienced in international co-operation in relation to crisis management operations;
- International experience in crisis areas with multinational and international organizations, preferably in CSDP.