

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

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

Advertisement for seconded/contracted staff members

Organization:	EUJUST LEX Iraq			
Job Locations:	Iraq (Baghdad, Basra, Erbil)			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/Vacancy Notice:	Ref.	Name of the post	Job location	Available on
	<u>Seconded</u>			
	LEX 42	Rule of Law Expert - Judiciary	Baghdad	18/03/2013
	LEX 63	Rule of Law Expert - Penitentiary	Erbil	ASAP
	LEX 26	Rule of Law Expert - Judiciary *	Erbil	ASAP
	LEX 53	Rule of Law Expert - Police *	Basra	ASAP
	<u>Seconded/Contracted</u>			
	LEX 3	Political Advisor	Baghdad	ASAP
	LEX 12	Finance Officer	Baghdad	ASAP
Deadline for applications:	28 February 2013			
E-mail address to send the Job Application Form/CV:	cpcc.eujustlex@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Eleni Chalkiadaki e-mail: cpcc.cfc@eeas.europa.eu</p>			

** The availability of this post is subject to a pending selection confirmation.*

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

2009). Personnel seconded from Third Contributing States is not entitled to receive allowances 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://webgate.ec.europa.eu/eeas/ehest/login/index.php>) or equivalent.

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

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

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.

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

RULE OF LAW EXPERT - JUDICIARY (LEX 42)

(1 position)

Duty Station: Baghdad

Availability: 18/03/2013

Main tasks:

Under the supervision 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.

RULE OF LAW EXPERT - PENITENTIARY (LEX 63)

(1 position)

Duty Station: Erbil

Availability: As soon as possible

Main tasks:

In accordance with Mission policies on functional organisation:

- Design and deliver specialised penitentiary training programmes for the Iraqi Ministry of Justice (MoJ) / Kurdish Region Ministry of Labour and Social Affairs (KRG-MoLSA);
 - Mentor past participants of EUJUST LEX-Iraq courses on senior and high potential mid career level;
 - Conduct technical and strategic liaison with the Iraqi MoJ / KRG-MoLSA to facilitate implementation of Mission's mandate;
 - Review and recommend legislation, policies and procedures of the Iraqi criminal justice system;
 - Recommend policies and programme measures for the development and capacity building of the officials within the Iraqi criminal justice system;
 - Participate and represent the Mission in meeting, forums and committees and provide technical and strategic contributions;
 - Provide support and reinforce Penitentiary Rule of Law activities carried out in Member States when required;
- Carry out all other tasks as required by the Rule of Law Penitentiary Team Leader.

Qualifications and experience:

- A University Degree in Law, Rehabilitation Sciences, Social Sciences, Public or Business Administration or equivalent training/mentoring background;
- A minimum of 8 years of working experience in prison affairs, prison training, penal management, public administration or in Security Sector reform at upper and strategic levels;
- To have managerial or operational experience of functions and practises of penal institutions, especially prison administration services, preferably at the level of a Head of Prison Unit;
- To have experience in planning or drafting procedural or criminal justice legislation (desirable);
- Possess a prison training background that enables you to prepare and present training materials relevant to the Missions activities (advantage);
- International experience in crisis areas with multi-national organisations, preferably in CSDP (desirable);
- Experience in transitional or public reforms, preferably in conflict or post conflict countries (desirable).

RULE OF LAW EXPERT - JUDICIARY (LEX 26)

(1 position)

Duty Station: Erbil

Availability: As soon as possible

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.

RULE OF LAW EXPERT - POLICE (LEX 53)

(1 position)

Duty Station: Basra

Availability: As soon as possible

Main tasks:

Under the supervision of the Police Team Leader:

- Developing, organising and, when required, delivering training courses and seminars for Iraqi police officers, both in Iraq and in EU Member States;
- Mentoring Iraqi authorities and former students from the EUJUST LEX-Iraq training in their future career;
- Assisting the Police Team in the establishment of coordination, cooperation and trust between the police, judiciary and penitentiary systems;
- Acquire and update knowledge and expertise on the Iraqi criminal justice system;
- As appropriate, assist other RoL Teams in delivering their activities;
- Perform any other tasks as required by the line management.

Qualifications and experience:

Essential

- A university degree in Law, Public Administration, Police Sciences, or equivalent academic or professional training ;
- A minimum of 8 years working experience in policing, police training, criminal investigations or prosecution with appropriate responsibilities at upper or strategic level;
- To have working experience at national or international level as a Police Officer, Criminal/Police Investigator or Prosecutor;
- To have an excellent level of written and spoken English; the position requires the ability to draft complex reports and documents without assistance;

Advantageous

- A broad background in investigation, including terrorism, organized crime etc;
- Experience with lecturing / training in police matters;
- 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.

Seconded/Contracted

POLITICAL ADVISOR (LEX 3)

(1 position)

Duty Station: Baghdad

Category for Contracted Staff: Expert Level

Availability: As soon as possible

Main tasks:

Under the supervision of the Head of Mission:

- Support, assist and advise the Head of Mission on all political issues relevant for the Mission, as well as to closely monitor political events that may impact the Mission;
- To interact with governmental officials at appropriate levels and representatives of local and international organisations pertaining to his / her field of responsibility;
- Support the Head of Mission in all senior management tasks;
- Be responsible for the provision of advice, guidance and training to all mission members regarding the political structures and current political issues relevant for the work of the Mission;
- Assist in conducting and co-ordinating official visits according to the established protocol rules;
- Undertake any other tasks required by and on behalf of the Head of Mission.

Qualifications and experience:

Essential

- A university degree in Political Sciences, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post;
- A minimum of 5 years of experience as a Political Adviser or Analyst;
- Profound understanding of EU institutional system and decision-making processes, particularly related to the Common Foreign and Security Policy and the Common Security and Defence Policy;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent analytical, organisational, management, conceptual thinking and problem-solving skills;
- To have an excellent level of written and spoken English; the position requires the ability to draft complex reports and documents without assistance;
- Ability to operate Windows and Microsoft Office software.

Advantageous

- Experience in matters relating to the Middle East, particularly Iraq and neighbouring countries. Knowledge of the history, culture and the social, legal and administrative structures;
- International experience in similar positions required, particularly from the CSDP and other international missions in crisis areas with international organisations highly desirable, ideally in the Rule of Law field;
- Good knowledge of Arabic and other European languages.

FINANCE OFFICER (LEX 12)

(1 position)

Duty Station: Baghdad

Category for Contracted Staff: Mission Support Management Level

Availability: As soon as possible

Main tasks:

- 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.