

# EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

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

### Advertisement for seconded/contracted staff members

<b>Organization:</b>	<b>EUJUST LEX Iraq</b>			
<b>Job Locations:</b>	<b>Iraq (Baghdad, Basra, Erbil)</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Job location</b>	<b>Available on</b>
	<b><u>Seconded</u></b>			
	LEX 7	Rule of Law Expert - Planning and Evaluation	Baghdad	ASAP
	LEX 76	Rule of Law Expert - Judiciary	Baghdad	ASAP
	<b><u>Seconded/Contracted</u></b>			
	LEX 11	Head of Mission Support Department *	Baghdad	ASAP
	LEX 53	Rule of Law Expert - Police	Basra	ASAP
	LEX 63	Rule of Law Expert - Penitentiary	Erbil	ASAP
<b>Deadline for applications:</b>	<b>31 May 2013</b>			
<b>E-mail address to send the Job Application Form/CV:</b>	<b>cpcc.eujustlex@eeas.europa.eu</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Ms Eleni Chalkiadaki</b> <b>e-mail: cpcc.cfc@eeas.europa.eu</b>			

\* The availability of this post is subject to a pending recruitment process.

**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 contract<sup>(1)</sup>. 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** – Hostile Environment Awareness Training (average of 4-5 days hostile environment training) or equivalent eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/index.php>).

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

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<sup>1</sup> 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 – PLANNING AND EVALUATION (LEX 7)**

*(1 position)*

**Duty Station:** Baghdad

**Availability:** As soon as possible

#### **Main tasks:**

Under the supervision of the Head of Plans/Operations:

- To draft the Mission Implementation Plan, SOPs and related documents;
- Provide information and advice to the Head of Mission and Mission staff on planning and evaluation;
- Collect and co-ordinate all necessary information related to planning and evaluation;
- Analyse and provide perspectives on the applicability and impacts of evaluation issues on the Mission, in accordance with the guidelines for identification and implementation of lessons and best practices in civilian CSDP Missions (doc. 15987/08 of 19 November 2008);
- To collect and analyse all lessons learned coming from the Mission activities;
- To liaise and establish professional working relationships with the Commission and all relevant actors on evaluation;
- To draft a Mission plan on evaluation as directed by the Head of Plans/Operations;
- To monitor global events that may impact on EUJUST LEX-Iraq mission in terms of evaluation;
- To contribute and assist with proposals for improvement of the evaluation of Mission training;
- To support the production of high quality reports according to needs for both internal and external distribution;
- To read and analyse all incoming reports and channel information to the relevant team members;
- To travel extensively in Member States, to Iraq and other places related to the Mission, when required;
- To carry out any other tasks as required by the Head of Plans/Operations.

#### **Qualifications and experience:**

##### **Essential**

- A university degree in Law, Public Administration, Police Sciences, or equivalent academic or professional training;
- A minimum of 5 years of working experience in evaluation, preferably in the area of the criminal justice system;
- 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 in planning and management of training activities;
- International experience in crisis areas with multi-national and international organisations, preferably in CSDP Missions.

## **RULE OF LAW EXPERT - JUDICIARY (LEX 76)**

*(1 position)*

**Duty Station:** Baghdad

**Availability:** As soon as possible

### **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.

## **Seconded/Contracted**

### **Head of Mission Support Department (LEX 11)**

*(1 position)*

**Duty Station:** Baghdad

**Category for Contracted Staff:** Expert

**Availability:** As soon as possible

#### **Main tasks:**

Under the supervision of the Head of Mission :

- To assist and advise the Head of Mission on budgetary, financial and administrative issues;
- To manage, prioritize and direct the work of organisational units within the Mission Support Department to ensure they support the Mission and its operational units in the execution of the Mission's mandate and tasks, as set out in planning documents, the Mission Implementation Plan and instructions issued by the HoM;
- To ensure accurate and timely reporting and information flow as per planning documents, including the Mission Implementation Plan and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Department;
- To ensure the establishment and implementation of necessary rules and procedures as well as the provision of the needed administrative support, including sufficient financial, technical and human resources, to allow the Mission to implement its mandate;
- To ensure proper handling and control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To study and propose operational and management decisions with the objective of increasing the efficiency of the Mission service from an administrative point of view;
- To propose good practices, administrative and management decisions that have the objective to increase the efficiency of the mission;
- To formulate financial strategies in line with relevant rules and procedures;
- To oversee financial and budgetary management and development of essential policies for accounting and control for finance;
- To supervise and coordinate activities related to budget, cash and banks, accountancy, reports, and relations with the commission;
- To manage accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To develop mitigating strategies to reduce financial risk by taking action and evaluation the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To undertake any other related tasks as required by Head of Mission.

#### **Qualifications and experience:**

##### **Essential**

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Law, Public Administration, Finance/Accounting or equivalent Police and/or Military education. Also, relevant working experience which led to a post graduate certificate, will be accepted.
- At least 7 years of relevant management experience;
- At least 10 years of extensive professional experience in specific administrative fields (e.g. finance, human resources and procurement);
- Experience serving as a manager of a multi-disciplinary administration department, preferably in a CSDP Mission.

##### **Advantageous**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the region;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

## **RULE OF LAW EXPERT - POLICE (LEX 53)**

*(1 position)*

**Duty Station:** Basra

**Category for Contracted Staff:** Mission Support Management Level

**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.

## **RULE OF LAW EXPERT - PENITENTIARY (LEX 63)**

*(1 position)*

**Duty Station:** Erbil

**Category for Contracted Staff:** Mission Support Management Level

**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).