

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), Belgium (Brussels)			
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 13	Accounting Officer	Baghdad	ASAP
	LEX 10	Senior Mission Security Officer	Baghdad	ASAP
	LEX 48	Deputy Senior Mission Security Officer*	Baghdad	ASAP
	LEX 68	Mission Security Officer	Baghdad	ASAP
	LEX 9	Mission Security Officer	Basra	ASAP
	LEX 67	Administration/ Logistics Officer*	Erbil	ASAP
	<u>Seconded/ Local Contracted</u>			
	LEX 18	Brussels Support Element (BSE) - Human Resources Officer	Brussels	ASAP
Deadline for applications:	24 July 2013			
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): Mr Frank BORCHERS e-mail: cpcc.cfc@eeas.europa.eu			

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

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 Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). 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⁽¹⁾. 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 until the end of December 2013.

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/ Contracted

Accounting Officer (LEX 13)

(1 position)

Duty Station: Baghdad

Category for contracted staff: Mission Support Management Level

Availability: As soon as possible

Reporting line and substitutions:

The Accounting Officer reports to the Chief of Finance.

Tasks and responsibilities:

- Assist in the establishment and implementation of financial accounting systems and procedures for the Mission according to the Financial Regulation and the established internal guidelines,
- Evaluate finance systems and make recommendations for improvements to financial guidelines and procedures, thus ensuring the efficient management of the mission funds,
- Administer the account system, provide cash advances, reconcile cash boxes with computer balance and arrange for cash replenishment of the account,
- Process and prepare all bills and receipts, all payments from the cash box and collect original invoices from vendors,
- Direct, establish and maintain working contacts with specified banks,
- Prepare, store and archive all finance related documents,
- Perform data input to accounting system (SAGE) and perform data reconciliation and financial closings,
- Prepare for and assist in the auditing of the Mission,
- Undertake any other tasks as required by the Chief of Finance.

Qualifications and experience:

- A university degree in Business Administration or equivalent academic or professional training,
- To have a minimum of 5 years of operational experience in accounting,
- To be familiar with the EU Financial Regulation and financial management implementation rules,
- Must be able to demonstrate SAGE accounting software competence,
- Advanced MS XL user skills,
- Monitoring budget expenditures.

Advantageous:

- Experience in budget planning and budget preparation,
- Previous experience in Audit,
- International experience in crisis areas with multi-national and international organizations, preferably in CSDP.

Senior Mission Security Officer (LEX10)

(1 position)

Duty Station: Baghdad

Security Clearance Level: EU Secret only

Post category : Expert

Availability: As soon as possible

Reporting line and substitutions:

- He/she reports to the Head of Mission (HoM).
- In case of absence or impediment, he/she is deputized by the Deputy Senior Mission Security Officer.

Tasks and responsibilities:

- In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM), who remains responsible overall for the security and safety of mission staff, the SMSO is responsible for managing the security and safety of EUJUST LEX-Iraq staff deployed to the area of operations through the design and implementation of appropriate security policies and procedures.
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information. To manage and supervise the EUJUST LEX-Iraq Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support.
- To provide advice and assistance, and implement measures related to security matters on all aspects the Mission's work have security and safety implications.
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system.
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans).
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules.
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots.
- To be responsible for the supervision of journey management planning - providing timely advice and guidance to mission members as required.
- To provide comprehensive security induction training to new mission members as required.
- To ensure that regular security drills, communication tests and evacuation exercises are conducted.
- To ensure that the contracted security guard force meets assigned performance standards.
- To supervise the recruitment of new staff to the Mission Security Office(s).
- To monitor and assess the security situation and make security analyses, recommendations, and reports.
- To ensure personal security advice is given to members of mission staff as required.
- To ensure effective system of security reviews in relation to EUJUST LEX-Iraq mission's property and buildings and recommend changes if necessary.
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EEAS Security Policy and supporting documents.
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available.
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary.
- To alternate with the DSMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents.
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services.

- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- To ensure the policy on security clearances for Mission staff is correctly applied.
- To liaise with the EEAS Security Department and CPCC's-Missions Security Coordinator on all matters foreseen by the EEAS Field Security Policy and supporting documents.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and Experience:

- -University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management);
 - **or** a graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team;
 - **or** equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police.
- Successful completion of the Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding)
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B is mandatory and C desirable.
- Knowledge of Arabic would be an asset.

Deputy Senior Mission Security Officer(LEX48)

(1 position)

Duty Station: Baghdad

Security Clearance Level: EU Secret only

Post category : Expert

Availability: As soon as possible

Reporting line and substitutions:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) of EUBAM Libya, the DSMSO will:

Tasks and responsibilities:

- Assist the Senior Mission Security Officer and replace him / her in his / her absence.
- Be responsible for establishment and implementation of security requirements, recommendations and safety instructions.
- Assist the Senior Mission Security Officer in drafting, continued development, implementation and updating of the Mission security plans.
- Assess the threat level and assist the Senior Mission Security Officer in maintaining and updating the EUJUST LEX-Iraq Mission Security Plan (MSP), SOP's and contingency plans.
- Ensuring that plans for relocation/evacuation are current and able to be implemented at short notice.
- Ensure that all security equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings on matters affecting security of mission members and ensure that they are properly prepared for emergencies.
- Liaise and co-operate closely with other international organizations and national law enforcement agencies working in the field for security.
- Provide comprehensive reports on all incidents affecting the mission and mission members, and initiate necessary follow up action with appropriate authorities.
- Ensure the protection of EU classified information.
- Elaborate precise and accurate reports concerning information received which impacts upon the mission and mission members, initiating appropriate analyses and assessments of all pertinent information.
- To work in close cooperation with the Department of Administration in matters related to the purchasing of necessary security related equipment and services.
- Elaborate security situation reports and risks assessments.
- Supervise and give the approval on security matters travel plan;
- Conduct regular training in-theatre to ensure that all personnel employed by the contracted company in security matters are totally competent in their given role.
- Report and assist the SMSO on the security level and state of alert for the mission staff.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- To be responsible for in-depth planning and execution of security operations.
- Travel to High Risk areas and conduct security duties.
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission.

Qualifications and Experience:

- - University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management)
- **or** a graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in

a CSDP mission or EUSR team:

- **or** equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.;

- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 7 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Excellent command of English, written and spoken, is a requirement
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B is mandatory and C is desirable.
- Knowledge of Arabic would be an asset..

Mission Security Officer(LEX09)

(1 position)

Duty Station: Basra.

Security Clearance Level: EU Secret only

Post category : Mission Support Staff - Management level

Availability: As soon as possible

Reporting line and substitutions:

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will:

Tasks and responsibilities:

- Implement security requirements for EU-led civilian crisis management operations.
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice.
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities.
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission.
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation.
- Report and assist the SMSO on the security level and state of alert for the mission staff.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- To be responsible for in-depth planning and execution of security operations.
- Travel to High Risk areas and conduct security duties.
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission.

Qualifications and Experience:

- -University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management)

- **or** a graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team:
 - **or** equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.;
 - In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
 - Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.
 - Successful completion of the EU Mission Security Officer Certification Course (desirable).
 - Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
 - International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions.
 - Demonstrated ability to contribute creatively to the development of security policies and procedures;
 - Excellent organizational, planning, and time-management skills.
 - Experience in planning and implementing projects.
 - Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
 - Fluency in English (speaking, reading, writing, understanding)
 - Highly resilient under mental pressure and willingness to work extra hours when required.
 - Solid knowledge of the Mission area and potential security threats.
 - Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B mandatory and C desirable.

Mission Security Officer (LEX68)

(1 position)

Duty Station: Baghdad.

Security Clearance Level: EU Secret only

Post category : Mission Support Staff - Management level

Availability: As soon as possible

Reporting line and substitutions:

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will:

Tasks and responsibilities:

- Implement security requirements for EU-led civilian crisis management operations.
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice.
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities.
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission.
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation.
- Report and assist the SMSO on the security level and state of alert for the mission staff.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- To be responsible for in-depth planning and execution of security operations.
- Travel to High Risk areas and conduct security duties.
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission.

Qualifications and Experience:

- -University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management)
- **or** a graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in

a CSDP mission or EUSR team:

- **or** equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.;
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Fluency in English (speaking, reading, writing, understanding)
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B mandatory and C desirable.

Logistics - Administration Officer (LEX 67)

(1 position)

Duty Station: Erbil

Post category: Mission Support Staff - Management Level

Availability: As soon as possible

Reporting line and substitutions:

The Logistics - Administration Officer reports to the Head of Office in Erbil.

Main tasks:

- To coordinate the arrangements for logistics and travel of the attendees on Member State courses, Iraqi trainees and Member State experts,
- To assist and liaise in the arrangements for activities to be carried out within the Kurdistan region,
- To assist in the coordination of logistical support for the Mission and the implementation of logistics policies and guidelines,
- To liaise on a technical level with the counterparts and local authorities in order to ensure a smooth organisation of Member State and Kurdistan Region activities,
- To provide advice and support to managers and staff on logistical and administrative related matters, ensuring the necessary distribution of related resources,
- To assist in the production of reports concerning logistical and administrative issues and proposing/recommending changes and improvements, thus ensuring accuracy and the further development of comprehensive policies and guidelines,
- To ensure the effective management of transfers of trainees including negotiating and arranging accommodation and logistical needs,
- To perform other administrative work related duties as required by the (Senior Administrative Officer / Head of Office / Head of Logistics).

Qualifications and experience:

- A minimum of 5 years of working experience in public/private administration and/or logistics;
- Bachelor's degree in Administration, Secretariat, Social Sciences or equivalent academic or professional training;
- Ability to use Windows based platforms and thoroughly conversant with Microsoft Office suite;
- Be able to work both as part of a team and independently with the minimum of supervision;
- Experience with visa/consular affairs and associated Schengen legislation (advantage);
- Knowledge of Kurdish / Arabic (desirable);
- International experience in crisis areas with multi-national and international organisations, preferably in CSDP (desirable).

Seconded/ Local contracted

Brussels Support Element (BSE) - Human Resources Officer (Lex 18)

(1 position)

Duty Station: Brussels

Availability: As soon as possible

The selected candidate shall be offered an employment contract of definite duration under the provisions of the law of Belgium.

Reporting line and substitutions:

The BSE - Human Resources Officer reports to the Head of Mission Support.

Main tasks:

- Be responsible for the co-ordination of all human resources related issues,
- In close consultation with the Assisting Human Resources Officer prepare the Calls for Contribution for international contracted and seconded staff coordinate the selection process, including managing vacancies, applications, advise and participate in the selection panels, collect results and produce consolidated selection reports, answer questions from the applicants and the Member States,
- Assist in the publishing and the distribution of the Calls for Contributions to the Member States and the contributing Third States, facilitating the participation of their nationals to the Mission,
- Advise and assist staff members concerning Human Resources / Personnel policies and procedures,
- Draft international and local contracts, in line with EC guidelines and liaise with the EC for all financial matters concerning the staff members,
- Participate in working groups developing and reviewing Human Resources related policies,
- Coordinate the development and review of job descriptions,
- Maintain updated records in the personnel database,
- Liaise with various social security agencies for the Brussels based local staff (governmental and private agencies),
- Develop all the personnel reports as required within the Mission reporting system,
- Perform any other tasks as required by the Head of Mission Support.

Qualifications and experience:

Essential

- A Masters degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training; other academic or professional training may be considered as equivalent to the master's degree but might result in a lower grading,
- To have a minimum of 4 years of personnel management experience, with broad professional experience in legal, administrative and operational aspects of human resources and training and 6 years of overall professional experience,
- Knowledge of EU HR policies,
- Excellent ability to operate Windows applications,
- To have an excellent level of written and spoken English,
- the position requires the ability to draft complex documents without supervision.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations,
- Knowledge of the Belgian Social Security system,
- Knowledge of French or Dutch.