

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Iraq (EUAM Iraq) 1-2017 Extraordinary Call for Contributions
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Organisation:	European Union CSDP Mission in Iraq (EUAM Iraq)			
Job Location:	Iraq/Baghdad and Brussels/Belgium (IAT 11)			
Availability:	ASAP and 1 February 2018 (IAT 11)			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u> (3 position)			
	IAT 03	Political Adviser	Baghdad/ Iraq	ASAP
	IAT 11	BSE Policy Support Officer/Analysis and Reporting Officer *	Brussels/ Belgium	01 February 2018
	IAT 30	Mapping Officer	Baghdad/ Iraq	ASAP
	<u>Seconded/Contracted</u> (2 positions)			
	IAT 07	Deputy Senior Mission Security Officer	Baghdad/ Iraq	ASAP
	IAO 03	Senior Strategic Adviser on Prevention and Countering Violent Extremism (Office of NSA)	Baghdad/ Iraq	ASAP

* Position is depending on the budget approval.

Deadline for applications: Interviews:	Monday 8 January 2018 at 17:00 hrs CET Interviews are expected to take place from 15 January 2018
E-mail address to send the Job Application Form:	CPCC-EUAM-IRAQ@eeas.europa.eu

Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Human Resources Expert Andre Konze CPCC-EUAM-IRAQ@eeas.europa.eu +32 (0) 460 843 848
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EUAM Iraq has a High Risk Non-Family Mission status due to the present risk rating of the Mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

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

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

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

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

A. General Conditions

The following are essential requirements in respect of civilian international experts to the Missions:

Citizenship – Citizenship of an EU Member State or of a Contributing Third State.

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

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in contributing States.

HEAT training – The candidate should have undergone a certified Hostile Environment Awareness Training (or a refresher course) not more than 3 years ago.

Pre-Deployment Training (PDT) – The Candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

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

B. Essential Requirements

1. Education and Training

A recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

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

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

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Organisational skills – the candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

C. Desirable Requirements

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

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

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

D. Essential Documents and Equipment for Selected Candidates

Passport – The selected candidates must have a passport from their respective national authorities. *If possible, a Service Passport or Diplomatic Passport should be issued.*

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission. *For International Contracted Staff a Laissez-Passer must be issued from EEAS or EU Delegation before or when entering the Mission Area of Responsibility if they are not in possession of a service- or diplomatic passport.*

² [Common European Framework of References for Languages](#)

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

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

Medical and Dental Certificate – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the contributing States. In a similar manner a dental examination must be certified where it is stated that no eminent dental issues are foreseen. A copy of these certifications must accompany deployed seconded/contracted personnel.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates, i.e. Police Officers with a bullet proof vest and helmet (level IV). Upon launch of the mission selected staff will be informed on the possibility to carry side arm and ammunition.

E. Additional Information on the Selection Process

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the contributing 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 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 shortlisted 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 for interviews, the contributing States will bear any related costs.

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

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

F. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [Privacy statement](#) is available on the EEAS website.

G. Job Descriptions

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

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: IAT 03	Location: Baghdad/Iraq	Availability: ASAP
Component/Department/Unit: Head of Missions Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Political Adviser reports to the Deputy Head of Mission / Chief of Staff (DHoM/CoS).

2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM, Senior Mission Management Team (SMT) and the Senior Strategic Advisers on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute to the advice to the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of on-going reforms;
- Act as Mission spokesperson as requested.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, geopolitics, International Security, Law AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent oral and influencing skills, with the ability to give clear advice on issues.

6. Desirable Qualifications and Experience:

- Ability to act as Press and Public Information Officer as well as the Missions Spokesperson.
- To assist Head of Mission's Office with Diplomatic and Protocol matters.

7. Desirable knowledge, skills and abilities:

- Knowledge of Arabic.

Position Name: BSE Policy Support Officer/Analysis and Reporting Officer	Employment Regime: Seconded	
Ref. number: IAT 11	Location: Brussels/Belgium	Availability: 1 February 2018
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The BSE Policy Support Officer/Analysis and Reporting Officer reports to the the Deputy Head of Mission / Chief of Staff, while embedded within the relevant CPCC Desk from whom he/she may also take instruction.

2. Main Tasks and Responsibilities:

- To maintain close coordination between the Mission, CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the relevant CPCC Operations and Mission Support Desk / POC;
- To closely coordinate with the Mission regarding the Mission's mandate implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area;
- To provide analysis on the Mission's mandate implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the COS and CPCC;
- To prepare Calls for Contributions and to participate in their distribution;
- To process applications and maintain rosters and databases;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their carry out assignments in management and co-ordination of all Mission related issues;
- To advise in preparation of Standard Operating Procedures and Job Descriptions;
- To participate in the selection of staff;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task in the BSE team as requested by the Line Manager(s).
- To undertake any other related tasks as requested by the HoM

3. Mission Specific Tasks and Responsibilities:

- Establishes and maintains contacts with the Member States and other international actors as well as the civil society at Brussels Level;
- Supports Operations, reporting, Mission analysis and Human Resources,

- Uses legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP Missions;
- Liaises as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level;
- Provides assistance to the Mission departments in relation to CPCC and stakeholders.
- Assists in the development of internal Mission operations / support procedures.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma with a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience in reporting, administration human resources management and/or political related issues, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Analytical, administrative and reporting skills;
- Networking skills;
- French or other EU main language skills

6. Desirable Qualifications and Experience:

- Experience in planning and implementing projects in the field of human resources management;
- University or/and Master's degree in business administration or in human resources management or international certification in human resources management.

Position Name: Mapping Officer	Employment Regime: Seconded	
Ref. number: IAO 30	Location: Baghdad	Availability: ASAP
Component/Department/Unit Operations	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Mapping Officer reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To undertake mapping activity as required by the Mission
- To contribute to the production of a Conflict Analysis to inform any future engagement
- To contribute to the production of EU Coordination Matrix
- To contribute to the production of strategic reporting products which identify and define Iraqi civilian SSR priorities and needs which may inform EU political decision making on any future SSR action
- To contribute to the production of strategic mapping products which comprehensively outline activities of EU, Member States, international actors and partners (including aspects relating to Border Security) in the context of support to Iraqi SSR to assist and inform EU political decision making on any future EU engagement

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the

framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree
AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Strategic Report compilation, drafting and editing skills;
- Good experience in EU JHA policies and international security policy
- Good overview of capacity building support for security sector reform related programmes.

6. Desirable Qualifications and Experience:

- University/master degree in business administration/project management or other related topics;
- Experience in leading and communicating change management initiatives to diverse audiences;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- CSDP Mission experience.

7. Desirable Knowledge, Skills and Abilities:

- International experience at strategic level in Fragile and Conflict Affected States, bi-laterally or with multi-national and international organisations;
- Knowledge of Arabic.

Position Name: Deputy Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: MSML
Ref. number: IAT 07	Location: Baghdad/Iraq	Availability: ASAP
Component/Department/Unit: Mission Security Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Senior Mission Security Officer (D/SMSO) reports directly to the Senior Mission Security Officer and in his/her absence to the Head of Mission.

2. Main Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To replace the SMSO in his/her absence;
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members;
- To be contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To contribute to the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce the security inputs to daily SITREPs, WOS, Monthly and Six Monthly Reports and to ensure real time reporting from potential trouble spots as appropriate;
- To ensure journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction training to Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that personal security advice is given to Mission members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To conduct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;

- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To conduct the role and responsibilities of a SDMSO as appropriate

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to contribute creatively to the development of security policies and procedures;
- planning, and time-management skills;
- Language skills (if applicable).

6. Desirable Qualifications and Experience:

- University or/and Master's Degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Civilian driving licence class C.
- Firearms trained;
- Experience in planning and implementing projects.

7. Desirable Knowledge, Skills and Abilities:

- Excellent knowledge of the Mission area and potential security threats.

Position Name: Senior Strategic Adviser on Counter Terrorism (Countering Violent Extremism; Office of National Security Adviser)	Employment Regime: Seconded /Contracted	Post Category for Contracted: Expert
Ref. Number: IAO 03	Location: Baghdad/Iraq	Availability: ASAP
Component/Department/Unit Operations Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Strategic Adviser reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute to the strategic development of the Iraqi National Security Architecture in the sphere of prevention of terrorisms especially Countering Violent Extremism (CVE)
- To advise on policy and strategy development of Iraqi owned implementation plans on Countering Violent Extremism To contribute to the development of Iraqi owned CVE policy and strategy
- To advise on implementation plans to enable operationalisation of policy and strategy
- To provide advice to senior Iraqi counterparts which contributes to leadership development
- To ensure Iraqi counterparts are cognisant of UNSR 1325 and safeguard human rights

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree

OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential knowledge, skills and abilities:

- Good experience in EU CVE policies, relevant EU and international CVE initiatives
- Experience of advising local national counterparts;
- Ability to promote strategic leadership
- Experience of developing Countering Violent Extremism Policy and Strategy

6. Desirable Qualifications and Experience:

- Relevant professional qualifications
- CSDP Mission experience

7. Desirable knowledge, skills and abilities:

- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations.
- Knowledge of Arabic.