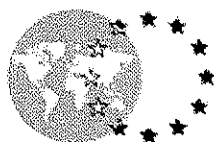


# EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

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

### Advertisement for EU seconded/contracted staff members

|  |  |                                    |                     |                     |
|--|--|------------------------------------|---------------------|---------------------|
| <b>Organization:</b>                                       | EUJUST LEX Iraq  |                                    |                     |                     |
| <b>Job Locations:</b>                                      | Iraq (Baghdad, Basra, Erbil)   |                                    |                     |                     |
| <b>Availability:</b>                                       | As indicated below   |                                    |                     |                     |
| <b>Staff Regime:</b>                                       | As indicated below   |                                    |                     |                     |
| <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/Contracted</u></b>  |                                    |                     |                     |
|  | LEX 11   | Head of Mission Support Department | Baghdad             | ASAP                |
|  | LEX 9  | Mission Security Officer           | Basra               | ASAP                |
|  | LEX 49   | Mission Security Officer *         | Erbil               | ASAP                |
| <b>Deadline for applications:</b>                          | 11 January 2013  |                                    |                     |                     |
| <b>E-mail address to send the Job Application Form/CV:</b> | cpcc.eujustlex@eeas.europa.eu  |                                    |                     |                     |
| <b>Information:</b>  | For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):<br><br>Ms Eleni Chalkiadaki<br>e-mail: cpcc.cfc@eeas.europa.eu |                                    |                     |                     |

\* 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 States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009).

**Contracted Personnel** – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract<sup>(1)</sup>. The employment contract with the Head of Mission establishes

<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

the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

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

#### **A. Essential requirements**

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

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

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

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

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

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

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

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

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

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

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

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

#### **B. Recommendable requirements**

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

**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 positions:**

### **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 in a relevant field, where the normal duration of university education in the country awarded is four (4) years or more.
- At least 15 years of relevant management experience;
- Extensive and progressive 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.

## **Mission Security Officer (LEX 9)**

*(1 position)*

**Duty Station:** Basra

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

**Availability:** As soon as possible

### **Main tasks:**

In line with the EU 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 is responsible for the following tasks:

- To manage the security and safety of CSDP staff deployed through the design and implementation of appropriate security policies and procedures;
- To liaise with other international and national authorities with the aim to assess the security situation, make security recommendations and adopt the security measures as appropriate;
- To be responsible, in line with the EU's Field Security Policy and its supporting documents, for the continued development, implementation and updating of the mission security plans;
- To ensure that the security policies and procedures are followed according to EUJUST LEX-Iraq SOPs;
- To 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;
- To ensure timely and accurate security reporting including real time reporting from potential trouble spots;
- To provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies;
- To ensure an effective system of security reviews in relation to CSDP mission property and buildings and recommend changes if necessary;
- To ensure compliance with the basic principles and minimum standards of Council decision 2001/264/EC regarding the protection of EU Classified Information;
- To identify staff training needs in security related areas in line with standards set by the EU Field Security Policy and supporting documents;
- To ensure in cooperation with local authorities that security screening is performed on nationals applying for a job in EUJUST LEX-Iraq;
- To conduct regular security drills, communication tests and evacuation exercises;
- To ensure daily security reporting from the Antenna Office to BHO security staff;
- To fully monitor the staff movements on both business and leave in Basra;
- To carry out other tasks as delegated by the Senior Mission Security Officer.

### **Qualifications and experience:**

#### **Essential:**

- A University Degree in Police Sciences, Military Sciences or Social Sciences including graduation from National Military/ Police Academies;
- At least 5 years of progressively responsible professional experience in the civilian security sector and/ or in the military/police field;
- International experience, particularly from CSDP or other international Missions in crisis areas with multi-national and/ or international organizations / Missions;
- Solid knowledge of the Middle East area and potential security threats;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Good analytical and problem-solving skills;
- Excellent organizational, planning, and time-management skills.
- 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;
- Ability to operate Windows and Microsoft office suite.

## **Advantageous**

- Previous or current Police or Military experience/ service;
- Previous experience in Iraq/Middle East;
- Successful completion of Civilian Crisis Management Course (CMC certification);
- Successful completion of the EU Mission Security Officer certification;
- Trained in basic life support (medical training);
- Civilian driving license class C.

## **Mission Security Officer (LEX 49\*)**

*(1 position)*

**Duty Station:** Erbil

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

**Availability:** As soon as possible

### **Main tasks:**

In line with the EU 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 is responsible for the following tasks:

- To manage the security and safety of CSDP staff deployed through the design and implementation of appropriate security policies and procedures;
- To liaise with other international and national authorities with the aim to assess the security situation, make security recommendations and adopt the security measures as appropriate;
- To be responsible, in line with the EU's Field Security Policy and its supporting documents, for the continued development, implementation and updating of the mission security plans;
- To ensure that the security policies and procedures are followed according to EUJUST LEX-Iraq SOPs;
- To 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;
- To ensure timely and accurate security reporting including real time reporting from potential trouble spots;
- To provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies;
- To ensure an effective system of security reviews in relation to CSDP mission property and buildings and recommend changes if necessary;
- To ensure compliance with the basic principles and minimum standards of Council decision 2001/264/EC regarding the protection of EU Classified Information;
- To identify staff training needs in security related areas in line with standards set by the EU Field Security Policy and supporting documents;
- To ensure in cooperation with local authorities that security screening is performed on nationals applying for a job in EUJUST LEX-Iraq;
- To conduct regular security drills, communication tests and evacuation exercises;
- To ensure daily security reporting from the Erbil Office to BHO security staff;
- To fully monitor the staff movements on both business and leave in Erbil;
- To carry out other tasks as delegated by the Senior Mission Security Officer.

### **Qualifications and experience:**

#### **Essential:**

- A University Degree in Police Sciences, Military Sciences or Social Sciences including graduation from National Military/ Police Academies;
- At least 5 years of progressively responsible professional experience in the civilian security sector and/ or in the military/police field;
- International experience, particularly from CSDP or other international Missions in crisis areas with multi-national and/ or international organizations / Missions;
- Solid knowledge of the Middle East area and potential security threats;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Good analytical and problem-solving skills;
- Excellent organizational, planning, and time-management skills.
- 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;
- Ability to operate Windows and Microsoft office suite.

## **Advantageous**

- Previous or current Police or Military experience/ service;
- Previous experience in Iraq/Middle East;
- Successful completion of Civilian Crisis Management Course (CMC certification);
- Successful completion of the EU Mission Security Officer certification;
- Trained in basic life support (medical training);
- Civilian driving license class C.