

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

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

Advertisement for EU staff members

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|--|---|---|---------------------|---------------------|
| Organization: | EUJUST LEX Iraq | | | |
| Job Locations: | Iraq (Baghdad & Basra) | | | |
| Availability: | As indicated below | | | |
| Staff Regime: | As indicated below | | | |
| Job Titles/ Vacancy Notice: | Ref. | Name of the post | Job location | Available on |
| | <u>Seconded</u> | | | |
| | LEX 36 | Deputy Head of Mission / Chief of Staff | Baghdad | 01/01/2013 |
| | LEX 44 | Rule of Law Expert - Penitentiary | Baghdad | ASAP |
| | LEX 73 | Rule of Law Expert - Police Team Leader | Baghdad | ASAP |
| | LEX 40 | Rule of Law Expert - Police* | Baghdad | ASAP |
| | LEX 53 | Rule of Law Expert - Police | Basra | ASAP |
| | LEX 54 | Rule of Law Expert - Police | Basra | ASAP |
| | LEX 23 | Rule of Law Expert - Police | Baghdad | 01/01/2013 |
| | LEX 72 | Rule of Law Expert - Human Rights and Gender* | Baghdad | ASAP |
| | LEX 76 | Rule of Law Expert - Judiciary | Baghdad | ASAP |
| | LEX 8 | Rule of Law Expert - Planning and Evaluation | Baghdad | 01/11/2012 |
| | LEX 5 | Reporting Officer | Baghdad | 01/01/2013 |
| Deadline for applications: | 28 September 2012 | | | |
| 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): Ms Caroline Swagemakers e-mail: cpcc.eujustlex@eeas.europa.eu | | | |

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

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⁽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 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

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

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 positions:

DEPUTY HEAD OF MISSION / CHIEF OF STAFF (LEX 36)

(1 position)

Duty Station: Baghdad

Main tasks:

Under the supervision of the Head of Mission:

- To be responsible for the overall day-to-day coordination and management of the Mission;
- To manage, coordinate and control the activities related to the objectives of the integrated mission in Iraq;
- To support the Head of Mission, ensuring that all operational and training tasks are performed efficiently and effectively;
- To coordinate the strategic and technical partnership with the Iraqis related to the Mission training intervention, including course design, quality control, selection, vetting, evaluation and coordination of participants and follow - up training;
- To collaborate in the preparation of documents/reports to be signed by the Head of Mission;
- To establish and maintain high level relationships with all relevant counterparts, Ministries and authorities, as well as with international actors working in the Criminal Justice Sector;
- To enhance the Mission's visibility throughout Iraq;
- To be responsible for the Mission's reports which need to be produced;
- To undertake any other tasks required on behalf of the Head of Mission, as well as replace him/her in his absence.

Qualifications and experience:

Essential

- A University Degree in Law, Political Sciences, Police Sciences, Public or Business Administration, International Relations, Economics or equivalent academic or professional training;
- To have a minimum of 15 years of working experience with appropriate responsibilities in public administration, with broad professional experience in operational and organizational aspects;
- Effective and extensive operational experience at senior management level, planning and implementing projects, working across multiple projects and using project management methodologies and risk management approaches;
- An excellent level of written and spoken English; the position requires the ability to draft complex reports and documents on a regular basis.

Advantageous

- Excellent working knowledge of the political, cultural and security situation in the Middle East, particularly related to Iraq;
- To have frequented an EU Civilian Crisis Management Course;
- Experienced in international co-operation in relation to crisis management operations;
- International experience in crisis areas with multinational and international organizations, preferably in CSDP.

RULE OF LAW EXPERT - PENITENTIARY (LEX 44)

(1 position)

Duty Station: Baghdad

Main tasks:

Under the supervision of the Penitentiary Team Leader:

- Design and deliver specialized 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 meetings, 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:

Essential

- 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.

Advantageous

- To have experience in planning or drafting procedural or criminal justice legislation;
- Possess a prison training background that enables you to prepare and present training materials relevant to the Mission's activities;
- International experience in crisis areas with multinational organizations, preferably in CSDP;
- Experience in transitional or public reforms, preferably in conflict or post conflict countries.

RULE OF LAW EXPERT - POLICE TEAM LEADER (LEX 73)

(1 position)

Duty Station: Baghdad

Main tasks:

Under the supervision of the Head of Plans / Operations:

- Leads, supervises and gives guidance to the police experts in the different Field Offices in performing professional and technical duties;
- Ensures consistency and coherence of police activities within the Mission;
- Provides the planning capacity to the Mission regarding police programs, projects and activities;
- Identifies and develops other Rule of Law activities in accordance with Iraqi needs;
- Contributes to the Mission's planning cycle by providing required police inputs;
- In close coordination with the Field Offices, has the overall responsibility for the implementation of police activities in Iraq and EU Member States;
- Is the Mission's focal point for all police related matters;
- Ensures on police issues a coordination mechanism at expert level with local authorities and relevant international actors in the Mission area;
- Coordinates the police contributions to the reporting system;
- Coordinates the visiting experts' contribution to the police activities in Iraq;
- Contributes to the evaluation and follow-up of alumni;
- Undertakes any other tasks as requested 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 12 years' working experience in police, police training, criminal investigations or prosecutions with appropriate responsibilities at upper or strategic level;
- An extensive training background with mentoring or advising skills;
- To have an excellent level of written and spoken English; the position requires the ability to draft complex reports and documents without assistance.

Advantageous

- Supervising experience in an international environment, working and understanding of the Middle East;
- International experience in crisis areas with multinational and international organizations, preferably in CSDP;
- Experience in transitional or public reforms, preferably in conflict or post conflict countries.

RULE OF LAW EXPERT - POLICE (LEX 23, 40*)

(1 position)

Duty Station: Baghdad

Main tasks:

Under the supervision of the Police Team Leader:

- Developing, organizing 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 Rule of Law 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 multinational and international organizations, preferably in CSDP;
- Experience in transitional or public reforms, preferably in conflict or post conflict countries.

RULE OF LAW EXPERT - POLICE (LEX 53, 54)

(1 position)

Duty Station: Basra

Main tasks:

Under the supervision of the Police Team Leader:

- Developing, organizing 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 Rule of Law Teams in delivering their activities;
- Perform any other tasks as required by the line management.

Qualifications and experience:

Essential

- A University Degree in Police Sciences Law, Public Administration, or equivalent academic or professional training;
- A minimum of 8 years of working experience as a Senior Police Officer 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 multinational and international organizations, preferably in CSDP;
- Experience in transitional or public reforms, preferably in conflict or post conflict countries.

RULE OF LAW EXPERT – HUMAN RIGHTS AND GENDER (LEX 72*)

(1 position)

Duty Station: Baghdad

Main tasks:

Under the supervision of the Head of Plans / Operations:

- To provide information and advice to the Head of Mission and Mission staff on human rights and gender issues, including children affected by armed conflicts;
- To collect and co-ordinate all necessary information related to human rights and gender issues;
- To analyze and provide perspectives on the applicability and impacts of the Mission concerning human rights and gender issues;
- To analyze human rights and gender issues situation in Iraq and identify possible areas of training, improvement and impact of EUJUST LEX-Iraq training courses by assisting on evaluation and benchmarks;
- To liaise and establish professional working relationships with the EU Delegation, Iraqi Criminal Justice System and all relevant actors in human rights and gender issues;
- To participate in multilateral working groups established to discuss human rights and gender issues in Iraq;
- To draft strategy on human rights and gender issues, reports and other inputs as directed;
- To support the production of high quality reports according to needs for both internal and external distribution;
- To read and analyze all incoming reports and channel information to the relevant team members;
- To monitor global events that may impact on the mission in terms of human rights and gender issues;
- To contribute and assist with proposals for the reform of Iraqi legislation, policies and procedures concerning human rights and gender issues;
- When needed assist the other Rule of Law Teams in delivering their activities;
- To carry out any other tasks as required by the Head of Plans / Operations.

Qualifications and experience:

Essential

- A University Degree in Law, Social Sciences, Public Administration, or equivalent academic or professional training;
- A minimum of 5 years of working experience in the field of Human Rights at international level;
- Operational experience from functions within the human rights sector;
- Experience in planning, developing and conducting training activities;
- To have an excellent level of written and spoken English; the position requires the ability to draft complex reports and documents without assistance.

Advantageous

- Good knowledge of human rights issues and the functions and practices of criminal justice systems and judicial systems in particular including institutional arrangements, knowledge of the Middle East;
- Experience in gender and child protection;
- International experience in crisis areas with multinational and international organizations, preferably in CSDP.

RULE OF LAW EXPERT - JUDICIARY (LEX 76)

(1 position)

Duty Station: Baghdad

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 Rule of Law 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 multinational and international organizations, preferably in CSDP;
- Experience in transitional or public reforms, preferably in conflict or post conflict countries.

RULE OF LAW EXPERT – PLANNING AND EVALUATION (LEX 8)

(1 position)

Duty Station: Baghdad

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;
- Analyze 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 analyze all lessons learned coming from the Mission's 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 analyze 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 since 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 multinational and international organizations, preferably in CSDP Missions.

REPORTING OFFICER (LEX 5)

(1 position)

Duty Station: Baghdad

Main tasks:

Under the supervision of the Deputy Head of Mission / Chief of Staff:

- To prepare precise summaries and reports covering Mission meetings and activities, as well as relevant external events;
- To draft all reports which are required by the Mission, including Six-Monthly Reports, Monthly Assessment Reports, Weekly Operations Summaries, Special Reports;
- To maintain and update appropriate report archives and advise Mission members on reporting procedures and good practices;
- Undertake any other tasks required by the Deputy Head of Mission / Chief of Staff, in particular with a view to ensuring continuity in the Head of Mission's Office.

Qualifications and experience:

Essential

- A University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences or training relevant to the specific post;
- A minimum of 2 years of relevant experience;
- Ability to operate Windows and Microsoft Office software;
- Excellent analytical, organizational, conceptual thinking and problem-solving skills;
- An excellent level of written and spoken English; the position requires the ability to draft complex reports and documents without assistance.

Advantageous

- Awareness of the international political, economic, social and cultural context in the Middle East;
- International experience in similar positions, particularly from the CSDP and other international missions in crisis areas with international organizations highly desirable, ideally in the Rule of Law field;
- Arabic as well as other European languages an asset.