

# EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

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

### Advertisement for EU staff members

<b>Organization:</b>	<b>EUJUST LEX Iraq</b>			
<b>Job Locations:</b>	<b>Brussels and Iraq</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Job location</b>	<b>Available on</b>
	<b><u>Seconded/Contracted</u></b>			
	LEX 3	Political Advisor	Baghdad	ASAP
	LEX 68	Mission Security Officer*	Baghdad	ASAP
	LEX 83	Chief of Finance	Baghdad	ASAP
	<b><u>Brussels Local Contracted</u></b>			
	LEX 18	Human Resources Officer	Brussels	ASAP
	<b><u>Seconded</u></b>			
	LEX 22	Head of Plans / Operations	Baghdad	ASAP
	LEX 73	Rule of Law Police Team Leader	Baghdad	ASAP
	LEX 39	Rule of Law Expert - Police	Baghdad	ASAP
	LEX 59	Rule of Law Expert - Police	Erbil	ASAP
	LEX 54	Rule of Law Expert - Police	Basra	ASAP
	LEX 76	Rule of Law Expert - Judiciary	Baghdad	ASAP
	LEX 72	Rule of Law Expert - Human Rights and Gender	Baghdad	ASAP
LEX 8	Rule of Law Expert - Planning and Evaluation	Baghdad	01/11/2012	
<b>Deadline for applications:</b>	<b>6 July 2012</b>			
<b>E-mail address to send the Job Application Form/CV:</b>	<b>cpcc.eujustlex@eeas.europa.eu</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Ms Caroline Swagemakers</b> <b>e-mail: cpcc.cfc@eeas.europa.eu</b>			

\* *The availability of this post is subject to the non-confirmation of a request for extension.*

**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 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.

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<sup>1</sup> Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff

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 position:**

**POLITICAL ADVISOR (LEX 3)**

*(1 position)*

**Duty Station:** Baghdad

**Main tasks:**

Under the supervision of the Head of Mission:

- Support, assist and advise the Head of Mission on all political issues relevant for the Mission, as well as to closely monitor political events that may impact the Mission;
- To interact with governmental officials at appropriate levels and representatives of local and international organizations pertaining to his / her field of responsibility;
- Support the Head of Mission in all senior management tasks;
- Be responsible for the provision of advice, guidance and training to all mission members regarding the political structures and current political issues relevant for the work of the Mission;
- Assist in conducting and co-ordinating official visits according to the established protocol rules;
- Undertake any other tasks required by and on behalf of the Head of Mission.

**Qualifications and experience:**

*Essential*

- A Masters degree in Political Sciences, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post;
- A minimum of 6 years of experience as a Political Advisor or Analyst;
- Profound understanding of EU institutional system and decision-making processes, particularly related to the Common Foreign and Security Policy and the Common Security and Defence Policy;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent analytical, organizational, management, conceptual thinking and problem-solving skills;
- To have an excellent level of written and spoken English since the position requires the ability to draft complex reports and documents without assistance;
- Ability to operate Windows and Microsoft Office software.

*Advantageous*

- Experience in matters relating to the Middle East, particularly Iraq and neighbouring countries. Knowledge of the history, culture and the social, legal and administrative structures;
- International experience in similar positions required, particularly from the CSDP and other international missions in crisis areas with international organizations highly desirable, ideally in the Rule of Law field;
- Good knowledge of Arabic and other European languages.

## **MISSION SECURITY OFFICER (MSO) (LEX 68)**

*(1 position)*

**Duty Station:** Baghdad

### **Main tasks:**

In line with the EU's Policy on security and under the supervision of the Senior Mission Security Officer (SMSO), the Mission Security Officer (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 carry out the daily work according to the job description for a CSDP Mission's Security Office;
- 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 ensure timely and accurate security reporting including real time reporting from potential trouble spots;
- To ensure personal security advice is given to members of mission staff as required. In this regard, to provide a security-briefing package for staff members with regard to security situations to be expected or encountered in Brussels and /or Iraq;
- 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;
- Ensure in cooperation with local authorities that security screening is performed on nationals applying for a job in EUJUST LEX-Iraq;
- To carry out other tasks as delegated by the Senior Mission Security Officer;
- To liaise with the CPCC Field Security Section on all matters foreseen by the EU's Field Security Policy and supporting documents.

### **Qualifications and experience:**

#### ***Essential***

- A Bachelors degree in Police Sciences, Military Sciences or Social Sciences including graduation from National Military/Police Academies;
- A minimum of 5 years of progressively responsible professional experience in the civilian security field and/or in the military/police field;
- International experience, particularly from the CSDP or other international Missions in crisis areas with multinational and international organizations;
- Good analytical and problem-solving skills;
- Solid knowledge of the Middle East area and potential security threats;
- Ability to operate Windows and Microsoft Office suite;
- Good interpersonal skills, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Civilian driving license class B;
- EU Security Clearance at Level SECRET only. No equivalent is acceptable.

*Advantageous*

- Police officer in active service;
- Previous experience in Iraq;
- Civilian Crisis Management Course (CMC) certification;
- EU Mission Security Officer certification course;
- Civilian driving license class C.

## **CHIEF OF FINANCE (LEX 83)**

*(1 position)*

**Duty Station:** Baghdad

### **Main tasks:**

Under the supervision of the Head of Mission Support:

- To ensure the sound and effective financial management of the Mission;
- To develop policies (prepare SOPs) for the control of the EUJUST LEX-Iraq finances, in close cooperation with the Finance Officer;
- To develop policies (prepare SOPs) for accounting, in close cooperation with the Accounting Officer;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance;
- To verify the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To provide sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the Mission;
- To evaluate and takes measures for limiting financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperates on financial issues with the EU institutions, with National Governments involved and with other relevant organization;
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To manage the team of the finance section;
- To undertake any other related tasks as required by the Head of Mission Support.

### **Qualifications and experience:**

#### *Essential*

- A Masters degree in Finance, Accounting and Administrative studies; other academic or professional training may be considered as equivalent to the Masters degree but might result in a lower grading;
- To have a minimum of 8 years of relevant professional experience including a minimum of 3 years in a managerial position;
- Excellent analytical, research and problem-solving skills;
- Ability to operate usual computer tools, intranet, internet, and computerized financial systems (e.g. excel financial formulas and add-ins);
- Be familiar with accounting software (e.g. SAGE);
- To have an excellent level of written and spoken English and proven experience in reporting and drafting of memoranda and procedures.

#### *Advantageous*

- International experience in crisis areas with multinational and international organizations;
- Be familiar with EU budget procedures and financial management rules.

**Local Brussels Contracted:**

**HUMAN RESOURCES OFFICER (LEX 18)**

*(1 position)*

**Duty Station:** Brussels

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

**Main tasks:**

Under the overall supervision of the Head of Mission Support:

- 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 Contributions 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 since the position requires the ability to draft complex documents without supervision.

***Advantageous***

- International experience, particularly in crisis areas with multinational and international organizations;
- Knowledge of the Belgian Social Security system;
- Excellent knowledge of French or Dutch.



**Seconded positions:**

**HEAD OF PLANS/OPERATIONS (LEX 22)**

*(1 position)*

**Duty Station:** Baghdad

**Main tasks:**

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

- To draft the Mission Implementation Plan, SOPs and related documents;
- To coordinate and lead the development, design, delivery, monitoring and evaluation of training interventions for the Iraqi Criminal Justice Sector, organized both in EU Member States and in Iraq;
- To coordinate and supervise the training activities organized by the teams;
- To be responsible for the development and coordination of in-country monitoring, mentoring and strategic advice;
- To coordinate the operational activities of the Mission;
- To continue the concept of integrated criminal justice training to improve and develop the coordination, cooperation and trust between the judiciary, police and penitentiary systems;
- To coordinate with other international actors involved in international support to the rule of law in Iraq;
- To acquire and update knowledge and expertise on the Iraqi criminal justice system;
- To contribute to the Mission planning and conduct capability with the view to adjusting the tasks in accordance with the possible political and security developments;
- To monitor the operational developments under the direction of the Deputy Head of Mission/Chief of Staff;
- To ensure cooperation and coordination of the operational component with other international and local counterparts as direction by the Deputy Head of Mission/Chief of Staff;
- To carry out all other tasks as required by the Deputy Head of Mission/Chief of Staff.

**Qualifications and experience:**

***Essential***

- An advanced university degree in Law, Public or Business Administration, Police Sciences or equivalent academic or professional training;
- A minimum of 15 years of working experience in training, legal affairs, policing, public administration or in criminal investigations with appropriate responsibilities at upper and strategic decision level;
- To have extensive experience in planning or/and management of training;
- To have experience in criminal policy planning or studies in comparative criminology;
- To have working experience at national or international level as a Judge, Public Prosecutor, Criminal/Police Investigator, Head of Prison Unit or a Lecturer/Trainer in such areas;
- 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***

- To have been involved in transitional or other major judicial reforms at upper or strategy decision level;
- International experience in crisis areas with multinational and international organizations, preferably in CSDP Missions.

## **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 and supervises the police experts in the different Field Offices in performing professional and technical duties;
- Ensures consistency and coherence of police activities with 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 the 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 Police Sciences Law, Public Administration, or equivalent academic or professional training;
- A minimum of 12 years of working experience as Senior Police Officer in policing, 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 since the position requires the ability to draft complex reports and documents without assistance.

#### *Advantageous*

- Supervising experience in an international environment, working and understanding of 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 39)**

*(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 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 since 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 59)**

*(1 position)*

**Duty Station:** Erbil

### **Main tasks:**

Under the supervision of the Head of the Erbil Field Office, and the guidance 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 Kurdish 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 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 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 - 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 – 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 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 – 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;
- Analyse and provide perspectives on the applicability and impacts of evaluation issues on the Mission, in accordance with the guidelines for identification and implementation of lessons and best practices in civilian CSDP Missions (doc. 15987/08 of 19 November 2008);
- To collect and analyze all lessons learned coming from the Mission activities;
- To liaise and establish professional working relationships with the Commission and all relevant actors on evaluation;
- To draft a Mission plan on evaluation as directed by the Head of Plans/Operations;
- To monitor global events that may impact on EUJUST LEX-Iraq mission in terms of evaluation;
- To contribute and assist with proposals for improvement of the evaluation of Mission training;
- To support the production of high quality reports according to needs for both internal and external distribution;
- To read and 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 multi-national and international organizations, preferably in CSDP Missions.