



ANNEX 1

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

Advertisement for EU seconded and/or contracted staff members

Organisation:	European Union Integrated Rule of Law Mission for Iraq, EUJUST LEX
Job Location:	Brussels
Availability:	as of 1 March 2009
Staff Regime:	Seconded by Contributing State or contracted (see below)
Job Titles/Vacancy Notice:	<p>Seconded</p> <ul style="list-style-type: none">• Rule of Law Expert - Police (LEX 33)• Rule of Law Expert - Judicial (LEX 38)• Rule of Law Expert - Penitentiary (LEX43)• Senior Rule of Law Training Expert (LEX 47) <p>Seconded or contracted</p> <ul style="list-style-type: none">• Finance Officer (LEX 20)• Security Officer (LEX 28)
Deadline for applications:	10 February 2009
E-mail address to send the Job Application Form/CV:	cpcc.eujustlex@consilium.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the General Secretariat of the Council of the European Union, CPCC:</p> <p>For operational and deployment-related questions:</p> <p>Mr Oliver Knoerich Council of the European Union, General Secretariat CPCC - Middle East/Asia Section Email: oliver.knoerich@consilium.europa.eu Tel: +32 (0) 2 281 3263 Fax: +32 (0) 2 281 8558 Rue de la Loi 175, B-1048 Brussels</p> <p>or</p> <p>Ms Ilse Puttemans Administrative Officer EUJUST LEX E-mail: ilse.puttemans@consilium.europa.eu Tel: +32 (0) 2 281 57 84 Fax: +32 (0) 2 281 73 36</p>

For questions on employment terms and conditions:

Ms Ulla Bergqvist

Council of the European Union, General Secretariat

CPCC Mission Support Unit

e-mail: ulla.bergqvist@consilium.europa.eu

Tel: + 32 (0)2 281 8596

Fax: + 32 (0)2 281 3135

The General Secretariat of the EU, through CPCC – Civilian Planning and Conduct Capability 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 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 EU Integrated Rule of Law Mission for Iraq, and that proposed candidates participate in appropriate selection procedures.

Citizenship - Citizen of a member state of the European Union (EU) and enjoying 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 related with 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. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (police, judicial, civilian and military staff). **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.

Availability - To undertake any other administrative tasks related with the competences, responsibilities and functions of the respective position within the mission, on behalf of the Head of Mission.

Physical and mental health - Physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance in the Mission.

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

Computer Skills - Skills in word processing, spreadsheets and email systems are essential. Knowledge of other IT tools will be an asset.

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

B. Recommendable Requirements or Experience

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 Iraq administrative structures - To have knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and penitentiary Iraq administrative structures (distinct advantage).

Training - To have attended a Civilian Crisis Management Course or have participated in an ESDP mission (desirable).

International Experience - To have international experience, particularly in crisis areas with multi-national and international organisations (desirable).

Language skills - knowledge of Arabic a distinct advantage. Knowledge of French desirable.

C. Essential Documents and Requirements for the Selected Candidates

Passport - The participants must obtain a valid passport from the respective national authorities.

Visas - Contributing countries 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: To have or obtain a national security clearance at "EU SECRET" level or equivalent.

Certificate/Booklet of vaccination - To have in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according the required immunisations for the mission area.

Driver Licence – Be in possession of a valid civilian drivers licence for motor vehicles (Category B or equivalent). Able to drive any 4 wheel drive vehicles.

RULE OF LAW EXPERT - POLICE (LEX 33)

Job Description

- To conduct technical liaison in respect of police reforms and training with the Iraqi Ministry of Interior, to explain fully the Mission aims and to assist in the selection of appropriate police officers to attend Member States' EUJUST LEX Courses.
- To assess the Iraqi police system and draft concept papers concerning possible programmes and policies to be implemented by the integrated mission.
- To build long term strategic planning and policy making capacity with all other agencies and interventions assisting in reconstruction efforts in Iraq concerning policing.
- To assess the management capacity and professional skills of senior and high potential mid career police officers so that training addresses the critical needs.
- To review instructions, regulations, methodology and equipment concerning the Iraqi police.
- To identify needs, assessments and overall plans on how available resources and personnel for training purposes should be deployed, inside or outside Iraq.
- To propose policies and programme measures for the development and capacity building of the civilian public administration, namely in the field of the Iraqi police.
- To propose, in consultation with Iraqi authorities, specialised training programmes for the most senior members of the Iraqi police.
- To carry out all other tasks as required by the Head of Mission to ensure that the team is cohesive and effective in all aspects of its work.

Qualifications and Experience

- An advanced university degree in law, penitentiary Sciences, social sciences, public or business administration, economics or equivalent academic training.
- Good knowledge of judicial reform process and the functions and practices of criminal justice systems and police systems in particular including institutional arrangements.
- To have working experience at national or international level as a head of police unit.
- To have managerial or operational experience of functions and practises of police administration.
- To have experience in planning or drafting procedural or criminal justice legislation.
- To have experience in transitional or public reforms at upper or strategy decision level (desirable).

RULE OF LAW EXPERT - JUDICIAL (LEX 38)

Job Description

Under the overall supervision of the Head of Mission,

- To conduct technical liaison in respect of judicial reforms and training with the Iraqi Chief Justice, to explain fully the Mission aims and to assist in the selection of appropriate judicial officials to attend Member States' EUJUST LEX Courses.
- To assess the Iraq judicial system and draft concept papers concerning possible programmes and policies to be implemented by the integrated mission.
- To build long term strategic planning and policy making capacity with all other agencies and interventions assisting in reconstruction efforts in Iraq concerning the judiciary.
- To assess the management capacity and professional skills of senior and high potential mid career judicial officials so that training addresses the critical needs.
- To review instructions, regulations, methodology and equipment concerning the judicial process.
- To identify needs, assessments and overall plans on how available resources and personnel for training purposes should be deployed, inside or outside Iraq.
- To propose policies and programme measures for the development and capacity building of the civilian public administration, namely in the field of the Iraqi judicial system.
- To propose, in consultation with Iraqi authorities, specialised training programmes for the most senior members of the Iraqi judiciary.
- To carry out all other tasks as required by the Head of Mission to ensure that the team is cohesive and effective in all aspects of its work.

Qualifications and Experience

- An advanced university degree in law, social sciences, public or business administration, economics or equivalent academic training.
- Good knowledge of judicial reform process and the functions and practices of criminal justice systems and judicial systems in particular including institutional arrangements.
- To have working experience at national or international level as a judge, lawyer or public prosecutor.
- To have managerial or operational experience of functions and practices of judicial institutions.
- To have experience in planning or drafting procedural or criminal justice legislation.
- To have experience in transitional or public reforms at upper or strategy decision level (desirable).

RULE OF LAW EXPERT - PENITENTIARY (LEX 43)

Job Description

Under the overall supervision of the Head of Mission,

- To conduct technical liaison in respect of penitentiary reforms and training with the Iraqi Ministry of Justice, to explain fully the Mission aims and to assist in the selection of appropriate prison officials to attend Member States' EUJUST LEX Courses.
- To assess the Iraqi penitentiary system and draft concept papers concerning possible programmes and policies to be implemented by the integrated mission.
- To build long term strategic planning and policy making capacity with all other agencies and interventions assisting in reconstruction efforts in Iraq concerning prisons.
- To assess the management capacity and professional skills of senior and high potential mid career prison officials so that training addresses the critical needs.
- To review instructions, regulations, methodology and equipment concerning detention.
- To identify needs, assessments and overall plans on how available resources and personnel for training purposes should be deployed, inside or outside Iraq.
- To propose policies and programme measures for the development and capacity building of the civilian public administration, namely in the field of the Iraqi penitentiary system.
- To propose, in consultation with Iraqi authorities, specialised training programmes for the most senior members of the Iraqi penitentiary service.
- To carry out all other tasks as required by the Head of Mission to ensure that the team is cohesive and effective in all aspects of its work.

Qualifications and Experience

- An advanced university degree in law, penitentiary sciences, social sciences, public or business administration, economics or equivalent academic training.
- Good knowledge of judicial reform process and the functions and practices of criminal justice systems and prisons systems in particular including institutional arrangements.
- To have working experience at national or international level as a head of prison unit.
- To have managerial or operational experience of functions and practices of penal institutions, especially prison administration services.
- To have experience in planning or drafting procedural or criminal justice legislation.
- To have experience in transitional or public reforms at upper or strategy decision level (desirable).

SENIOR RULE OF LAW TRAINING EXPERT (LEX 47)

Job Description

- To coordinate the Mission Training programme for judiciary, police and penitentiary.
- To initiate and develop the design, delivery, monitoring and evaluation of training interventions for Iraqi senior and high potential middle level police and prison officials, judges and prosecutors.
- To plan in-country training and other initiatives for senior and high potential middle level Iraqi Criminal Justice officials.
- 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 carry out all other tasks as required by the Head of Mission to ensure that the team is cohesive and effective in all aspects of its work.

Qualifications and Experience

- An advanced University Degree in Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics or equivalent academic training.
- A minimum of 12 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 excellent reporting ability, analysis, drafting and edit skills.
- To have international experience, particularly in crisis areas with multi-national and international organisations.
- To have been involved in transitional or other major judicial reforms at upper or strategy decision level (desirable).

FINANCE OFFICER (LEX 20)

Job Description

Under the guidance and authority of the Head of Administration and Finance:

- assist in the establishment and implementation of financial accounting systems and procedures for the Mission according to EU Financial Regulations and the established internal guidelines.
- evaluate finance systems and make recommendations for improvements to financial guidelines and procedures, thus ensuring the efficient management of the mission funds.
- administer the account system, provide cash advances, reconcile cash boxes with computer balance and arrange for cash replenishment of the account.
- process and prepare all bills and receipts, all payments from the cash box and collect original invoices from vendors.
- direct, establish and maintain working contacts with specified banks.
- prepare, store and archive all finance related documents.
- perform data input to accounting system and perform data reconciliation and financial closings.
- communicate with accounting software supplier in relation to the functioning of the system and the related data.
- prepare for and assist in the auditing of the Mission.

Qualifications and Experience

- A university degree, business administration or equivalent academic training
- To have a minimum of 5 years of operational experience in budget planning and preparation.

Additional Requirements

- To be familiar with EU budget procedures and financial management rules.

SECURITY OFFICER (LEX 28)

Job Description

- Under the direction of the HoM - and in close concert with the Council Security Office - implement all baseline security requirements that apply to EU-led civilian crisis management operations.
- Define and develop the mission security plan and supporting security and safety instructions and procedures.
- Assess the threat level and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and possible to implement at short notice.
- Conduct - or causing to conduct - security surveys of mission member personal protective security requirements, transport security and residential and office security.
- Make arrangements for selecting, training, supervising and evaluating other mission security staff and security guards.
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings to new staff on matters affecting their security and ensure that all staff are properly prepared for emergencies.
- Establish liaison and co-operate closely on security issues with other international organisations and national law enforcement agencies or other authorities in the member states and third states the mission will operate in.
- Provide comprehensive reports to the HoM and the Council's Head of Security on any and all incidents affecting mission staff, and initiate necessary follow up action with the appropriate authorities.
- Ensure the protection of EU classified information in accordance with Council Decision 2001/264/EC of 19 March 2001.
- Participate as technical expert in procurement processes according to internal rules or instructions adopted by the mission.
- Maintain regular contacts with the Head of Security of the Council's Security Office.
- Elaborate precise and accurate reports concerning information received, which impacts the mission; initiating appropriate analyses and assessments of all pertinent information.
- Produce briefings and presentation relating to security for the benefit of the mission.
- To report and advise the HoM on the security level and state of alert for the mission staff
- To provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are undertaken in support of any related situation, particularly in emergency cases.

Qualifications and Experience

- An advanced University Degree in Police or Military Sciences, Social Sciences, Law, Engineer or being a graduate of a national military/police academy with training equivalent to a first level university degree.
- To have a minimum of 10 years of progressively responsible professional experience at management level in the civilian security field or in the military/police field.

Additional Requirements

- International experience, particularly in crisis areas with multi-national and international organisations (desirable)
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds
- To have excellent report ability, analysis, drafting and edit skills
- To be firearms certified