

D. Job descriptions

BRUSSELS COORDINATION OFFICE

Rule of Law Expert - Evaluation / Best Practise Officer (LEX 46)

1 position

Proposed deployment start : ASAP

Main tasks:

Under the overall supervision of the Head of Mission,

- Provide information and advice to the Head of Mission and Mission staff on evaluation.
- Collect and co-ordinate all necessary information related to 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 ESDP Missions (doc. 15987/08 of 19 November 2008).
- 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 Mission.
- To monitor global events that may impact on EUJUST LEX 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 analyse all incoming reports and channel information to the relevant team members.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience:

- A University Degree in Law, Public Administration, Police Sciences, or equivalent training.
- A minimum of 5 years of working experience in legal affairs, training, policing, public or penal administration or in criminal investigations with appropriate responsibilities at upper and strategic decision level.
- To have experience in planning, management training or drafting procedural or criminal justice legislation.
- To have experience in evaluation.
- To have working experience at national or international level as a Judge, Public Prosecutor, Criminal/Police Investigator, Head of Prison Unit or have been a Lecturer/Trainer in such areas.
- To have participated in transitional or other major judicial reforms at upper or strategy decision level (desirable).
- Excellent level of written and spoken English.

Rule of Law Expert - Penitentiary (LEX 43)

1 position

Proposed deployment start : ASAP

Main tasks:

- To have the overall responsibility for co-ordinating Mission involvement in training programmes provided by Member States.
- To understand and promote the concept of integrated courses to improve and develop the coordination, cooperation and trust between the judiciary, police and penitentiary systems.
- To liaise, via the Mission's Baghdad Liaison Office, with Iraqi authorities for the purpose of matching the appropriate trainees to the training programmes.
- To coordinate training interventions in Iraq.
- To handle practical issues regarding courses in the Member States.
- To monitor the daily operation of training programmes and accompanying trainees when needed during training programmes.
- To liaise with trainees for the purpose of evaluation and development of training programmes and to prepare the necessary reports on these issues.
- To contribute and assist with proposals for the reform of the Iraqi legislation, policies and procedures in the areas of judicial, penitentiary and policing.
- To assess the training requirements of judicial, prosecutorial and penal staff in senior management skills, and propose programs and projects for adequate training and expertise.
- To acquire and update knowledge and expertise on the Iraqi justice system.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience:

- A University Degree in Law, Public Administration, Police Sciences, or equivalent training.
- A minimum of 5 years of working experience in legal affairs, training, policing, public or penal administration or in criminal investigations with appropriate responsibilities at upper and strategic decision level.
- To have experience in planning, management training or drafting procedural or criminal justice legislation.
- 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 have been a Lecturer/Trainer in such areas.
- To have managerial or operational experience of functions and practises of penal institutions, especially prison administration services (desirable).
- To have participated in transitional or other major judicial reforms at upper or strategy decision level (desirable).
- Excellent level of written and spoken English.

Political Adviser (LEX 04)

1 position

Proposed deployment start : ASAP

Main tasks:

- To support, assist and advise the Head of Mission on all political and media issues relevant for the Mission.
- To monitor political events that may impact on the work of the Mission and closely follow the correspondent developments.
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission, making good use of the existing structures and the available knowledge and expertise.
- To 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.
- To deal with impact of the media on the Mission and be able to analyse the public impact of Mission effectiveness.
- To assist in conducting and co-ordinating official visits according to the established protocol rules.
- To manage the institutional image of the Mission proficiently, providing advice and guidance on this issue.
- To assist in drafting press releases and act as the alternative Mission public spokesperson when required. To assist in conducting and co-ordinating press conferences.
- To prepare and draft regular situation reports and other reports as required by the Head of Mission.
- To prepare precise summaries and reports concerning political issues arising in the Mission and advising Mission members accordingly.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience:

- Advanced University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post.
- A minimum of 5 years of experience at middle management levels.
- Profound understanding of EU institutional system.
- International experience preferable, particularly in crisis area with multi-national and international organisations, ideally in a political advisory Mission.
- Experience in matters relating to the Middle East, particularly Iraq and neighbouring countries. Knowledge of the language, history, culture and the social and administrative structures are an advantage.
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol.
- Excellent level of written and spoken English.

General Coordinator - Brussels Coordination Office (LEX 61)

1 position

Proposed deployment start : ASAP

Main tasks:

- To conduct technical liaison with the Baghdad Liaison Office and to facilitate Brussels Coordination Office efforts in Iraq.
- To assist the Brussels Coordination Office regarding the selection of trainees for the courses.
- To coordinate issues regarding the selection of trainees for courses with the Baghdad Liaison Office.
- To coordinate arrangements for security of trainees for courses in the Member States.
- To coordinate arrangements for security of Member States experts and Mission staff for courses in Iraq and region.
- To review instructions, regulations, methodology and equipment concerning trainees.
- To review instructions, regulations, methodology and equipment concerning Member States experts and Mission staff.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience:

- A minimum of 5 years of working experience in legal affairs, training, policing, public administration or in criminal investigations with appropriate responsibilities.
- Excellent level of written and spoken English.

Deputy Communication and Information Systems (CIS) Officer (LEX 16)

1 position

Proposed deployment start : ASAP

Main tasks:

Under the supervision of the CIS Officer,

- Coordinate the inventory with the Administration as required, providing for instance number, technical specification, location of Mission equipment.
- Provide, repair, upgrade, replace and maintain supported hardware.
- Install, upgrade and maintain supported software.
- Assume responsibility for the optimal level of access to the networking system for Mission staff.
- Assess the needs for hardware and software for Mission staff to perform its duties.
- Be responsible for accurate, detailed and updated inventory of the hardware and software distributed in the Mission in co-ordination with the Administration.
- Supervise the performance of EU supported systems for the Mission within the Mission area and the transfer to other areas/regions.
- Design and management of documentation of hardware and software requirements.
- Provide advice and generic training to the users of Mission software and hardware for the performance of their duties.
- Assist the CIS Officer in the creation and management of a CIS plan for the Mission, taking into consideration the administrative, logistical and operational requirements of the Mission.
- Assist in establishing and maintaining secure Mission communication and information systems.
- Provide technical and implementation advice for computer networks and create the necessary databases to serve the diverse administrative and operational requirements of the Mission.
- Provide technical advice on all communication and computer matters to Mission members.
- Provide on-line as well as on-site assistance regarding the use of IT equipment and office automation software packages (e.g. e-mail, word processing, spreadsheets, presentation packages, database applications, Internet browsers, workstation operating systems).
- Issue precise reports concerning communication system issues.
- Assist in establishing Standard Operating Procedures containing policies and directives relating to all communication and computer issues.
- Continuously review Mission communication and information systems and assist the CIS Officer in providing the Head of Administration with recommendations for improvements.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience:

- A Degree in IT, business administration or equivalent training.
- At least 5 years of experience as IT officer or equivalent.

To have knowledge of the following areas:

- Security Information Management (essential).
- Microsoft Windows Server Technology.
 - Administration
 - Security
- MySQL Database Administration.
- Structured Query Language.
- Active Directory and Shared Point.
- Telecommunications.
 - Satellite Dish Installation and Monitoring.
 - Routers Switch and VPN (NETASQ).
- Internet programming languages e.g. ASP, PHP, Perl.
- Microsoft Windows XP / Vista.
- Microsoft Office 2003 - 2007.
- Excellen level of written and spoken English.

Assisting Logistics Officer (LEX 22)

1 position

Proposed deployment start : ASAP

Main tasks:

Under the supervision of the Head of Logistics,

- To assist in the coordination and management of the complete transport support for Mission staff, Iraqi trainees and Member State experts.
- To assist in the implementation of transport policies and guidelines for Mission staff, Iraqi trainees and Member State experts.
- To assist provide advice and support to managers and staff on transport related matters, ensuring the necessary distribution of transport resources.
- To accompany and operate transfers of trainees.
- To organize events such as seminars, conferences and workshops.
- To assist in the production of reports concerning transport issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the transport aspects of the Mission.
- To operate a management system that includes transparent and objective analysis of transport requirements and future needs.
- To ensure the effective management of transfers of trainees including negotiating and arranging accommodation and transport needs.
- To provide advice, support and training to managers and staff on transport related matters.
- To schedule appointments and meetings and maintain contacts, as necessary.
- To arrange meetings, draft itineraries, file documents, maintain filing systems - both electronically and as hard copies - and record data in appropriate databases and files.
- To perform other administrative work related duties.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience:

- Degree in Logistics, Travel Arrangement, Administration, Secretariat, Social Sciences or equivalent training.
- To have a minimum of 2 years of experience with organizing events, conferences and incentives programs.
- To have a minimum of 2 years of experience with administrative tasks.
- Working experience from the travel sector.
- Knowledge of Amadeus selling platform (desirable).
- Excellent level of written and spoken English.
- Excellent level of Office software.