

Position: Deputy Head of Mission/ Chief of Staff	Employment Regime: Seconded	
Ref. Number: IAT 02	Location: Baghdad	Availability: ASAP
Component/Department/Unit: Office of the Head of Mission	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Mission/Chief of Staff (DHoM/CoS) reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To support the HoM in leading, managing and directing Mission activities and in ensuring the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP);
- To deputise for the HoM in his/her absence;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the local staff;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To exercise the day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To lead, manage and direct the work of the Head of Mission Office.
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, the Office of the EUSR, the representatives of EU Member States and contributing third States, according to HoM's instructions;

- To liaise externally with international organisations, agencies and interlocutors as appropriate;
- To attend internal and external meetings with and on behalf of HoM;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or other activity to HoM's Office;
- To undertake any other job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute to the strategic development of the Iraqi National Security Architecture
- To contribute to the development of Iraqi owned relevant policy and strategy
- To provide strategic advice to senior Iraqi counterparts to advance the civilian SSR agenda
- To provide guidance to senior Iraqi counterparts on the implementation of the NSS & SRSS
- To provide advice to senior Iraqi counterparts which contributes to leadership development
- To promote context specific solutions which contribute to Iraqi Institutional resilience
- To promote concepts of transparency, accountability and oversight
- To ensure counterparts are cognisant of UNSR 1325 and safeguard human rights

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 12 years of relevant professional experience out of which at least 5 years of experience at senior management level.

5. Essential knowledge, skills and abilities:

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Law, Social Sciences, Public or Business Administration, or a related field of study;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to lead and oversee a Mission with staff members of different professional backgrounds;
- Excellent interpersonal and communication skills, familiarity with diplomatic protocol;

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;

6. Desirable Qualifications and Experience:

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent managerial skills and ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff, to review and edit the work of others.
- CSDP Mission experience

7. Desirable knowledge, skills and abilities:

- Experience in management of strategic analysis as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.