

<b>Position Name:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 12*	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 03/04/2019
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM, Senior Mission Management Team (SMT) and the Senior Strategic Advisers on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To contribute to the advice to the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of on-going reforms;
- Act as Mission spokesperson as requested.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, geopolitics, International Security, Law AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential knowledge, skills and abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent oral and influencing skills, with the ability to give clear advice on issues;

### 6. Desirable Qualifications and Experience:

- Ability to act as Press and Public Information Officer as well as the Missions Spokesperson.
- To assist Head of Mission's Office with Diplomatic and Protocol matters.

### 7. Desirable knowledge, skills and abilities:

- Knowledge of Arabic.