

JOB DESCRIPTION

JOB INFORMATION

Job Title Coordinator, Women, Peace and Security
CE Post nro NTI SPX 0090
HQ/Organizational Element NMI Special Programmes Coordination Office (SPCO)
Duty Location BAGHDAD

POST DETAILS

Post Context

Within the NMI Special Programmes Coordination Office (SPCO), the incumbent's main responsibility is to coordinate and plan the Women, Peace and Security efforts and activities in support for the development and implementation of National Action Plan of Iraqi Government, delivered in and out of country, working directly with the relevant NATO International Staff (Brussels) and with HQ Joint Forces Command Naples (JFCNP). The incumbent will ensure that the WPS efforts and activities are harmonized across NMI and in line with the NATO mandate, UNSCR 1325 Resoultion and other related regulatory framework.

The incumbent advises and assists Iraqi Security Institutions (ISI) and Iraqi Security Forces (ISF) at primarily the ministerial directorate-level, and act in a team consisting of advisors, liaison officers, and subject matter experts.

The incumbent's main responsibilities are to provide advice and assistance in the field WPS and support the senior advisor in order to coordinate the planning of all NMI and related ISI/ISF efforts, activities, and projects within this field of expertise.

Further, the incumbent must be prepared to work as a liaison officer dedicated to a specific Iraqi interlocutor at either an ISI or an ISF.

The work is carried out through both persistent and expeditionary advising and liaison tasks.

- Persistent advising, liaison and training to ISI and ISF will be provided on a continuous, persistent (usually daily) basis from either an embedded footprint or in close proximity.
- Expeditionary advising, liaison and training to ISI and ISF will be conducted on a less frequent basis to ensure their continued development.

The incumbent will work in a line organization, but should be prepared to participate in projects in and outside own area of expertise.

Principal Duties

- Provide in-theatre advice to SPCO NMI on the WPS overall progress.
- Align the contribution of the UNCSR 1325 to the Mission, directly supporting the Ministerial Advisory and Liaison Branch & MoD-advisors
- Advise Iraqi counterparts in identifying gaps, and plan accordingly.
- Attend relevant meetings with international stakeholders in theatre and include received information to plan.
- Ensure that the WPS activities of NMI are in-line with and support the wider Iraqi Government WPS National Action Plan and is derived from the political and legal framework.

- Ensure continuity and sustainability of effort and on-site follow up with Iraqi counterparts on outcomes and opportunities resulting from Liaise and interact with all relevant actors of NMI, NATO, and bilateral partners as necessary.
- Report to/support WPS lead.
- Persistent advising and training within own field of expertise to ISI and ISF on a continuous, persistent (usually daily) basis from either an embedded footprint or in close proximity.
- Expeditionary advising and training within own field of expertise to ISI and ISF on a less frequent basis to ensure their continued development. The frequency of the interaction varies based on the proximity to and the capability of ISI and ISF counterparts, threat level to the advisors and trainers and available resources.
- Persistent and/or expeditionary liaison officer within an Iraqi Interlocutor in an ISI and/or ISF. And in this function working as the interface between the ISI/ISF and the advisors and subject matter experts within NMI.
- Identifies Iraqi need/request for dedicated projects (both specific advisory efforts, and larger activities/support); including identifying the relevant stakeholders within both ISI/ISF and NMI.
- Project manager and/or project member for specific projects both in and outside own area of expertise.

Special Requirements and Additional Duties

- The incumbent may be required to deploy on operational tasks, or to undertake operational TDY assignments elsewhere within the JOA.
- The incumbent may have sufficient knowledge of pertinent doctrine and other key documents of assigned ISI/ISF in order to advise or assist in the development of their WPS activities.
- The incumbent must have good management skills and have knowledge/experience with managing projects.
- The incumbent may be required to perform like duties elsewhere within the organisation as directed.
- The work is normally performed in a typical Office/ Secure Facility environment – eventually accompanied with road movements between NATO facilities and the facilities of the ISI/ISF.
- The incumbent is required to have cultural understanding of Iraq customs and unit capabilities at an advanced level in order to advise and liaise effectively.
- The incumbent should have good corporation and communication skills in order to create a good working relationship between the incumbent, and the Iraqi interlocutors.
- The incumbent must have a good understanding, and basic training in the cross cutting themes, and the working areas of the Specialised Programmes Office. This includes Human Rights (HR), Defence Capacity Building (DCB), Women, Peace & Security (WPS), Defence Education Enhancement Programme (DEEP), and Building Integrity (BI).

ESSENTIAL QUALIFICATIONS

Professional / Experience

- Incumbent is preferred to have at least six (6) years professional experience in the multi-national environment, working for an International Organisation or a national administration.

- Knowledge of NATO political and military processes.
- Experience in post conflict environments and / or security sector reform.

Education/Training

- A university degree in international relations or relevant field.

Language – English

- Listening, Speaking, Reading, Writing – 3322

NATO Security Clearance Level

- NATO SECRET

DESIRABLE QUALIFICATIONS**PROFESSIONAL/EXPERIENCE - Specialisations**

- Incumbent is preferred to have at least six (6) years professional experience in a senior capacity with personnel and budgetary responsibilities
- Experience in planning, implementing, monitoring and assessing international support efforts under NATO or other International Organisation's mandate.
- Experience advising decision makers
- Knowledge of NATO financial processes/Political/decision making and administrative processes.
- Extensive knowledge and experience with WPS, defence policy and defence/ force planning, strategic planning, capability assessment and defence capacity building.

Additional Language Skills

- Arabic - 2222