

<b>Position Name:</b> Executive Officer/Personal Assistant	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 15	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer/Personal Assistant works in the Head of Mission Office and reports to the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities:

- To act as personal assistant to the HOM, DHOM and COS in all administrative related matters;
- To coordinate the daily work of the HoM's Office under the direction of the CoS;
- To maintaining a registry of all official contacts with the Mission;
- To support the CoS in ensuring that advice and information provided for the HoM, DHoM and CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the HoM, DHoM and CoS;
- To ensure close cooperation with the HoM, DHoM and CoS and/or other relevant Mission staff on their planning and meeting schedules;
- Under the direction of the HoM/DHoM/CoS, to maintain contacts with international partners in Iraq and Brussels Support Element in order to collect and disseminate information;
- To plan and coordinate visits on behalf of the Mission;
- To maintain a registry of all incoming and outgoing correspondence and inform Mission Units of submissions and deadlines;
- To prepare and maintain the workplan for the HoM's Office, ensuring that key tasks are identified and completed on time;
- To manage the Official Representation Budget of the Mission and ensure that funds for official representation purposes are allocated in accordance with rules and regulations;
- To administratively organise facilitate seminars, strategic planning sessions and trainings of the SMT;
- To develop and maintain the Strategic External Engagements Planner and ensure close coordination with the HoM, DHoM, CoS and senior Mission staff on their planning and meeting schedules;
- To arrange meetings for the HoM, DHoM and CoS with EU members states, international missions, diplomatic representations, media representatives and civil society organisations;
- To plan and coordinate events and VIP visits on behalf of the Mission;
- Manage the HOM's SharePoint site ensuring that information are easily available and updated.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the exhaustion of tasks;
- To perform any other tasks assigned by the Line Manager.

#### **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; AND
- A minimum of 4 years of relevant professional experience, preferable as personal assistant to the senior management in an international environment after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Mission experience, e.g. CSDP, UN, OSCE etc.;
- To be able to build and develop fruitful and productive relationships across gender, age and culture;
- To be able to coordinate tasks and a diversified and multidisciplinary team of advisers;
- To be proactive and stress resilient;
- Administrative skills (office management, event planning, project management).

#### **6. Desirable Qualifications and Experience:**

- Professional training in project management.

#### **7. Essential Knowledge, Skills and Abilities:**

- Experienced Microsoft Office user;
- Knowledge of Arabic.