

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-ETB01	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	EDUCATION & TRAINING	<u>JOB CODE:</u>	ETB01
	BRANCH HEAD		
<u>NATIONALITY:</u>	TUR	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF-4

PART II – DUTIES

A. Post Context: This is a Branch Head post in the Education & Training Branch (ETB) of the IAMD COE, responsible for supporting the IAMD COE Directorate and Subject Matter Experts (SME) in the field of Education & Training (E&T), and for the management of all education, and training activities of IAMD COE in accordance with the approved Programme of Work (POW), NATO standards and directives. The incumbent is responsible for the direction, control and supervision of the multi-national personnel assigned to the ETB. The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Chief of Staff (CoS).

C. Principal Duties:

1. Leads, plans, coordinates, executes and evaluates the IAMD COE activities in the E&T domain, and other IAMD related education and training activities, and determines support to external agencies; he/she applies NATO principles, documents, standards and procedures to these IAMD COE activities;

2. Advises the Directorate on issues related to the long-term and mid-term visioning and planning process and provides inputs to the IAMD COE Programme of Work and future focus areas;

3. Provides strategic and operational level education and training to individuals from NATO military staff level up to the leadership.

4. Provides and supports collective training to NATO, NATO Nations and Partner Nations in close cooperation with relevant stakeholders (e.g. NCS, NATO Force Structure (NFS), NATO Education and Training Facilities (NETFs), National Commands).

5. Provides IAMD expertise with consultants, instructors, and Mobile Education and Training Teams (METT) to NATO, NATO Nations and Partner Nations on request.

6. Delivers courses, workshops and seminars in support of training and exercises of NATO, NATO Nations and Partner Nations and seek NATO accreditation for courses developed by the IAMD COE.

7. Leads the establishment of functional and working relationships with external entities in the area of E&T, civilian and military academia, senior Air Advisors,

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individual air power experts and publishers of military and commercial information and knowledge;

8. Ensures a regular information exchange is maintained with NATO and National agencies and educational establishments for the identification of future capabilities and technologies;

D. Additional Duties:

The incumbent of the post may be required to perform other specific duties as directed by Chief of Staff (CoS) or higher.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

- a. General Staff officer with conceptual and operational background;
- b. Expertise in Conceptual work and Planning;
- c. Expert knowledge of the Principles of Air Operations Doctrine;
- d. Knowledge and/or experience of Air Command & Control processes at the tactical and operational level.
- e. Knowledge and experience on the exercise planning process at national, international or NATO levels.

2. Education/Training:

Graduate of National Air/Joint Warfare College or equivalent.

3. Security Clearance:

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. Language (Listening, Speaking, Reading, Writing):

English: SLP 4343.

5. Standard Automated Information System (AIS) Knowledge:

- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);
- b. Working knowledge of the current mail tool;

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- c. Working knowledge of the Web Browsing tools;

B. Desirable Qualifications:

1. Professional/Experience:

- a. Previous experience in NATO policy-related strategic-level/national MOD policy-level staff functions;
- b. Experience in CAX/CPX planning and execution;
- c. Experience in supervising people in joint and combined environment;
- d. Previous multi-national operational experience in an international organisation.

2. Education /Training:

NATO School Oberammergau courses:

- M7-137 NATO Quality Assurance Course
- S7-135 NATO Global Programming Analyses Course
- M7-126 NATO eLearning Instructional Design Course
- S7-136 NATO System Approach to Training

3. Additional Language:

Not Required.

C. Civilian Post:

Applicable.

D. Remarks:

1. A minimum handover period of two weeks is required on the rotation of appointees.
2. The incumbent of this post should be properly funded to travel on a temporary duty, based on prior consent and approval by the National authorities.

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PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-ETB02	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	EDUCATION & TRAINING	<u>JOB CODE:</u>	ETB02
	STAFF OFFICER		
<u>NATIONALITY:</u>	GRC	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF-3/4

PART II – DUTIES

A. Post Context: This is a Staff officer post in the Education & Training Branch (ETB) of the IAMD COE, responsible for the coordination of IAMD COE's support to Education & Training (E&T) by steady liaison and participation in the NATO E&T network. The post has to manage all aspects related to Education & Training. This post is also IAMD COE's main contact to other Air Operations related Centres of Excellence (COE's). The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of the ETB.

C. Principal Duties:

1. The incumbent is IAMD COE's main contact to other COE's which are related to Air Operations;
2. Responsible for the coordination of IAMD COE's support to E&T by steady liaison and participation in the NATO E&T network;
3. Contributes to the long- and mid- term IAMD COE engagement plans within its area of responsibility, including the IAMD COE Program of Work (PoW);
4. Participates in IAMD COE's contribution to the development and transformation of E&T related to IAMD COE's focus areas;
5. Participates in the standardization process for Partner Nations' E&T;
6. Supports NATO/Customers' relationships on E&T;
7. Maintains a central reference library of E&T;
8. Identifies conflicts in NATO Policy and Doctrine on E&T, informs the sponsoring authorities of the conflicting documents and provides proposed amendments to ensure harmonisation with the current NATO position;
9. Represents IAMD COE at the appropriate level at E&T committees, working groups and meetings;
10. Prepares and presents IAMD COE briefings on E&T;

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11. Produces briefings, articles and research papers on E&T and participates in Project Teams as needed;

12. Maintains working relationships with other Air Operations related COEs and with relevant staff at Headquarters Supreme Allied Command Transformation (HQ SACT), Supreme Headquarters Allied Powers Europe (SHAPE), Allied Air Command (AIRCOM), Joint Force Commands (JFC), and other agencies as required;

13. Coordinates his efforts with the other IAMD COE Branches regarding Offensive-Defensive Integration matters and produces relevant outputs.

D. Additional Duties:

The incumbent of the post may be required to perform other specific duties as directed by the Education & Training Branch Head or higher.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

a. Staff officer with experience in the planning and execution of Education, Training, and Exercises processes;

b. Staff experience at Headquarters level and field experience of operations;

c. Basic knowledge and understanding of the structures, policies and operating principles of NATO at the operational level and below.

2. Education/Training:

a. Completed National staff training appropriate to the incumbent's rank;

b. NATO Staff Officer Orientation Course, if not posted to NATO before.

3. Security Clearance:

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. Language (Listening, Speaking, Reading, Writing):

English: SLP 3333.

5. Standard Automated Information System (AIS) Knowledge:

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- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);
- b. Working knowledge of the current mail tool;
- c. Working knowledge of the Web Browsing tools.

B. Desirable Qualifications:

1. Professional/Experience:

- a. Previous active experience in deployed (NATO) joint operations;
- b. Previous experience in NATO policy-related strategic-level/National MOD policy-level staff assignments;
- c. Staff experience at section level or above;
- d. National training and experience in CAX planning and execution;
- e. Good understanding of NATO Exercise Control management.

2. Education /Training:

Graduate of National Air/Joint Warfare College or equivalent.

NATO School Oberammergau courses:

- M7-137 NATO Quality Assurance Course
- S7-135 NATO Global Programming Analyses Course
- M7-126 NATO eLearning Instructional Design Course
- S7-136 NATO System Approach to Training

3. Additional Language:

Not Required.

C. Civilian Post:

Applicable.

D. Remarks:

1. A minimum handover period of one week is required on the rotation of appointees.
2. The incumbent of this post should be properly funded to travel on a temporary duty, based on prior consent and approval by the National authorities.

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-ETB03	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	EDUCATION & TRAINING	<u>JOB CODE:</u>	ETB03
	STAFF OFFICER		
<u>NATIONALITY:</u>	CZE	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF-3/4

PART II – DUTIES

A. Post Context: This is a Staff officer post in the Education & Training Branch (ETB) of the IAMD COE, responsible for the coordination of IAMD COE's support to Education & Training (E&T) by steady liaison and participation in the NATO E&T network. The post has to manage all aspects related to Education & Training. This post is also IAMD COE's main contact to other Air Operations related Centres of Excellence (COE's). The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of the ETB.

C. Principal Duties:

1. The incumbent is IAMD COE's main contact to other COE's which are related to Air Operations;
2. Responsible for the coordination of IAMD COE's support to E&T by steady liaison and participation in the NATO E&T network;
3. Contributes to the long- and mid- term IAMD COE engagement plans within its area of responsibility, including the IAMD COE Program of Work (PoW);
4. Participates in IAMD COE's contribution to the development and transformation of E&T related to IAMD COE's focus areas;
5. Participates in the standardization process for Partner Nations' E&T;
6. Supports NATO/Customers' relationships on E&T;
7. Maintains a central reference library of E&T;
8. Identifies conflicts in NATO Policy and Doctrine on E&T, informs the sponsoring authorities of the conflicting documents and provides proposed amendments to ensure harmonisation with the current NATO position;
9. Represents IAMD COE at the appropriate level at E&T committees, working groups and meetings;
10. Prepares and presents IAMD COE briefings on E&T;

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11. Produces briefings, articles and research papers on E&T and participates in Project Teams as needed;

12. Maintains working relationships with other Air Operations related COEs and with relevant staff at Headquarters Supreme Allied Command Transformation (HQ SACT), Supreme Headquarters Allied Powers Europe (SHAPE), Allied Air Command (AIRCOM), Joint Force Commands (JFC), and other agencies as required.

13. Coordinates his efforts with the other IAMD COE Branches regarding Anti-Access / Area Denial matters and produces relevant outputs.

D. Additional Duties:

The incumbent of the post may be required to perform other specific duties as directed by the Education & Training Branch or higher;

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

- a. Staff officer with experience in the planning and execution of Education, Training, and Exercises processes.
- b. Staff experience at Headquarters level and field experience of operations.
- c. Basic knowledge and understanding of the structures, policies and operating principles of NATO at the operational level and below.

2. Education/Training:

- a. Completed National staff training appropriate to the incumbent's rank;
- b. NATO School Oberammergau courses:
 - M7-137 NATO Quality Assurance Course
 - S7-135 NATO Global Programming Analyses Course
- c. NATO Staff Officer Orientation Course, if not posted to NATO before.

3. Security Clearance:

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. Language (Listening, Speaking, Reading, Writing):

English: SLP 3333.

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5. **Standard Automated Information System (AIS) Knowledge:**

- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);
- b. Working knowledge of the current mail tool;
- c. Working knowledge of the Web Browsing tools;

B. **Desirable Qualifications:**

1. **Professional/Experience:**

- a. Previous active experience in deployed (NATO) joint operations;
- b. Previous experience in NATO policy-related strategic-level/National MOD policy-level staff assignments
- c. Staff experience at section level or above.
- d. National training and experience in CAX planning and execution.
- e. Good understanding of NATO Exercise Control management.

2. **Education /Training:**

Graduate of National Air/Joint Warfare College or equivalent.

NATO School Oberammergau courses:

- M7-126 NATO eLearning Instructional Design Course
- S7-136 NATO System Approach to Training

3. **Additional Language:**

Not Required.

C. **Civilian Post:**

Applicable.

D. **Remarks:**

- 1. A minimum handover period of one week is required on the rotation of appointees.
- 2. The incumbent of this post should be properly funded to travel on a temporary duty, based on prior consent and approval by the National authorities.

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PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-ETB04	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	EDUCATION & TRAINING	<u>JOB CODE:</u>	ETB04
	STAFF OFFICER		
<u>NATIONALITY:</u>	MN	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF-3/4

PART II – DUTIES

A. Post Context: This is a Staff officer post in the Education & Training Branch (ETB) of the IAMD COE, responsible for the coordination of IAMD COE's support to Education & Training (E&T) by steady liaison and participation in the NATO E&T network. The post has to manage all aspects related to Education & Training. This post is also IAMD COE's main contact to other Air Operations related Centres of Excellence (COE's). The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of the ETB.

C. Principal Duties:

1. The incumbent is IAMD COE's main contact to other COEs which are related to Air Operations;
2. Responsible for the coordination of IAMD COE's support to E&T by steady liaison and participation in the NATO E&T network;
3. Contributes to the long- and mid- term IAMD COE engagement plans within its area of responsibility, including the IAMD COE Program of Work (PoW);
4. Participates in IAMD COE's contribution to the development and transformation of E&T related to IAMD COE's focus areas;
5. Participates in the standardization process for Partner Nations' E&T;
6. Supports NATO/Customers' relationships on E&T;
7. Maintains a central reference library of E&T;
8. Identifies conflicts in NATO Policy and Doctrine on E&T, informs the sponsoring authorities of the conflicting documents and provides proposed amendments to ensure harmonisation with the current NATO position;
9. Represents IAMD COE at the appropriate level at E&T committees, working groups and meetings;
10. Prepares and presents IAMD COE briefings on E&T;

IAMD COE JOB DESCRIPTION

11. Produces briefings, articles and research papers on E&T and participates in Project Teams as needed;

12. Maintains working relationships with other Air Operations related COEs and with relevant staff at Headquarters Supreme Allied Command Transformation (HQ SACT), Supreme Headquarters Allied Powers Europe (SHAPE), Allied Air Command (AIRCOM), Joint Force Commands (JFC), and other agencies as required;

13. Coordinates his efforts with the other IAMD COE Branches regarding Counter Rocket – Artillery - Mortars matters and produces relevant outputs.

D. Additional Duties:

The incumbent of the post may be required to perform other specific duties as directed by the Education & Training Branch or higher;

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

a. Staff officer with experience in the planning and execution of Education, Training, and Exercises processes;

b. Staff experience at Headquarters level and field experience of operations;

c. Basic knowledge and understanding of the structures, policies and operating principles of NATO at the operational level and below;

2. Education/Training:

a. Completed National staff training appropriate to the incumbent's rank;

b. NATO Staff Officer Orientation Course, if not posted to NATO before.

3. Security Clearance:

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. Language (Listening, Speaking, Reading, Writing):

English: SLP 3333.

5. Standard Automated Information System (AIS) Knowledge:

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- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);
- b. Working knowledge of the current mail tool;
- c. Working knowledge of the Web Browsing tools;

B. Desirable Qualifications:

1. Professional/Experience:

- a. Previous active experience in deployed (NATO) joint operations;
- b. Previous experience in NATO policy-related strategic-level/National MOD policy-level staff assignments
- c. Staff experience at section level or above.
- d. National training and experience in CAX planning and execution.
- e. Good understanding of NATO Exercise Control management.

2. Education /Training:

Graduate of National Air/Joint Warfare College or equivalent.

NATO School Oberammergau courses:

- M7-126 NATO eLearning Instructional Design Course
- S7-136 NATO System Approach to Training
- M7-137 NATO Quality Assurance Course
- S7-135 NATO Global Programming Analyses Course

3. Additional Language:

Not Required.

C. Civilian Post:

Applicable.

D. Remarks:

- 1. A minimum handover period of one week is required on the rotation of appointees.
- 2. The incumbent of this post should be properly funded to travel on a temporary duty, based on prior consent and approval by the National authorities.

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PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-ETB05	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	EDUCATION & TRAINING	<u>JOB CODE:</u>	ETB05
	STAFF OFFICER		
<u>NATIONALITY:</u>	GRC	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF-3/4

PART II – DUTIES

A. Post Context: This is a Staff officer post in the Education & Training Branch (ETB) of the IAMD COE, responsible for the coordination of IAMD COE's support to Education & Training (E&T) by steady liaison and participation in the NATO E&T network. The post has to manage all aspects related to Education & Training. This post is also IAMD COE's main contact to other Air Operations related Centres of Excellence (COE's). The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of the ETB.

C. Principal Duties:

1. The incumbent is IAMD COE's main contact to other COE's which are related to Air Operations;
2. Responsible for the coordination of IAMD COE's support to E&T by steady liaison and participation in the NATO E&T network;
3. Contributes to the long- and mid- term IAMD COE engagement plans within its area of responsibility, including the IAMD COE Program of Work (PoW);
4. Participates in IAMD COE's contribution to the development and transformation of E&T related to IAMD COE's focus areas;
5. Participates in the standardization process for Partner Nations' E&T;
6. Supports NATO/Customers' relationships on E&T;
7. Maintains a central reference library of E&T;
8. Identifies conflicts in NATO Policy and Doctrine on E&T, informs the sponsoring authorities of the conflicting documents and provides proposed amendments to ensure harmonisation with the current NATO position;
9. Represents IAMD COE at the appropriate level at E&T committees, working groups and meetings;
10. Prepares and presents IAMD COE briefings on E&T;

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11. Produces briefings, articles and research papers on E&T and participates in Project Teams as needed;

12. Maintains working relationships with other Air Operations related COEs and with relevant staff at Headquarters Supreme Allied Command Transformation (HQ SACT), Supreme Headquarters Allied Powers Europe (SHAPE), Allied Air Command (AIRCOM), Joint Force Commands (JFC), and other agencies as required;

13. Coordinates his efforts with the other IAMD COE Branches regarding System Integration and Surveillance matters and produces relevant outputs.

D. Additional Duties:

The incumbent of the post may be required to perform other specific duties as directed by the Education & Training Branch or higher;

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

a. Staff officer with experience in the planning and execution of Education, Training, and Exercises processes;

b. Staff experience at Headquarters level and field experience of operations;

c. Basic knowledge and understanding of the structures, policies and operating principles of NATO at the operational level and below.

2. Education/Training:

a. Completed National staff training appropriate to the incumbent's rank;

c. NATO Staff Officer Orientation Course, if not posted to NATO before.

3. Security Clearance:

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. Language (Listening, Speaking, Reading, Writing):

English: SLP 3333.

5. Standard Automated Information System (AIS) Knowledge:

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- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);
- b. Working knowledge of the current mail tool;
- c. Working knowledge of the Web Browsing tools;

B. Desirable Qualifications:

1. Professional/Experience:

- a. Previous active experience in deployed (NATO) joint operations;
- b. Previous experience in NATO policy-related strategic-level/National MOD policy-level staff assignments;
- c. Staff experience at section level or above;
- d. National training and experience in CAX planning and execution;
- e. Good understanding of NATO Exercise Control management.

2. Education /Training:

Graduate of National Air/Joint Warfare College or equivalent.

NATO School Oberammergau courses:

- M7-126 NATO eLearning Instructional Design Course;
- S7-136 NATO System Approach to Training;
- M7-137 NATO Quality Assurance Course;
- S7-135 NATO Global Programming Analyses Course.

3. Additional Language:

Not Required.

C. Civilian Post:

Applicable.

D. Remarks:

- 1. A minimum handover period of one week is required on the rotation of appointees.
- 2. The incumbent of this post should be properly funded to travel on a temporary duty, based on prior consent and approval by the National authorities.

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PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-ETB06	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	EDUCATION & TRAINING	<u>JOB CODE:</u>	ETB06
	STAFF OFFICER		
<u>NATIONALITY:</u>	MN	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF-3/4

PART II – DUTIES

A. Post Context: This is a Staff officer post in the Education & Training Branch (ETB) of the IAMD COE, responsible for the coordination of IAMD COE's support to Education & Training (E&T) by steady liaison and participation in the NATO E&T network. The post has to manage all aspects related to Education & Training. This post is also IAMD COE's main contact to other Air Operations related Centres of Excellence (COE's). The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of the ETB.

C. Principal Duties:

1. The incumbent is IAMD COE's main contact to other COE's which are related to Air Operations;

2. Responsible for the coordination of IAMD COE's support to E&T by steady liaison and participation in the NATO E&T network;

3. Contributes to the long- and mid- term IAMD COE engagement plans within its area of responsibility, including the IAMD COE Program of Work (PoW);

4. Participates in IAMD COE's contribution to the development and transformation of E&T related to IAMD COE's focus areas;

5. Participates in the standardization process for Partner Nations' E&T;

6. Supports NATO/Customers' relationships on E&T;

7. Maintains a central reference library of E&T;

8. Identifies conflicts in NATO Policy and Doctrine on E&T, informs the sponsoring authorities of the conflicting documents and provides proposed amendments to ensure harmonisation with the current NATO position;

9. Represents IAMD COE at the appropriate level at E&T committees, working groups and meetings;

10. Prepares and presents IAMD COE briefings on E&T;

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11. Produces briefings, articles and research papers on E&T and participates in Project Teams as needed;

12. Maintains working relationships with other Air Operations related COE's and with relevant staff at Headquarters Supreme Allied Command Transformation (HQ SACT), Supreme Headquarters Allied Powers Europe (SHAPE), Allied Air Command (AIRCOM), Joint Force Commands (JFC), and other agencies as required;

13. Coordinates his efforts with the other IAMD COE Branches regarding Passive AMD matters and produces relevant outputs.

D. Additional Duties:

The incumbent of the post may be required to perform other specific duties as directed by the Education & Training Branch or higher.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

a. Staff officer with experience in the planning and execution of Education, Training, and Exercises processes;

b. Staff experience at Headquarters level and field experience of operations;

c. Basic knowledge and understanding of the structures, policies and operating principles of NATO at the operational level and below.

2. Education/Training:

a. Completed National staff training appropriate to the incumbent's rank;

c. NATO Staff Officer Orientation Course, if not posted to NATO before.

3. Security Clearance:

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. Language (Listening, Speaking, Reading, Writing):

English: SLP 3333.

5. Standard Automated Information System (AIS) Knowledge:

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- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);
- b. Working knowledge of the current mail tool;
- c. Working knowledge of the Web Browsing tools.

B. Desirable Qualifications:

1. Professional/Experience:

- a. Previous active experience in deployed (NATO) joint operations;
- b. Previous experience in NATO policy-related strategic-level/National MOD policy-level staff assignments;
- c. Staff experience at section level or above;
- d. National training and experience in CAX planning and execution;
- e. Good understanding of NATO Exercise Control management.

2. Education /Training:

Graduate of National Air/Joint Warfare College or equivalent.

NATO School Oberammergau courses:

- M7-126 NATO eLearning Instructional Design Course
- S7-136 NATO System Approach to Training
- M7-137 NATO Quality Assurance Course
- S7-135 NATO Global Programming Analyses Course

3. Additional Language:

Not Required.

C. Civilian Post:

Applicable.

D. Remarks:

- 1. A minimum handover period of one week is required on the rotation of appointees.
- 2. The incumbent of this post should be properly funded to travel on a temporary duty, based on prior consent and approval by the National authorities.