

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-DSB01	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	DOCTRINE	&	<u>JOB CODE:</u> DSB01
	STANDARDIZATION		
	BRANCH HEAD		
<u>NATIONALITY:</u>	MN	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF-4

PART II – DUTIES

A. Post Context: This is a Branch Head post in the Doctrine & Standardization Branch (DSB) of the IAMD COE, responsible for supporting the IAMD COE Directorate and Subject Matter Experts (SME) in the field of Doctrine & Standardization. The incumbent is responsible for the direction, control and supervision of the multi-national personnel assigned to the DSB. 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. Contributes to the development, testing and validation of doctrine in the IAMD spectrum when requested by the Alliance and NATO Nations in close coordination with other IAMD-related entities;

2. Serves NATO, NATO Nations and Partner Nations' long-term interests by enhancing interoperability and increasing standardization efforts in support of potential future capability development in the IAMD spectrum;

3. Leads the research and analysis of doctrine and the assessment of its contribution to emerging and future air operations capabilities;

4. 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.

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:

IAMD COE JOB DESCRIPTION

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.

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;
- 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. Knowledge and/or experience of Air Command & Control processes at the tactical and operational level.

2. **Education /Training:**

- a. Training in Standardization within NATO course, Warsaw, Poland, (ETE-IT-31500);

IAMD COE JOB DESCRIPTION

b. Drafting Production and Maintenance of NATO Standards Course, Chania, Greece, (ETE-IT-35477).

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-DSB02	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	DOCTRINE& STANDARDIZATION STAFF OFFICER	<u>JOB CODE:</u>	DSB02
<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 Doctrine & Standardization Branch (DSB) of the IAMD COE, responsible for the coordination of IAMD COE's and participation in the NATO Doctrine & Standardization network. The post has to manage all aspects related to Doctrine & Standardization processes. The working language of the IAMD COE is English.

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

C. Principal Duties:

1. Contributes to the development, testing and validation of doctrine in the IAMD spectrum when requested by the Alliance and NATO Nations in close coordination with other IAMD-related entities;

2. Serves NATO, NATO Nations and Partner Nations' long-term interests by enhancing interoperability and increasing standardization efforts in support of potential future capability development in the IAMD spectrum;

3. Leads the research and analysis of doctrine and the assessment of its contribution to emerging and future air operations capabilities;

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

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

6. Participates in the standardization process for Partner Nations;

7. Maintains a central reference library of Doctrine & Standardization;

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

IAMD COE JOB DESCRIPTION

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

10. Prepares and presents IAMD COE briefings on Doctrine & Standardization;

11. Produces briefings, articles and research papers on Doctrine & Standardization 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 Technical and Procedural System 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 D&S Branch Head or higher.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

Staff officer with experience in the evolution of NATO Doctrine & Standardization processes.

2. Education/Training:

- a. Completed National staff training appropriate to the incumbent's rank;
- b. Knowledge of the full range of Doctrine & Standardization issues.

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:

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

IAMD COE JOB DESCRIPTION

- 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.

2. **Education /Training:**

- a. Training in Standardization within NATO course, Warsaw, Poland, (ETE-IT-31500);
- b. Drafting Production and Maintenance of NATO Standards Course, Chania, Greece, (ETE-IT-35477).

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-DSB03	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	DOCTRINE	&	<u>JOB CODE:</u> DSB03
STANDARDIZATION			
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 Doctrine & Standardization Branch (DSB) of the IAMD COE, responsible for the coordination of IAMD COE's and participation in the NATO Doctrine & Standardization network. The post has to manage all aspects related to Doctrine & Standardization processes. The working language of the IAMD COE is English.

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

C. Principal Duties:

1. Contributes to the development, testing and validation of doctrine in the IAMD spectrum when requested by the Alliance and NATO Nations in close coordination with other IAMD-related entities;

2. Serves NATO, NATO Nations and Partner Nations' long-term interests by enhancing interoperability and increasing standardization efforts in support of potential future capability development in the IAMD spectrum;

3. Leads the research and analysis of doctrine and the assessment of its contribution to emerging and future air operations capabilities;

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

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

6. Participates in the standardization process for Partner Nations;

7. Maintains a central reference library of Doctrine & Standardization;

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

IAMD COE JOB DESCRIPTION

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

10. Prepares and presents IAMD COE briefings on Doctrine & Standardization;

11. Produces briefings, articles and research papers on Doctrine & Standardization 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 Unmanned Aerial Systems 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 D&S Branch Head or higher.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

Staff officer with experience in the evolution of NATO Doctrine & Standardization processes.

2. Education/Training:

- a. Completed National staff training appropriate to the incumbent's rank;
- b. Knowledge of the full range of Doctrine & Standardization issues.

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:

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

IAMD COE JOB DESCRIPTION

- 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.

2. **Education /Training:**

- a. Training in Standardization within NATO course, Warsaw, Poland, (ETE-IT-31500);
- b. Drafting Production and Maintenance of NATO Standards Course, Chania, Greece, (ETE-IT-35477).

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-DSB04	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	DOCTRINE	&	<u>JOB CODE:</u> DSB04
STANDARDIZATION			
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 Doctrine & Standardization Branch (DSB) of the IAMD COE, responsible for the coordination of IAMD COE's and participation in the NATO Doctrine & Standardization network. The post has to manage all aspects related to Doctrine & Standardization processes. The working language of the IAMD COE is English.

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

C. Principal Duties:

1. Contributes to the development, testing and validation of doctrine in the IAMD spectrum when requested by the Alliance and NATO Nations in close coordination with other IAMD-related entities;

2. Serves NATO, NATO Nations and Partner Nations' long-term interests by enhancing interoperability and increasing standardization efforts in support of potential future capability development in the IAMD spectrum;

3. Leads the research and analysis of doctrine and the assessment of its contribution to emerging and future air operations capabilities;

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

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

6. Participates in the standardization process for Partner Nations;

7. Maintains a central reference library of Doctrine & Standardization;

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

IAMD COE JOB DESCRIPTION

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

10. Prepares and presents IAMD COE briefings on Doctrine & Standardization;

11. Produces briefings, articles and research papers on Doctrine & Standardization 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 D&S Branch Head or higher.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

Staff officer with experience in the evolution of NATO Doctrine & Standardization processes.

2. Education/Training:

- a. Completed National staff training appropriate to the incumbent's rank;
- b. Knowledge of the full range of Doctrine & Standardization issues.

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:

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

IAMD COE JOB DESCRIPTION

- 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.

2. **Education /Training:**

- a. Training in Allied Joint Doctrine Development Course, Budapest, Hungary;
- b. Training in NSO Orientation Course, NATO HQ.

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-DSB05	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	DOCTRINE	&	<u>JOB CODE:</u> DSB05
STANDARDIZATION			
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 Doctrine & Standardization Branch (DSB) of the IAMD COE, responsible for the coordination of IAMD COE's and participation in the NATO Doctrine & Standardization network. The post has to manage all aspects related to Doctrine & Standardization processes. The working language of the IAMD COE is English.

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

C. Principal Duties:

1. Contributes to the development, testing and validation of doctrine in the IAMD spectrum when requested by the Alliance and NATO Nations in close coordination with other IAMD-related entities;

2. Serves NATO, NATO Nations and Partner Nations' long-term interests by enhancing interoperability and increasing standardization efforts in support of potential future capability development in the IAMD spectrum;

3. Leads the research and analysis of doctrine and the assessment of its contribution to emerging and future air operations capabilities;

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

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

6. Participates in the standardization process for Partner Nations;

7. Maintains a central reference library of Doctrine & Standardization;

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

IAMD COE JOB DESCRIPTION

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

10. Prepares and presents IAMD COE briefings on Doctrine & Standardization;

11. Produces briefings, articles and research papers on Doctrine & Standardization 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 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 D&S Branch Head or higher;

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

Staff officer with experience in the evolution of NATO Doctrine & Standardization processes.

2. Education/Training:

- a. Completed National staff training appropriate to the incumbent's rank;
- b. Knowledge of the full range of Doctrine & Standardization issues.

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:

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

IAMD COE JOB DESCRIPTION

- 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.

2. **Education /Training:**

- a. Training in Allied Joint Doctrine Development Course, Budapest, Hungary;
- b. Training in NSO Orientation Course, NATO HQ.

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-DSB06	<u>DATE:</u>	NOV 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	DOCTRINE	&	<u>JOB CODE:</u> DSB06
STANDARDIZATION			
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 Doctrine & Standardization Branch (DSB) of the IAMD COE, responsible for the coordination of IAMD COE's and participation in the NATO Doctrine & Standardization network. The post has to manage all aspects related to Doctrine & Standardization processes. The working language of the IAMD COE is English.

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

C. Principal Duties:

1. Contributes to the development, testing and validation of doctrine in the IAMD spectrum when requested by the Alliance and NATO Nations in close coordination with other IAMD-related entities;

2. Serves NATO, NATO Nations and Partner Nations' long-term interests by enhancing interoperability and increasing standardization efforts in support of potential future capability development in the IAMD spectrum;

3. Leads the research and analysis of doctrine and the assessment of its contribution to emerging and future air operations capabilities;

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

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

6. Participates in the standardization process for Partner Nations;

7. Maintains a central reference library of Doctrine & Standardization;

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

IAMD COE JOB DESCRIPTION

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

10. Prepares and presents IAMD COE briefings on Doctrine & Standardization;

11. Produces briefings, articles and research papers on Doctrine & Standardization 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 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 D&S Branch Head or higher.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

Staff officer with experience in the evolution of NATO Doctrine & Standardization processes.

2. Education/Training:

- a. Completed National staff training appropriate to the incumbent's rank;
- b. Knowledge of the full range of Doctrine & Standardization issues.

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:

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

IAMD COE JOB DESCRIPTION

- 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.

2. **Education /Training:**

a. Training in Allied Joint Doctrine Development Course, Budapest, Hungary;

b. Training in NSO Orientation Course, NATO HQ.

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.