

## IAMD COE JOB DESCRIPTION

**PART I – JOB SPECIFICATIONS (REV1)**

<u>POST NUMBER:</u>	<b>IAMD-LLB01</b>	<u>DATE:</u>	<b>SEP 2022</b>
<u>HQ / UNIT:</u>	<b>IAMD COE</b>	<u>DUTY LOCATION:</u>	<b>CHANIA/GR</b>
<u>JOB TITLE:</u>	<b>ANALYSIS &amp; LESSONS</b>	<u>JOB CODE:</u>	<b>LLB01</b>
	<b>LEARNED BRANCH</b>		
	<b>HEAD</b>		
<u>NATIONALITY:</u>	<b>GRC</b>	<u>SERVICE:</u>	<b>ANY</b>
		<u>AUTH.RANK:</u>	<b>OF-4</b>

**PART II – DUTIES**

**A. Post Context:** This is a Branch Head post in the Analysis & Lessons Learned Branch (LLB) of the IAMD COE, responsible for supporting the IAMD COE Directorate and Subject Matter Experts (SME) in the field of Analysis & Lessons Learned. The incumbent is responsible for the direction, control and supervision of the multi-national personnel assigned to the LLB. 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 the research and analysis of doctrine, concepts, action reports and practices and the assessment of their contribution to IAMD capabilities.
2. Contributes to NATO IAMD gap analysis and lessons identified/lessons learned process through SMEs during operations, exercises or trials.
3. Works in close cooperation with NATO Joint Analysis and Lessons Learned Centre (JALLC) in order to provide support through SMEs in the LL process and best practices in the IAMD spectrum.
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.
5. Provides SME support to the planning and execution of the Alliance's, NATO Nations' and Partner Nations' IAMD exercises, trials, projects and experiments.
6. Contributes to experimentation workshops developed by the IAMD COE in collaboration with military and civilian entities.
7. Ensures a regular information exchange is maintained with NATO and National agencies for the identification of future capabilities and technologies.

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8. Leads the establishment of functional and working relationships with external entities in the area of analysis and lessons learned, the defence industry, civilian and military academia, individual air operations experts and publishers of military and commercial information and knowledge.

### **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.

#### **2. Education/Training:**

- a. Graduate of National Air/Joint Warfare College or equivalent.
- b. Complete the NATO Lessons Learned Staff Officer Course (during the tour of duty).**
- c. Complete the NATO Lessons Learned Manager Course (during the tour of duty).**

#### **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. Experience in NATO policy-related strategic-level/national MOD policy-level staff functions.
- b. Experience in supervising people in joint and combined environment.
- c. Previous multi-national operational experience in an international organisation.

#### **2. Education /Training:**

- a. JALLC's Lessons Learned OPR e – Course completed.
- b. Complete the Local NLLP Manager 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. National authorities should note that the incumbent of this post should be properly funded to travel a minimum of 30 days temporary duty in any one financial year and should make the necessary provisions to meet the individual's per diem requirements.