

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS (REV1)

<u>POST</u>	IAMD-LLB03	<u>DATE:</u>	SEP 2022
<u>NUMBER:</u>			
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	ANALYSIS & LESSONS LEARNED STAFF OFFICER	<u>JOB CODE:</u>	LLB03
<u>NATIONALITY:</u>	ROU	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF-3/4
			AIR
			FORCE-
			SBAD

PART II – DUTIES

A. Post Context: This is a Staff officer post in the Analysis & Lessons Learned Branch (LLB) 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 and provide support to the Exercises and Lessons Learned (E&LL) processes. This post is also IAMD COE's main contact to other Air & Space Power related Centres of Excellence (COE's) and Administrator of the IAMD Lessons Learned Community of Interest (IAMD LL COI). The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of the Analysis & Lessons Learned Branch.

C. Principal Duties:

1. Contributes to 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. 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. Provides analysis & LL expertise related to the IAMD COE focus areas.

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6. Supports NATO/Customers' relationships on Analysis & LL.
7. Maintains a reference library related to LL on the IAMD COE focus areas.
8. Represents IAMD COE at the appropriate level LL committees, working groups and meetings.
9. Prepares and presents IAMD COE briefings and presentations on LL.
10. Produces briefings, articles and research papers on LL and participates in Project Teams as needed.
11. Coordinates his efforts with the other IAMD COE Branches regarding Passive Air and Missile Defense matters and produces relevant outputs.

12. Administrates the IAMD LL COI, controlling and approving the access to the resources made available both on unclassified and classified version of the NLLP.

D. Additional Duties:

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

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

- a. Air Force, SBAMD staff officer with experience in Analysis and Lessons Learned processes.
- b. Knowledge and/or experience of Air Command & Control processes at the tactical and operational level.

2. Education/Training:

- a. Complete National staff training appropriate to the incumbent's rank (prior to reporting to post).
- b. Complete the NATO Lessons Learned Online Course (prior to reporting to post).**
- c. Complete the NATO Lessons Learned Staff Officer Course (during the tour of duty).**
- d. Complete the NATO Lessons Learned Manager Course (during the tour of duty).**

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e. Complete the Local NLLP 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 3333.

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.

2. Education /Training:

a. Graduate of National Air/Joint Warfare College or equivalent.

b. Complete NATO e-Learning Instructional Design 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.

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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.

3. As the incumbent will be living in Greece, some knowledge of the Greek language would be useful.