

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS (REV 2)

<u>POST NUMBER:</u>	IAMD-DSB02	<u>DATE:</u>	SEP 2022
<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.

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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);

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- 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. Standardization within NATO course, Warsaw, Poland, (ETE-IT-31500).
- b. Drafting Production and Maintenance of NATO Standards Course, Chania, Greece, (ETE-IT-35477).
- c. **Allied Joint Doctrine Development Course", Budapest, Hungary.**

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.