

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-DIR03	<u>DATE:</u>	SEP 23
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	Chania/GR
<u>JOB TITLE:</u>	Chief of Staff (COS)	<u>JOB CODE:</u>	DIR 03
<u>NATIONALITY:</u>	MN GRC	<u>SERVICE</u>	ANY
		<u>AUTH. RANK:</u>	OF-4/5

PART II - DUTIES

A. Post Context: This is a central post in the Integrated Air and Missile Defence Centre of Excellence (IAMD COE) responsible for implementing the decisions of the Director and Deputy Director, respectively. The COS, on behalf of the Director, directs, coordinates, prioritizes and supervises all activities of the IAMD COE staff and ensures that the best and most timely staff work is produced. The COS is a member of the Directorate and above the Branch Head level. He/she is to maintain the closest possible relationship with the Deputy Director, keeping him/her informed on the full range of Staff activities within the COE. The working language of the IAMD COE is English.

B. Reports to: He / She reports to the Deputy Director of IAMD COE.

C. Principal Duties:

1. Principal staff officer in the IAMD COE who acts as focal point for the operations and administrative direction, guidance and co-ordination within the IAMD COE;
2. Reports to Deputy Director for the smooth and efficient organization and running of the COE. Assists DCOM in the execution of his principle duties and provides for their execution in his absence.
3. Directs, coordinates, prioritizes and supervises all activities of the IAMD COE (except those specifically assigned to the Deputy Director) to ensure that the best and most timely staff work is produced;
4. Suggests policies for the general operations of the IAMD COE; provides priorities, guidance and advice to subordinates;
5. Ensures that all published policy, guidance and instructions are in accordance with in-place policies;
6. Directs and monitors the IAMD COE Program of Work;
7. Directs and monitors the IAMD COE Planning Process;
8. Develops and oversees execution of the Support Branch Work Plans;
9. Legal authority held to sign on behalf of the Deputy Director.
10. Liaises closely with the Senior National Representatives (SNRs) on matters of national interest to them, but without usurping the formal chain of command.

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D. Additional Duties:

1. The incumbent of the post may be required to perform other related duties as directed by the superiors in the chain of command.
2. The incumbent of the post may be required to undertake temporary duty detachments in the performance of his duties.
3. In the absence of the Deputy Director, assumes his responsibilities and authorities.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

- a. Broad operational and command experience;
- b. Previous staff experience at component or higher NATO HQ or national equivalent;
- c. Knowledge of the Fundamental Principles of Air Defense Doctrine;
- d. NATO and National experience at the tactical and operational level of command;
- e. Previous experience in organizational operations and budget planning and policy writing;

2. Education/Training:

- a. In-residence graduate of National Service or Joint War College or equivalent;
- b. Knowledge of the full range of air operations and capabilities;
- c. NATO School Staff Officers' Orientation Course completed ;
- d. NATO School Senior Officers' Policy Course to be attended prior to or after posting.

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: SLP4343.

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 Joint Air Battle Management.
- b. Experience in Planning and Command and Control of Joint Air Operations;
- c. Experience from National and/or NATO deployed operations;

2. Education /Training:

- a. NATO Missile Defence Course to be attended prior to or after posting;
- b. Ballistic Missile Defence Experience Course by European IAMD Center.

C. Civilian Post:

Applicable.

D. Remarks:

A minimum handover period of two weeks is required on the rotation of appointees.