

**IAMD COE JOB DESCRIPTION****PART I – JOB SPECIFICATIONS**

<u>POST NUMBER:</u>	<b>IAMD-FNS11</b>	<u>DATE:</u>	<b>SEP 2023</b>
<u>HQ / UNIT:</u>	<b>IAMD COE</b>	<u>DUTY LOCATION:</u>	<b>CHANIA/GR</b>
<u>JOB TITLE:</u>	<b>ASSESSMENT, COORDINATION AND ENGAGEMENT OFFICER</b>		<u>JOB CODE:</u> <b>FNS11</b>
<u>NATIONALITY:</u>	<b>GRC</b>	<u>SERVICE:</u>	<b>ANY</b>
		<u>AUTH.RANK:</u>	<b>OF-3/4</b>

**PART II – DUTIES**

**A. Post Context:** This is the post in the Framework Nation Support (FNS) Branch of the IAMD COE, responsible for supporting the IAMD COE function, provides cross-functional capabilities and expertise in the IAMD COE Concept transformation/development and support of the IAMD COE activities and projects. The Assessment, Coordination and Engagement Officer is the supervisor of the relevant section and supports planning and organization of the IAMD CoE main engagement events such as the annual IAMD COE Conference, the Steering Committee meetings, annual Reports documents and manages the process to draft, layout and distribute the IAMD COE official publications (Directives, SOPs etc).

**B. Reports to:** The incumbent reports to the Head of FNS Branch.

**C. Principal Duties:**

1. Supports IAMD COE's planning and organization of the Centre's main engagement events, such as the annual Conference, the Steering Committee meetings, the periodic assessment, etc.

2. Takes all appropriate actions to submit and deliver on time the periodic Reports that are not assigned to other Branches or sections within IAMD COE.

3. In coordination with LEGAD, operates for the transformation/development of the IAMD COE Concept.

4. Liaises with the Financial Controller and Public Affairs Officer in order to carry out with success the scheduling of all the above-mentioned events.

5. Contributes to the annual financial planning.

6. Manages the process to draft, layout and distribute the IAMD COE official publications (Directives, SOPs, Journals, studies, etc.).

7. Monitors the sponsorship and the internship program of IAMD COE.

8. Substitutes the FNS Branch Head, if required.

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**D. Additional Duties:**

1. The incumbent of the post may be required to perform other specific duties as directed by the FNS Branch Head 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

**2. Education/Training:**

Graduate of national training courses relevant to his/her grade and specialty.

**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:**

Previous experience in NATO conference organization.

**2. Education /Training:**

Not Required.

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**3. Additional Language:**

Not Required.

**C. Civilian Post:**

Not Applicable.

**D. Remarks:**

1. A minimum handover period of two (2) weeks is required on the rotation of appointees.