

## IAMD COE JOB DESCRIPTION

**PART I – JOB SPECIFICATIONS (REV 1)**

<u>POST NUMBER:</u>	<b>IAMD-ETB01</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>EDUCATION &amp; TRAINING</b>	<u>JOB CODE:</u>	<b>ETB01</b>
	<b>BRANCH HEAD</b>		
<u>NATIONALITY:</u>	<b>TUR</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 Education & Training Branch (ETB) of the IAMD COE, responsible for supporting the IAMD COE Directorate and Subject Matter Experts (SME) in the field of Education & Training (E&T), and for the management of all education, and training activities of IAMD COE in accordance with the approved Programme of Work (POW), NATO standards and directives. The incumbent is responsible for the direction, control and supervision of the multi-national personnel assigned to the ETB. 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, plans, coordinates, executes and evaluates the IAMD COE activities in the E&T domain, and other IAMD related education and training activities, and determines support to external agencies; he/she applies NATO principles, documents, standards and procedures to these IAMD COE activities;

2. 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 and future focus areas;

3. Provides strategic and operational level education and training to individuals from NATO military staff level up to the leadership.

4. Provides and supports collective training to NATO, NATO Nations and Partner Nations in close cooperation with relevant stakeholders (e.g. NCS, NATO Force Structure (NFS), NATO Education and Training Facilities (NETFs), National Commands).

5. Provides IAMD expertise with consultants, instructors, and Mobile Education and Training Teams (METT) to NATO, NATO Nations and Partner Nations on request.

6. Delivers courses, workshops and seminars in support of training and exercises of NATO, NATO Nations and Partner Nations and seek NATO accreditation for courses developed by the IAMD COE.

7. Leads the establishment of functional and working relationships with external entities in the area of E&T, civilian and military academia, senior Air Advisors,

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individual air power experts and publishers of military and commercial information and knowledge;

8. Ensures a regular information exchange is maintained with NATO and National agencies and educational establishments for the identification of future capabilities and technologies.

### **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.
- e. Knowledge and experience on the exercise planning process at national, international or NATO levels.

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

- a. Graduate of National Air/Joint Warfare College or equivalent.
- b. **NATO School Oberammergau courses:**
  - N3-134 Introduction to NATO Surface Based Air Defence (during the tour of duty).
  - N3-20 NATO Missile Defence 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:**

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- 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 experience in NATO policy-related strategic-level/national MOD policy-level staff functions;
- b. Experience in CAX/CPX planning and execution;
- c. Experience in supervising people in joint and combined environment;
- d. Previous multi-national operational experience in an international organisation.

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

NATO School Oberammergau courses:

- M7-137 NATO Quality Assurance Course
- S7-135 NATO Global Programming Analyses Course
- M7-126 NATO eLearning Instructional Design Course
- S7-136 NATO System Approach to Training

#### **3. Additional Language:**

Not Required.

### **C. Civilian Post:**

Applicable.

### **D. Remarks:**

1. A minimum handover period of two weeks 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.