

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS (REV 1)

<u>POST NUMBER:</u>	IAMD-ETB04	<u>DATE:</u>	SEP 2023
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	EDUCATION & TRAINING	<u>JOB CODE:</u>	ETB04
	STAFF OFFICER		
<u>NATIONALITY:</u>	MN	<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 Education & Training Branch (ETB) 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. This post is also IAMD COE's main contact to other Air Operations related Centres of Excellence (COE's). The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of the ETB.

C. Principal Duties:

1. The incumbent is IAMD COE's main contact to other COEs which are related to Air Operations;
2. Responsible for the coordination of IAMD COE's support to E&T by steady liaison and participation in the NATO E&T network;
3. Contributes to the long- and mid- term IAMD COE engagement plans within its area of responsibility, including the IAMD COE Program of Work (PoW);
4. Participates in IAMD COE's contribution to the development and transformation of E&T related to IAMD COE's focus areas;
5. Participates in the standardization process for Partner Nations' E&T;
6. Supports NATO/Customers' relationships on E&T;
7. Maintains a central reference library of E&T;
8. Identifies conflicts in NATO Policy and Doctrine on E&T, informs the sponsoring authorities of the conflicting documents and provides proposed amendments to ensure harmonisation with the current NATO position;
9. Represents IAMD COE at the appropriate level at E&T committees, working groups and meetings;
10. Prepares and presents IAMD COE briefings on E&T;

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11. Produces briefings, articles and research papers on E&T 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 Branches regarding the IAMD COE Focus Areas and gets prepared to assume the responsibility of overall coordination, preparations and organization of any courses (e.g. SBAMD CET-P) delivered by the Centre as the Officer of Primary Responsibility (OPR).

~~14. Coordinates his efforts with the other IAMD COE Branches regarding Counter Rocket – Artillery – Mortars 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 Education & Training Branch or higher;

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

a. Staff officer with experience in the planning and execution of Education, Training, and Exercises processes;

b. Staff experience at Headquarters level and field experience of operations;

c. Basic knowledge and understanding of the structures, policies and operating principles of NATO at the operational level and below;

2. Education/Training:

a. Completed National staff training appropriate to the incumbent's rank;

b. NATO Staff Officer Orientation Course, if not posted to NATO before.

c. 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:

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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
- c. Staff experience at section level or above.
- d. National training and experience in CAX planning and execution.
- e. Good understanding of NATO Exercise Control management.

2. **Education /Training:**

Graduate of National Air/Joint Warfare College or equivalent.

NATO School Oberammergau courses:

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

3. **Additional Language:**

Not Required.

C. Civilian Post:

Applicable.

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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.