

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS

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| <u>POST NUMBER:</u> | IAMD-ETB07 | <u>DATE:</u> | SEP 2023 |
| <u>HQ / UNIT:</u> | IAMD COE | <u>DUTY LOCATION:</u> | CHANIA/GR |
| <u>JOB TITLE:</u> | EDUCATION & TRAINING STAFF NON-COMMISSIONED OFFICER (NCO) | <u>JOB CODE:</u> | ETB07 |
| <u>NATIONALITY:</u> | CZE | <u>SERVICE:</u> | ANY |
| | | <u>AUTH.RANK:</u> | OR-7/8 |

PART II – DUTIES

A. Post Context: This is a Staff non-commissioned officer (NCO) post in the Education & Training Branch (ETB) of the IAMD COE, responsible for the coordination and support of IAMD COE's Education & Training (E&T) activities. 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. Coordinates his efforts with the other Branches regarding the IAMD COE Focus Areas and assists with overall coordination, preparations and organization of any courses (e.g. SBAMD CET-P) delivered by the Centre;

2. Is responsible for e-ITEP administration of IAMD COE's courses in the role of ETOC Institutional Manager in support of NATO GLOBAL PROGRAMMING;

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. Supports NATO/Customers' relationships on E&T;

6. Maintains a central reference library of E&T;

7. Prepares and presents IAMD COE briefings on E&T;

8. Produces briefings, articles and research papers on E&T and participates in Project Teams as needed.

D. Additional Duties:

The incumbent of the post may be required to perform other specific duties as directed by the Education & Training Branch Head or higher.

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PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

a. Staff NCO 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. IAMD COE:

- SBAMD CET-P (during the tour of duty).

b. Joint Advanced Distributed Learning (JADL):

- ADL 222 NATO GLOBAL PROGRAMMING (during the tour of duty).
- ADL 162 e-ITEP Training (during the tour of duty).

c. NATO Staff Officer Orientation Course or national equivalent, if not posted to NATO before.

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 2+2+2+2+.

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:

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- a. Previous active experience in deployed (NATO) operations;
- c. Staff experience at section level or above.
- d. National training and experience in CAX/CPX/LIVEX planning and execution.

2. Education /Training:

Graduate of National NCO Academy.

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. 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.