

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01 JUNE 2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF 4/5/Civ equivalent
POST NO: ALLS 008	JOB TITLE: ANALYSIS AND LESSONS LEARNED SECTION HEAD	
BRANCH: TRANSFORMATION	SECTION: ANALYSIS AND LESSONS LEARNED	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience with Crisis Management and Disaster Response related issues, including Crisis and Disaster Response Operations.</p> <p>Previous experience with activities related to analysis and lessons learned/ knowledge management/ information management.</p> <p>He/ She should have all-round qualities which make him a good leader, capable of making serious decisions and carrying out substantial responsibility. He/ She should possess the leadership and diplomacy skills necessary to unite and direct the efforts of a multinational staff.</p>
EDUCATION/TRAINING	<p>Higher education in International Affairs, Politics or Security Studies, Information management or Knowledge management.</p> <p>Crisis Management and Disaster Response, including Crisis and Disaster Response Operations related courses.</p>
SECURITY CLEARANCE	<p>NATO SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>

LANGUAGE	ENGLISH 3333 (STANAG-6001) or civilian equivalent. If there is no candidate with the required level of STANAG-6001 (3-3-3-3), as an exception, could be nominated other candidate, but no less than 1 level down.
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating Systems and Common Office Packages. Knowledge of other operating systems and software products is an advantage.

2. DESIRABLE

PROFESSIONAL EXPERIENCE	Previous experience in international military or NATO staff. Previous experience in multinational operations/activities. Previous experience in the CMDR domain is an advantage.
EDUCATION/TRAINING	NATO Staff Officer Orientation Course
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The major function of the Analysis and Lessons Learned Section Head is to lead the work of the section in order to: carry out analysis; produce and collect lessons learned and best practices, and share them with NATO and Nations. He/ She is responsible to the Chief of Transformation Branch for the smooth, effective and efficient organisation and functioning of the Analysis & Lessons Learned Section. He/ She is to ensure that the Analysis & Lessons Learned Section supports Transformation Branch by processing, analysing and sharing lessons learned, best practices and academic information related to Crisis Management and Disaster Response, including Crisis and Disaster Response Operations.
REPORTS TO	Transformation Branch Chief
PRINCIPAL DUTIES	Responsible to the Transformation Branch Chief for the

	<p>smooth, effective and efficient organisation and functioning of Analysis and Lessons Learned Section; Advises and assists the Chief of Transformation Branch in directing and organising the transformation activities; Processes, analyses and shares lessons learned, best practices and academic information related to crisis management and disaster, including Crisis and Disaster Response Operations; Contributes to CMDR COE's transformation activities by providing lessons learned for concept, doctrine and policy development studies; Contributes to CMDR COE's education and training efforts by supporting the education and training activities; To set up and conduct internal CMDR COE's LL system. Liaises with related NATO bodies and national/international academic institutions including participation and contribution in LL Community of Interest (JALLC LL Portal).</p>
ADDITIONAL DUTIES	Performs other duties as directed.