

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01 JUNE 2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-3/4 /Civ equivalent
POST NO: ALLS 009	JOB TITLE: ANALYSIS AND LESSONS LEARNED EXPERT	
BRANCH: TRANSFORMATION	SECTION: ANALYSIS AND LESSONS LEARNED	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Sufficient knowledge and experience with Crisis Management and Disaster Response related issues.</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.</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	<p>ENGLISH 3333 (STANAG-6001) or civilian equivalents.</p> <p>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.</p>
COMPUTER SKILLS AND COMPETENCES	<p>Compulsory: Common Operating Systems and Common Office Package.</p> <p>Knowledge of other operating systems and software products is an advantage.</p>

2. DESIRABLE

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

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>The major function of the Analysis and Lessons Learned expert is to carry out analysis; produce and collect lessons learned and best practices, and share them with NATO and Nations.</p>
REPORTS TO	Analysis and Lessons Learned Section Head

<p>PRINCIPAL DUTIES</p>	<p>Processes, analyses and shares lessons learned, best practices and academic information related to crisis management and disaster response, including crisis and disaster response operations; Contributes to CMDR COE transformation activities by providing lessons learned for concept, doctrine and policy development studies; Contributes to CMDR COE's education and training efforts by providing expertise for courses and other education and training activities; Liaises with related NATO bodies and national/international academic institutions.</p>
<p>ADDITIONAL DUTIES</p>	<p>Performs other duties as directed.</p>