

## **JOB DESCRIPTION**

### **PART I: POST DEFINITION**

<b>DATE:</b> 01 JUNE 2015	<b>UNIT/HQ:</b> CMDR COE	<b>LOCATION:</b> SOFIA
<b>NATIONALITY:</b> BGR	<b>SERVICE:</b> ANY	<b>RANK/GRADE:</b> OF-4/5/Civ equivalent
<b>OST NO:</b> CES 002	<b>JOB TITLE:</b> CONCEPT AND EXPERIMENTATION SECTION HEAD	
<b>BRANCH:</b> TRANSFORMATION	<b>SECTION:</b> CONCEPT AND EXPERIMENTATION	

### **PART II: QUALIFICATIONS**

#### **1. ESSENTIAL**

<b>PROFESSIONAL EXPERIENCE</b>	<p>Extensive knowledge and broad experience with crisis management and disaster response related issues, including crisis and disaster response operations, and with previous experience in a National or NATO Staff.</p> <p>Previous experience with concept development and experimentation activities.</p> <p>He/ She should have all-round qualities which make him a good leader, capable of taking serious decisions and carrying substantial responsibility. He/ She should possess the leadership and diplomacy skills necessary to unite and direct the efforts of a multinational team.</p>
<b>EDUCATION/TRAINING</b>	<p>Senior level professional military education;</p> <p>Crisis management and disaster response related courses.</p>
<b>SECURITY CLEARANCE</b>	<p>NATO SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>

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

## 2. DESIRABLE

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

## PART III: PEACETIME DUTIES

<b>FUNCTIONAL STATEMENT</b>	<p>The major function of the Concept and Experimentation Section Head is to direct the work of the Section in fulfilling its functions for carrying out concept development and experimentation activities related to crisis management and disaster response.</p> <p>He/ She is responsible to the Transformation Branch Chief for the smooth, effective and efficient organisation and running of the Concept and Experimentation Section.</p> <p>He is to ensure that the Section supports Transformation Branch by: supporting the processing, analysing and sharing of lessons learned, best practices and academic information related to crisis management and disaster response; developing concepts and carrying out research and experimentation activities in line with the objectives of the Centre.</p>
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<b>REPORTS TO</b>	Chief of Transformation Branch
<b>PRINCIPAL DUTIES</b>	<p>Responsible to Transformation Branch Chief for the smooth, effective and efficient organisation and running of the Concept and Experimentation Section;</p> <p>Advises and assists the Transformation Branch Chief in directing and organising the concept development and experimentation activities;</p> <p>Contributes to CMDR COE's education and training efforts by supporting the education and training activities;</p> <p>Supports the processing, analysing and sharing of information, best practices and lessons learned related to concept development and experimentation activities in the field of crisis management and disaster response, including crisis and disaster response operations;</p> <p>Liasies with related NATO bodies and national/international academic institutions.</p>
<b>ADDITIONAL DUTIES</b>	Performs other duties as directed.