

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01 JUNE 2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: GRC	SERVICE: ANY	RANK/GRADE: OF-4/5/Civ equivalent
POST NO: DSS 005	JOB TITLE: DOCTRINE AND STANDARDISATION SECTION HEAD	
BRANCH: TRANSFORMATION	SECTION: DOCTRINE AND STANDARDISATION	

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, and with previous experience in National or NATO Staff.</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 should possess the leadership and diplomacy skills necessary to unite and direct the efforts of a multinational team.</p>
EDUCATION/TRAINING	Staff College / Higher Education Crisis management and disaster response related courses, including crisis and disaster response operations.
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 equivalent.</p> <p>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.</p>
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating Systems and Common Office Packages.

	Knowledge of other operating systems and software products is an advantage.
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2. DESIRABLE

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

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>The major function of the Doctrine and Standardisation Section Head is to participate in and guide the effort for analysing doctrine and standardisation documents; proposing ways to improve such documents; developing policies aimed at enhancing cooperation in the field of crisis management and disaster response, including crisis and disaster response operations;</p> <p>He/ She is responsible to the Transformation Branch Chief for the smooth, effective and efficient organisation and functioning of the Doctrine and Standardisation Section;</p> <p>He/ She is to ensure that the Doctrine and Standardisation 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;</p> <p>He/ She is responsible for developing and/or improving policies and standards by carrying out research and studies in the respective field.</p>
REPORTS TO	Transformation Branch Chief
PRINCIPAL DUTIES	Responsible to the Transformation Branch Chief for the smooth, effective and efficient organisation and functioning of the Doctrine and Standardisation Section;

	<p>Advises and assists the Transformation Branch Chief in directing and organising the activities related to doctrine and standardisation development.</p> <p>Contributes to CMDR COE's education and training efforts by supporting the education and training activities;</p> <p>Supports the process of analysing and sharing lessons learned, best practices and academic information related to crisis management and disaster response, including crisis and disaster response operations;</p> <p>Liaises with related NATO bodies and national/international academic institutions.</p>
ADDITIONAL DUTIES	Performs other duties as directed.