

## **JOB DESCRIPTION**

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

<b>DATE:</b> 01 JUNE 15	<b>UNIT/HQ:</b> CMDR COE	<b>LOCATION:</b> SOFIA
<b>NATIONALITY:</b> BGR	<b>SERVICE:</b> ANY	<b>RANK/GRADE:</b> OF-3/4 / Civ equivalent
<b>POST NO:</b> DSS 006	<b>JOB TITLE:</b> DOCTRINE AND STANDARDISATION EXPERT	
<b>BRANCH:</b> TRANSFORMATION	<b>SECTION:</b> DOCTRINE AND STANDARDISATION	

### **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>Experience with doctrine and standardization activities and issues.</p> <p>He / She should have all-round qualities which make him a good leader, capable of taking serious decisions and carrying substantial responsibility.</p>
<b>EDUCATION/TRAINING</b>	<p>Staff College / Higher education.</p> <p>Completed professional training and/or refresher courses related to the education and training activities to be carried out at CMDR COE.</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>	<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>
<b>COMPUTER SKILLS</b>	<p>Compulsory: Common Operating Systems and</p>

<b>AND COMPETENCES</b>	Common Office Packages. Knowledge of other operating systems and software products is an advantage.
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## 2. DESIRABLE

<b>PROFESSIONAL EXPERIENCE</b>	Previous experience in international military or NATO staff; Previous experience in multinational operations/activities; Crisis Management and Disaster Response related courses; Previous experience in the CMDR domain is an advantage. Competent use of software for presentations, spreadsheets and data bases.
<b>EDUCATION/TRAINING</b>	PhD/NATO Staff Officer Orientation Course
<b>LANGUAGE</b>	N/A

## PART III: PEACETIME DUTIES

<b>FUNCTIONAL STATEMENT</b>	The major function of the Doctrine and Standardisation Expert is to contribute to the overall work activities of the Doctrine and Standardisation Section by analysing doctrine and standardization documents in the field of CMDR; sharing knowledge and expertise on issues related to doctrine and standardization in the CMDR area; contributing to the work of other Sections and Branches at CMDR COE.
<b>REPORTS TO</b>	Doctrine and Standardisation Section Head
<b>PRINCIPAL DUTIES</b>	Advises and assists the Doctrine and Standardisation Section Head in directing and organising the activities related to doctrine and standardisation development. Analyses doctrine and standardisation documents; proposes ways to improve existing doctrine; gives proposals for new standardisation documents or for improvement of existing ones; 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; Liaises with related NATO bodies and national/international academic institutions.
<b>ADDITIONAL DUTIES</b>	Performs other duties as directed.