

## **JOB DESCRIPTION**

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

<b>DATE:</b> 01.06.2015	<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 / CIVILIAN
<b>POST NO:</b> CS 005	<b>JOB TITLE:</b> COURSES SECTION HEAD	
<b>BRANCH:</b> EDUCATION AND TRAINING	<b>SECTION:</b> COURSES	

### **PART II: QUALIFICATIONS**

#### **1. ESSENTIAL**

<b>PROFESSIONAL EXPERIENCE</b>	<p>Extensive knowledge in NATO Crisis Management and Disaster Response/Relief domain, and broad experience in NATO Crisis Response Operations (CROs).</p> <p>Previous professional experience in organising and conducting of courses, seminars, workshops, and other education and training activities.</p> <p>Substantial understanding of NATO education and training legal base and procedures;</p> <p>He/she should possess leadership necessary to make decisions and direct the efforts of a multinational team.</p>
<b>EDUCATION/TRAINING</b>	<p>Staff College / University Education</p> <p>Completed professional training and/or refresh courses related to the education and training activities to be carried out at CMDR COE.</p>
<b>SECURITY CLEARANCE</b>	<p>NATO SECRET and EU SECRET</p> <p>National authorities are to be asked to ensure that security clearance is provided prior to the arrival of the applicant.</p>
<b>LANGUAGE</b>	<p>ENGLISH 3-3-3-3 in accordance to STANAG-6001/civilian equivalent</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>
<b>COMPUTER SKILLS</b>	<p>Compulsory: Common Operating Systems and</p>

<b>AND COMPETENCES</b>	Common Office Package. Knowledge of special 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 Non-NATO operations in CMDR domain; Crisis Management, Risk Management, Security Studies, Disaster Management/Response related courses; Competences in presentation software, spreadsheets and data bases.
<b>EDUCATION/TRAINING</b>	CMDR related courses. NATO E&T related courses
<b>LANGUAGE</b>	N/A

## PART III: PEACETIME DUTIES

<b>FUNCTIONAL STATEMENT</b>	Organises and runs CMDR COE courses in effective and efficient manner; supervises the work of the Course Directors and oversees the execution of their respective duties.
<b>REPORTS TO</b>	Education and Training Branch Chief
<b>PRINCIPAL DUTIES</b>	Is responsible for the organisation and conduct of courses, seminars, conferences in accordance with CMDR COE POW; Analyses contemporary environment and based on TRA conducted by ACT and ACO heads proposals to Education and Training Branch Chief for CMDR COE set of courses; Coordinates his/her activities with other Branches Chiefs and Section Heads in order to deconflict all aspects of Courses Section activities; Contributes for Education and Training Branch Standing Operation Procedures (SOP) development and improvement;

	<p>Develops courses products and documentation;</p> <p>Assigns Course Directors to the courses, workshops, and seminars organized by the Courses Section;</p> <p>Oversees conducting of courses, seminars, and workshops in the field of NATO Crisis Management;</p> <p>Appoints POC for courses, seminars and other similar activities of CMDR COE;</p> <p>Coordinates the participation in courses and other similar activities with Personnel &amp; Protocol Section;</p> <p>Reviews the content of courses to ensure that course learning objectives are met;</p> <p>Evaluates and provides feedback on all events and activities organized and conducted by Course Section;</p> <p>Is responsible for inviting high qualified guest lecturers and instructors to participate in the education and training activities of CMDR COE;</p> <p>Updates his/her job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks;</p> <p>Provides expertise to other Branches and Sections, as required.</p>
<p><b>ADDITIONAL DUTIES</b></p>	<p>Takes part and leads Mobile Training Teams;</p> <p>Organises and participates in internal and external presenters pinpointing and coordination;</p> <p>Acts as OPR or POC for different events;</p> <p>Supports and organizes cross-Branch activities;</p> <p>Performs other duties as directed.</p>