

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01.06.2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-4/5 / CIVILIAN
POST NO: CS 005	JOB TITLE: COURSES SECTION HEAD	
BRANCH: EDUCATION AND TRAINING	SECTION: COURSES	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<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>
EDUCATION/TRAINING	<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>
SECURITY CLEARANCE	<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>
LANGUAGE	<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>
COMPUTER SKILLS	<p>Compulsory: Common Operating Systems and</p>

AND COMPETENCES	Common Office Package. Knowledge of special software products is an advantage.
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2. DESIRABLE

PROFESSIONAL EXPERIENCE	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.
EDUCATION/TRAINING	CMDR related courses. NATO E&T related courses
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	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.
REPORTS TO	Education and Training Branch Chief
PRINCIPAL DUTIES	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 & 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>ADDITIONAL DUTIES</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>