

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01.06.2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-3/4 / CIVILIAN
POST NO: CS 006	JOB TITLE: COURSES EXPERT	
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 experience in education and training activities (e.g. organising and conducting of courses, seminars, and workshops; preparing programmes for courses, etc.)</p> <p>Substantial understanding of NATO Education and Training doctrinal base and procedures;</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 asked to ensure that security clearance is provided prior to the arrival of the individual.</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 AND COMPETENCES	<p>Compulsory: Microsoft Operating System and Microsoft Office</p>

	Other operating systems and software products related skills are consider as an advantage.
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2. DESIRABLE

PROFESSIONAL EXPERIENCE	<p>Previous experience in international military or NATO staff;</p> <p>Previous experience in Non-NATO operations in CMDR domain;</p> <p>Crisis Management, Risk Management, Security Studies, Disaster Management/Response related courses;</p> <p>Competences in presentation software, spreadsheets and data bases.</p>
EDUCATION/TRAINING	<p>CMDR related courses.</p> <p>NATO E&T related courses</p>
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	Supports and participates in the organisation and conducting of all courses and Education and Training related activities at the Centre;
REPORTS TO	Courses Section Head
PRINCIPAL DUTIES	<p>Is responsible for the organisation and conducting of courses, workshops, seminars, and conferences in NATO Crisis Management and Disaster Response field, according to Programme of Work of the Centre;</p> <p>Supports Courses Section Head in development of new courses;</p> <p>Oversees all courses, seminars, conferences and other activities organized and conducted by Courses Section;</p> <p>Reviews the content of all CMDR COE courses to ensure that course learning/training objectives are met and suggest amendments, if require;</p> <p>Supports courses products and documentation development;</p> <p>Appoints POC for courses, seminars and other similar activities of the Centre, if require;</p>

	<p>Sends invitation letters to countries/ HQs and other institutions/organisations, as appropriate;</p> <p>Evaluates and provides feedback on all Courses Section activities;</p> <p>Is responsible for inviting high qualified guest lecturers and instructors to participate in the education and training activities of the CMDR COE;</p> <p>Coordinates the all course related activities with other Branches in order to establish short-term and long-term course requirements and objectives;</p> <p>Closely cooperates with the people in charge of conducting the various education and training activities;</p> <p>Conducts an information campaigns related to CMDR COE education and training activities;</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>