

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: EOLS 010	JOB TITLE: EXERCISES AND OPERATIONAL LABS EXPERT	
BRANCH: EDUCATION AND TRAINING	SECTION: EXERCISES AND OPERATIONAL LABS	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience in Crisis Management and Disaster Response (CMDR) related issues, including Crisis and Disaster Response Operations; Previous experience in a National or NATO Staff.</p> <p>Previous experience in Individual and Collective Education, Training, Exercises and operational labs related activities.</p> <p>Capable of team working; Possessing analytical and communicative abilities; Capable of taking substantial responsibility.</p>
EDUCATION/TRAINING	<p>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: Common Operating Systems and Common Office Package.</p> <p>Knowledge of special software products is an advantage.</p>

2. DESIRABLE

PROFESSIONAL EXPERIENCE	<p>Previous experience in international military or NATO staff;</p> <p>Previous experience in multinational operations/activities;</p> <p>Crisis Management and Disaster Response related courses;</p> <p>Competent in using software for presentations, spreadsheets and databases.</p> <p>Previous experience in the CMDR domain is an advantage.</p>
EDUCATION/TRAINING	<p>Exercise and Training courses, CAX, Modelling and Simulation</p>
LANGUAGE	<p>N/A</p>

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>Supports national and international exercises development and conduct. Develops and maintains hardware-software laboratory for Crisis and Disaster simulations, modeling and experiment. Enhances existing concepts and doctrines related to Education and Training and contributes to the development new ones.</p>
REPORTS TO	<p>Exercises and Operational Labs Section Head</p>
PRINCIPAL DUTIES	<p>To support the Exercises and Operational Labs Section Head in:</p>

	<p>Planning, execution and participation in computer assisted exercises (CAX), courses, seminars, conferences, workshops and training events in support of global and internal CMDR capabilities development;</p> <p>Training requirement analysis and gaps in CMDR area;</p> <p>Determining course's aim, learning and enabling objectives and accreditation;</p> <p>Supporting courses products and documentation development;</p> <p>Collective training development in CMDR domain in accordance with (IAW) NATO Exercise process, to include internal SOPs;</p> <p>Using and providing e-learning;</p> <p>Creating and maintaining E&T related database, containing information supplied by Capabilities and Transformation Branches;</p> <p>Creation of scenarios and simulations in support of E&T process;</p> <p>Sharing of information and knowledge collected by E&T Branch</p> <p>Conducting analysis and experiments in order to optimise the Education and Training process;</p> <p>Planning and executing exercises in coordination with other structures, forming part of the national security system;</p> <p>Development and sustainment of good custodian rules and practices.</p>
<p>ADDITIONAL DUTIES</p>	<p>Takes part in Mobile Training Teams;</p> <p>Participates in courses/seminars/workshops/working groups;</p> <p>Supports internal and external presenters pinpointing and coordination;</p> <p>Can be appointed as OPR or POC for different events;</p> <p>Supports cross-Branch activities;</p> <p>Leads and supports development of After Action Review (AAR) for all kind of events;</p> <p>Performs other duties as directed.</p>