

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 011	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	ENGLISH 3-3-3-3 in accordance to STANAG-6001/civilian equivalent 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.
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating Systems and Common Office Package. Knowledge of special software products is an advantage.

2. DESIRABLE

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

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	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.
REPORTS TO	Exercises and Operational Labs Section Head
PRINCIPAL DUTIES	To support the Exercises and Operational Labs Section Head in:

	<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>Using and maintaining of innovative software tools/platforms/environment for Education and Training in CMDR domain;</p> <p>Generating of digital libraries for storage, collection and frequent update of information related to Education and Training process in CMDR area;</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 optimize 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>
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ADDITIONAL DUTIES	<p>Takes part in Mobile Training Teams;</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>Participates in courses/seminars/workshops/working groups;</p> <p>Generates documents and requests necessary for appropriate materials and services needed for courses and exercises preparation and execution;</p> <p>Leads and supports development of After Action Review (AAR) for all kind of events;</p> <p>Performs other duties as directed.</p>
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