

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01.06.2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-5 / CIVILIAN
POST NO: ETB 001	JOB TITLE: EDUCATION AND TRAINING BRANCH CHIEF	
BRANCH: EDUCATION AND TRAINING	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Staff officer or civilian equivalent with extensive knowledge and broad experience in defence and security issues, including Crisis Management and Disaster Response, and experience in National or NATO Staff.</p> <p>Previous experience with education and training activities and the direction of such activities.</p> <p>Capable of taking decisions in time and information constraint environment and carrying substantial responsibility; Possessing the leadership and diplomacy skills necessary to unite and direct the efforts of a multinational staff.</p>
EDUCATION/TRAINING	<p>Staff College and/or NATO Defence College.</p> <p>Crisis management and disaster response related courses.</p> <p>E&T relating courses.</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. A working knowledge of presentation, spreadsheet and data base applications would be an advantage. Previous experience in the CMDR domain is an advantage.
EDUCATION/TRAINING	NATO Staff Officer Orientation Course NATO Crisis Management Orientation Course Courses concerning E&T in NATO
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	Manages Education and Training (E&T) Branch personnel and activities; Supports the role of CMDR COE to provide high quality education and training to the Euro-Atlantic community in the CMDR domain, by: planning, organising, coordinating and controlling the E&T activities in accordance with (IAW) the System Approach to Training (SAT) model adopted by NATO within the Global programming framework, to include use of e-learning opportunities in the CMDR COE activities; Contributes to the decision-making process at CMDR COE and assists the Director in the execution of his
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	<p>duties;</p> <p>Coordinates the E&T activities within CMDR COE;</p> <p>Organises training for the CMDR COE teaching staff.</p> <p>Coordinates liaison with related national/international education and training institutions.</p>
REPORTS TO	CMDR COE Director
PRINCIPAL DUTIES	<p>Chief of E&T Branch is responsible for the smooth, effective and efficient organisation and functioning of the Education and Training Branch. His duties are:</p> <p>Plans the E&T activities IAW the approved COE's Programme of work (POW).</p> <p>Advises and assists the CMDR COE Director in directing and organising the CMDR COE activities in pursuit of excellence in the field of education and training;</p> <p>Coordinates, plans, prepares, executes, evaluates and subsequently monitors all education and training activities of CMDR COE, to include e-learning;</p> <p>Supports process of training requirements analysis in CMDR domain.</p> <p>Organises, conducts and coordinates analysis for training needs and opportunities in CMDR domain.</p> <p>Maintains database of the E&T Branch activities, analytical and reference materials;</p> <p>Plans, prepares and sends on request Mobile Education & Training Teams, for the purposes of education and training in the field of crisis management and disaster response;</p> <p>Liaises with related national/international training and education institutions, and with the other Branches at CMDR COE;</p> <p>Represents the CMDR COE Director at national and/or international/NATO Working Groups, conferences, seminars and symposia related to education and training, when authorised and as requested by the CMDR COE Director.</p>

ADDITIONAL DUTIES	Takes part and leads Mobile Training Teams; Organises and participates in internal and external presenters pinpointing and coordination; Acts as OPR or POC for different events; Supports and organizes cross-Branch activities; Performs other duties as directed.
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