

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: PSS 002	JOB TITLE: PROGRAMMES AND STUDENTS SECTION HEAD	
BRANCH: EDUCATION AND TRAINING	SECTION: PROGRAMMES AND STUDENTS	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience in Education and Training, including military E&T and experience in a National or NATO Staff.</p> <p>Experience in design and development of programmes and modules/courses for E&T.</p> <p>Experience in Crisis Management and Disaster Response related issues, including Crisis and Disaster Response Operations.</p> <p>Capable of taking decisions in time and information constraint environment and carrying out 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 / University education.</p> <p>Completed professional training and/or refresher courses related to the education and training activities.</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 use of software for presentations, spreadsheets and data bases.</p> <p>Previous experience in the CMDR domain is an advantage.</p>
EDUCATION/TRAINING	<p>NATO Staff Officer Orientation Course</p> <p>NATO Crisis Management and disaster response related courses</p> <p>Courses concerning E&T in NATO</p>
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>Designs and develops programmes and modules/courses for E&T in CMDR domain;</p>
REPORTS TO	<p>Education and Training Branch Chief.</p>
PRINCIPAL DUTIES	<p>Assist Branch Chief in Supports process of training requirements analys in CMDR domain.</p> <p>Analyses training needs and opportunities in CMDR domain</p>

	<p>Proposes programmes and modules/courses for E&T to meet training requirements in CMDR domain.</p> <p>Gathers information about the training audience, analyses the tasks for which this audience requires training, and creates the learning objectives of the training event.</p> <p>Coordinates the activities with other Sections in order to establish short-term and long-term requirements and objectives for the courses' programs;</p> <p>Coordinates the programs with experts at CMDR COE and guest lecturers;</p> <p>Supports courses products and documentation development;</p> <p>Coordinates programs as well as student issues with the Courses Section;</p> <p>Cooperates with experts in charge of conducting the various education and training activities at CMDR COE.</p> <p>Acts as a Activity director</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>