

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: PSS 003	JOB TITLE: PROGRAMMES AND STUDENTS EXPERT	
BRANCH: EDUCATION AND TRAINING	SECTION: PROGRAMMES AND STUDENTS	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive experience in education and training activities and issues.</p> <p>Experience in design and development of E&T programmes and modules/courses.</p> <p>Knowledge and experience in Crisis Management and Disaster Response related issues.</p> <p>Capabilities of taking serious decisions and carrying out substantial responsibility.</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</p>

	advantage.
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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	PhD degree is advantage
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	Supports design and development of E&T programmes and modules/courses; assists the preparation and oversees the conduction of education and training activities.
REPORTS TO	Programmes and Students Section Head
PRINCIPAL DUTIES	<p>Supports Section Head in design and development of E&T programmes and modules/courses;</p> <p>Defines the training audience, analyses the tasks for which this audience requires training, and creates the learning objectives of the training event.</p> <p>Reviews the content of all CMDR COE programs to ensure that learning/training objectives are met and suggest amendments, if require;</p> <p>Act as a POC for courses, seminars and other similar activities of the Centre, if require;</p> <p>Coordinates the programs with experts at CMDR COE and guest lecturers;</p> <p>Coordinates the programs as well as student issues with the Courses Section;</p> <p>Supports Section Head in organisation and conducting</p>

	<p>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 products and documentation development;</p> <p>Cooperates with experts in charge of conducting the various education and training activities.</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>