

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01 June 2015	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: POL	SERVICE: ANY	RANK/GRADE: OF-5 / Civilian equivalent
POST NO: TB 001	JOB TITLE: CHIEF OF TRANSFORMATION BRANCH	
BRANCH: TRANSFORMATION	SECTION: N/A	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Staff officer with extensive knowledge and broad experience with transformation issues, analysis and lessons learned, doctrine and concept development.</p> <p>Previous experience with Crisis Management and Disaster Response related issues.</p> <p>He/ She should have all-round qualities which make him/her a good leader, capable of taking serious decisions and carrying substantial responsibility. He should possess the leadership and diplomacy skills necessary to unite and direct the efforts of a multinational team.</p>
EDUCATION/TRAINING	<p>Staff College / Higher education;</p> <p>Academic education in International Affairs, Politics or Security; Crisis management and disaster response related courses, including crisis and disaster response operations.</p>
SECURITY CLEARANCE	<p>NATO SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>

LANGUAGE	ENGLISH 3333 (STANAG-6001) or civilian equivalent. If there is no candidate with the required level of STANAG-6001 (3-3-3-3), by exception, could be nominated other candidate, but no less than 1 level down.
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating Systems and Common Office Packages. Knowledge of other operating systems and software products is an advantage.

2. DESIRABLE

PROFESSIONAL EXPERIENCE	Previous experience in international military or NATO staff. Previous experience in multinational operations/activities. Previous experience in the CMDR domain is an advantage. A working knowledge of presentation, spreadsheet and data base applications would be an advantage.
EDUCATION/TRAINING	NATO Staff Officer Orientation Course
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The Transformation Department Branch Chief works in close coordination with the other Branches in order to meet the CMDR COE capability requirements.
REPORTS TO	CMDR COE Director
PRINCIPAL DUTIES	Deals with all matters regarding transformation at CMDR COE. Works for the development of future operational concepts/doctrine, coordinate lessons learned process in the Centre and associated capabilities for CMDR COE in coordination with Capabilities Branch; Manages and directs the Sections at Transformation Branch in cooperation with the respective Section Heads; In cooperation with the Sections at Transformation

	<p>Branch, contributes to the development and revision of CMDR Concepts, SOPs, LL and SOIs as directed by the CMDR COE Director.</p> <p>Ensures participation of the personnel from the Sections at Transformation Branch in working groups, courses, seminars, conferences at NATO level and/or other relevant organisations, if it's needed.</p> <p>Provides briefings and comments on capability issues at the operational and tactical level.</p>
ADDITIONAL DUTIES	Performs other duties as directed.