

# NATO ENSEC COE JOB DESCRIPTION

## PART I – JOB SPECIFICATIONS

<b><u>Unit</u></b>	ENSEC COE	<b><u>Date:</u></b>	15 NOV 2016
<b><u>Post Number:</u></b>	TD 25 - 28	<b><u>Nationality:</u></b>	NATO
<b><u>Job Title:</u></b>	SME	<b><u>Rank:</u></b>	OF-2/OF-3/CIV
<b><u>Division:</u></b>	Research and Lessons Learned	<b><u>Service:</u></b>	ANY

## PART II – DUTIES

### **A. Post Context:**

1. The mission of the NATO ENSEC COE is to assist Strategic Commands, other NATO bodies, Nations, partners and other civil and military bodies by supporting NATO's capability development process, mission effectiveness, and interoperability in the near, mid and long terms by providing comprehensive and timely subject matter expertise on aspects of energy security. The mission includes cost effective solutions to support military requirements, energy efficiency in the operational field, and interaction with academia and industry.
2. The NATO ENSEC COE personnel consist of a mix of civilian and military experts in the field of broader energy security. In addition to on-site personnel, virtual office participation as well as Voluntary National Contributions can participate in the NATO's ENSEC COE work.
3. The incumbent works within the Research and Lessons Learned Division.
4. The Research and Lessons Learned division is responsible for:
  - a) supporting the development of methodology and theoretical approach for assessing energy security risks and threats;
  - b) conducting or to support projects on application of energy innovations for military needs;
  - c) contributing to experimentation on EE projects;
  - d) producing ENSEC COE publications;
  - e) supporting NATO, Nations and Partners with prospective studies on energy security;
  - f) to support NATO bodies, Nations and Partners with lessons learned on Energy Security issues;
  - g) conducting the ENSEC COE lessons learned process;
  - h) supporting NATO Nations and Partners Working Groups and Committees with MSE for energy security related issues.

**B. Reports To:**

1. The Research and Lessons Learned Head of Division, NATO ENSEC COE.

**C. Principal Duties:**

1. To Organize, co-ordinate and supervise monitoring, research and lessons learned activities in the field of energy security.
2. To report to and inform the Head of Division of all matters that needs his/her attention or when so required.
3. To supervise activity of his/her personnel and ensure their optimal interaction, cooperation and complementarities.
4. To manage the process of analysis of relevant data and produce information.
5. To engage in mutual cooperation with other institutions, conducting analysis and research in the area of energy security, to represent NATO ENSEC COE on national and international events in this regard.
6. To engage in tutoring and censoring students' from partner universities BA and MA thesis.

**D. Additional Duties:**

1. To perform other duties as may be directed, albeit in a different organisational element, to that which the individual normally undertakes.
2. To undertake work as a part of project team or working group as directed or assigned.
3. To undertake responsibilities of editor of internal NATO ENSEC COE publications.
4. To engage into the research projects of NATO ENSEC COE partners, to represent NATO ENSEC COE in this kind of activities.
5. To undertake TDY assignments both within and without NATO's boundaries.

**PART III – QUALIFICATIONS**

**A. Essential qualifications.**

1. Professional/Experience.
  - a. Knowledge of NATO's role in energy security, member states' plans in the area of operational energy security and the ongoing debate in this regard.
  - b. Experience in research and analysis.
  - c. Experience in working with both military and civilian staff in an international environment.
2. Education/Training.
  - a. Staff officers course (Mil) or Master degree (Civ).
3. Security Clearance.

- a. NATO Secret. Must be security cleared before arrival.
- 4. Language (Speaking, Listening, Reading, Writing).
  - a. English SLP 3333 or equivalent.
- 5. Standard Automated Data Processing (ADP) knowledge.
  - a. Working knowledge of current Office suit;
  - b. Working knowledge of the current Adobe Acrobat tool;
  - c. Working knowledge of the current e-mail tool;
  - d. Working knowledge of the Web browsing tools;
  - e. Working knowledge of collaborative tools.

**B. Desirable qualifications**

- 1. Professional/Experience.
  - a. Previous NATO or international staff experience.
  - b. Knowledge in NATO Standardization processes.
  - c. Knowledge of NATO organization, policy, doctrines and operations.
  - d. Previous experience in the field of NATO individual/collective training and exercise development.
- 2. Education/Training
  - a. International Relations or in Energy Resources Engineering.
- 3. Additional Language Proficiency
  - a. Not required.
- 4. Other
  - a. Not required.

**C. Remarks.**

- 1. A minimum handover period of two weeks is recommended on rotation of pertinent appointees.
- 2. The preferred tour length is three years.