

## **JOB DESCRIPTION**

HQS/UNIT: NA TO STRATCOM COE

DUTY LOCATION: Riga / LATVIA

Technical and Scientific Development Branch

JOB TITLE: BRANCH CHIEF

### **DUTIES:**

a. Post Context:

The function of Branch Chief of Technical and Scientific Development Branch is to establish appropriate capacity on data analysis, expertise on human communication (anthropology, sociology and psychology), to create a relevant software mechanism supporting activities of NATO STRATCOM COE.

He/she will perform his/her duties in order to ensure the implementation of the established annual Programme of Work (POW).

b. Reports To:

He/she reports to the Deputy Director.

c. Main Duties:

1. Responsible for the smooth and efficient organization and running of the Technical and Scientific Development Branch. Disseminates tasks, terms of execution, checks the fulfilment and sets up necessary measures for changing or adaptation as appropriate.
2. Takes part to the decision-making process and support the Deputy Director in the execution of COE POW in the field of his/her competence.
3. Works in close cooperation with Operational Support and Doctrine, Concept and Experimentation, Education and Training branches, in order to provide them with necessary expertise set up and developed by Experimentation/Science Branch
4. If appointed as OPR (officer of prime responsibility) for a certain project, organizes the PWG (project working group) structure, establishes the POW activities and manages the activity until project completion, in accordance with POW Concept of Execution.
5. Liaises with relevant NATO STRATCOM representatives and cooperates with NATO STRATCOM Working Groups.
6. Prepares periodic reports on the performed activity and relevant findings, as required.
7. As directed, acts as instructor/briefer/lecturer and delivers specific classes.
8. As directed, participates to national and/or international working groups, conferences, seminars, symposiums related to doctrine, standardization and NATO transformation.
9. His/her participation in COE international activities (excepting long term involvements, MT & METTs appointments) would ordinarily be planned so as not to exceed 25 working days, plus additional travel time (equivalent for approximately 5 -7 international involvements).

### **Additional Duties:**

The incumbent of the post may be required to perform other related duties as directed.

## **QUALIFICATIONS**

### **a. Essential Qualifications:**

#### 1. Professional

Staff Officer or civilian with extensive knowledge and experience regarding online data analysis, social anthropology, humanitarian/ social science and STRATCOM related issues.

He/she should have experience in people management, possess the tact and diplomacy skills necessary to facilitate the work of a multinational Staff.

#### 2. Education/Training

Senior level military education or civilian equivalent. Academic qualification (master's level or higher) in human communication related subject.

Completed professional training and/or refresher courses related to the education and training activities to be carried out at STRATCOM COE.

PC operating skills, including the competent use of Microsoft Office. Knowledge of other software products regarding online data analysis is also recommended.

#### 3. Security Clearance: NATO SECRET or national equivalent

National authorities are asked to ensure that security clearance is provided before the arrival of the individual.

#### 4. Language (Listening, Speaking, Reading, Writing)

English: SLP 3333 in accordance with STANAG 6001.

### **b. Desirable Qualifications:**

#### 1. Professional

Previous international experience.

#### 2. Education/Training

Academic education on International Affairs, Politics or Security Studies. NATO or National STRATCOM courses.

#### 3. Language (Listening, Speaking, Reading, Writing)

Any other foreign language except English: SLP 2222.