

JOB DESCRIPTION

HQS/UNIT: NATO Strategic Communications Center of Excellence, NATO STRATCOM COE

DUTY LOCATION: Riga / LATVIA

Technical and Scientific Development Branch

JOB TITLE: BRANCH CHIEF

DUTIES:

a. Post Context:

The major functions of the Technical and Scientific Development Branch of the NATO StratCom CoE is to develop, data and behavioural analysis of the information environment; to detect foreign information manipulation and interference, to generate actionable recommendations for NATO Allies and NATO structures.

The primary responsibility of Branch Chief is to organise the staff work within the areas of branch's expertise.

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 other branches in the center of excellence.
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 in social sciences and STRATCOM, with a strong preference for expertise in online data analysis.

He/she should have experience in people management 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.

IT 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. This is equivalent to CEFR level C1-C2. Finnish: CEFR level C2 or mother tongue.

b. Desirable Qualifications:

1. Professional

Previous experience from working in or in close cooperation with international organisations.

2. Education/Training

Academic education in International Affairs, Politics, Security Studies or Data Analytics / Data Engineering. NATO or National STRATCOM courses.

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

Any other foreign language except English: SLP 2222. This is equivalent to CEFR level B1-B2.