

NATO JOB DESCRIPTION (NMB)MC/NAC Approved
01 Jan 2015

Post Title	Advisor (Gender MOI)		
Abbreviated Post Title	Advisor (Gender MOI)		
Post Number	RSA GZS 0030	PEA	Generic Crisis Establishments/HQ Resolute Support Afghanistan
Post Category	Military	Area	Command Group
Rank (Nation)	OF-4 USA	Office	Office of the Commander
Clearance Level	NATO SECRET	NOCs	310
Service	Service Immaterial		

1. Post Context

- RESOLUTE SUPPORT in strategic partnership with GIRoA conducts Functionally Based SFA (TAA) to enable a credible, capable, and sustainable ASI and ANDSF. - COM RS, as the in-theatre Operational Commander, commands RS and in partnership with GIRoA, formulates and co-ordinates Mission Strategy and RS activities with those of GIRoA and other partners relevant to the mission. The Office of the GENAD is responsible for conducting TAA with the Mol, MoD and MoWA as well as coordinating all RS gender related matters in the RS theatre. The incumbent provides TAA to Mol on the implementation and coordination of UNSCR 1325 and UNSCR 1612.

2. Reporting Lines

There are first line reporting responsibilities for the following numbers of staff:

3. Principal Duties

The incumbent's duties are:

- TAA Mol on Human Rights and Gender integration and reporting.
- Advice and assist Mol recruitment of women in the ANP as described in Mol recruitment plan.
- Advice and assist Mol construction and development of female facilities for ANP.
- Support the RS Section Head Gender Advisor with inputs for the monthly gender reports.
- Prepare high level briefs, correspondence and presentations for use by RS Section Head Gender Advisor.
- Mentor Director of Gender Integration and Human Rights leadership in Mol and staff in their responsibility for implementation of the approved gender and strategies, policies and programs.
- Together with CAAC Advisor TAA Mol on the implementation of UNSCR 1612, the Road Map to Compliance and the Action Plan between GIRoA and the United Nations Country Task Force on underage recruitment.
- Support the RSA GZS 0050 CAAC Advisor with inputs for the quarterly gender reports.

4. Special Requirements and Additional Duties

The incumbent may be required to perform like duties elsewhere within the organisation as directed

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The incumbent is required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

The work is normally performed in a typical Office / Secure Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: No Risk

5. Essential Qualifications

a. Professional/Experience

The study of social and behavioural science without specialising in any of the detailed fields. Works under broad direction with full accountability for own work or projects and supervisory responsibilities. Work is often self-initiated or assigned in the form of objectives. Establishes own milestones, sets team objectives and delegates work assignments. Has significant responsibility for the work of others and for the allocation of resources. Responsible for assigned tasks and projects with regards to results, deadlines and budget. Executes a challenging range of complex professional or technical work activities applying fundamental principles, creativity and innovation in a wide and often unpredictable range of contexts. Provide leadership within the assigned specialist area and advises on available standards, methods, tools and applications in own area of specialisation and make correct choices from alternatives. Responsible to analyse requirements and advise on scope and options for operational improvement. Is responsible to analyse, diagnose, design, plan, execute and evaluate work to time, cost and quality targets. Influences organisation, external organisations, HQs and agencies and peers within the same specialisation. Develops and maintains working relationships with external agencies. Establishes effective communication formally and informally, with peers, subordinates and external agencies. Keeps skills up to date and maintains awareness of developing trends within the wider occupational field and absorbs new information rapidly and applies it effectively in relevant internal business areas or external organisations, HQs and agencies.

- Experience in the preparation and compiling of accurate reports.

b. Education/Training

University Degree in sociology, behavioural science or related discipline and 6 years post related experience, or a Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 6 years post related and 2 years function related experience.

Course: **ETE-ET-1032** - NATO STAFF OFFICER ORIENTATION COURSE (NU)

c. Language

English - SLP 3333 - (*Listening, Speaking, Reading and Writing*)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

6. Desirable Qualifications

a. Professional/Experience

Specific Experience: None- Familiar with applicable NATO structures, policies, doctrines as well as with staff procedures.- Practical user experience of modern PC office automation products.

b. Education/Training

c. Language

None specified

7. Remarks

This post has not been validated by NDMAA.

Locally imposed or unique requirements (Comments and notes by requesting HQ):

- The normal tour of duty for this post is 12 months with one week handover required.

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