

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

Post Title	Section Head (Senior Advisor Gender)		
Abbreviated Post Title	Section Hd (Senior Advisor Gender)		
Post Number	RSA GZS 0010	PEA	Generic Crisis Establishments/HQ Resolute Support Afghanistan
Post Category	Military	Area	Command Group
Rank (Nation)	OF-5	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 MoI, MoD and MoWA as well as coordinating all RS gender related matters in the RS theatre. The incumbent provides assistance and on gender mainstreaming and gender integration in the JOA.

2. Reporting Lines

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

- The incumbent supervises the Gender Staff Officers (SO) and the Senior Advisor Children and Armed Conflict.

3. Principal Duties

The incumbent's duties are:

- Provide assistance and advice to Commander RS and key staff members on the implementation of gender mainstreaming throughout HQ RS and the mission.
- Ensure that gender perspective is considered in all phases and in all RS activities.
- Provide RS operational planners with operational advice on gender and UNSCR 1325 assessments (e.g. cultural issues which may impact operational effectiveness and intelligence in areas of operations, and include this analysis during in-theatre training and education programs.
- Coordinate Train Advice Assist activities in MoI, MoD and MOWA according to the RS essential functions developed, and concept of operations for gender in RS.
- Participate in Operational Planning Teams and working groups in RS HQ.
- Liaise, coordinate, maintain situational awareness, gather information and enhance relations with other actors such as civil society, IO's NGOs and Governmental bodies working on gender topics.
- Report progress on gender implementation through the RS chain of command on a monthly basis.
- Conduct Key Leader Engagements and leader engagements with Afghan Key Leaders and leaders.
- As the section head, representing the office in many meetings, also coordinate the nomination of CAAC focal points and bring important CAAC issues forward for commanders notice and guidance.

4. Special Requirements and Additional Duties

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

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. Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise.

- Experience in the preparation and compiling of accurate reports.

b. Education/Training

University Degree in sociology, behavioural science or related discipline and 10 years related experience

Course: **JPL-OP-3555** - NATO Comprehensive Operations Planning Course

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

c. Language

English - SLP 4343 - (*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: - Experience in a multi-national staff.- Experience of NATO or Coalition operations in Afghanistan.- International experience on work related to Gender issues.

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.
- Travel throughout the Joint Area of Operations in military transport (air & road) may be required.
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