

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

Post Title	Advisor (MOWA, Civil Society & Gender)		
Abbreviated Post Title	Advisor (MOWA, Civil Society & Gender)		
Post Number	RSA GZS 0020	PEA	Generic Crisis Establishments/HQ Resolute Support Afghanistan
Post Category	Military	Area	Command Group
Rank (Nation)	OF-3	Office	Office of the Commander
Clearance Level	NATO SECRET	NOCs	3120
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 TAA to MoWA, liaise with international community and advise the Train Advise and Assist Commands (TAACs) on integration of a gender perspective.

2. Reporting Lines

- Terminal Area Security Officer (TASO) for the office of the Gender Advisor.
- Branch Security Officer (BSO) for the office of the Gender Advisor.
- CIS Point of Contact (CISPOC) for the office of the Gender Advisor.

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

3. Principal Duties

The incumbent's duties are:

- TAA the Ministry of Women's Affairs on gender and human rights implementation and reporting.
- TAA MoWA on evaluation and implementation of the National Priority Plan and National Action Plan for Women in Afghanistan.
- Enhance relations with the International Community and further develop venues of cooperation with relevant entities to monitor and report on the integration of UNSCR 1325 and a gender perspective.
- Prepare high level briefs, correspondence and presentations for use by RS Section Head Gender Advisor.
- Support the RS Section Head Gender Advisor with inputs for the monthly gender reports.
- Record and produce minutes of meetings as directed by Section Head Gender Advisor.
- Monitor receipt and dispatch of Gender Advisor office correspondence.
- Maintain office materials for Gender Advisor office.
- WISE content manager for Gender Advisor centrix homepage.

- Manage staff work submission into and out of the Office of Gender Advisor.
- Document Control Officer.
- Prepare high level briefs, correspondence and presentations for use by RS Section Head Gender Advisor.

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 human beings and the way they behave in groups and in relation to the society. Study of ethnology and social anthropology is included in this field, likewise is the study of human and social geography. (specialisation: Women studies)Has defined authority and responsibility for all aspects of a significant work area, including functional, financial and quality aspects. Establishes organisational objectives, delegates assignments and is accountable for actions taken by self and subordinates. Influences policy formation on contribution of specialisation to operational or transformational objectives. Executes leadership and influences and persuades subordinates, peers and external organisations, HQs and agencies. Decisions impact the functional area of the enterprise, achievement of organisational objectives and financial performance. Work involves creative application of specialist and/or management principles. Develops high level relationships with external organisations, HQs and agencies. Influences internally and externally at senior management level. Executes highly complex work activities covering, technical, financial and quality aspects and contributing to formulation of the strategy and policies of the functional area. Able to absorb complex technical information and communicate effectively at all levels to both specialist and non-specialist audiences. Responsible to assess and evaluate risks and to understand the implications of new concepts, technologies and trends. Has a broad understanding of the enterprise and deep understanding of the functional areas. Responsible to keep skills within the assigned functional area up to date and to maintain awareness of developments in the wider area of enterprise activities.

- Experience in the preparation and compiling of accurate reports.

b. Education/Training

University Degree in sociology or related discipline and 4 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 5 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

Specialisations: None
Specific Experience: - 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 6 months with one week handover required.