NATO JOB DESCRIPTION (CIVILIAN)

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MC/NAC Approved
18 January 2021

Job/Post Title: Staff Assistant (Logistics Functional Area System Movement and Transportation Tools Expert)
Abbreviated Title: Staff Assistant (Logistics Functional Area System Movement and Transportation Tools Expert)
Job/Post Number: OJS RLTP 0060
NATO Body/Post Location: ACO/Headquarters Allied Joint Force Command Naples; Naples, Lago Patria (ITA)
NATO Grade: B4/G10
Directorate: Support Directorate
Nation: CIV
Division: J4 Division
Clearance Level: NATO SECRET
Job Family/Work Level/NOCs: 5M4D, 50631B
Reports To: OJS RLTP 0010 - Section Head (Movement and Transportation Plans) - OF-4
Manages/Supervises: 0 / 0 (No. of staff directly/indirectly)

1. Post Context/Post Summary

Headquarters Allied Joint Force Command Naples is a Joint Headquarters, operating at the Operational Level, capable of executing effective command and control over assigned forces in order to achieve Operational effects in an assigned Joint Operating Area. As a Joint Force Command the relationships with other NATO Command Structure and NATO Force Structure Component Command Headquarters will change between baseline activities, crisis and conflict. It also provides Joint competencies to assigned NATO Force Structure Headquarters tasked to deploy as Joint Task Force Headquarters.

The Support Directorate is responsible for planning, directing, monitoring, assessing and coordinating support staff functions.

The J4 Division is responsible for the operational-level alliance logistics requirements for the JF HQ and assigned Areas of Interest especially in the areas of regional focus/interest.

The Movement and Transportation Branch (M&T) is responsible for all M&T operational planning and directs theatre movement and transportation operations in coordination with the JLSG.

The Movement and Transportation Plans Section develops movement plans, policies, concepts, doctrine, exercises and training for operations, to include Reception Staging and Onwards Movement (RSOM) and theatre movement control plans. It coordinates strategic movement plans with the SJLSG Allied Movement Coordination Centre (AMCC) and the JLSG.

The incumbent is the functional expert for all LOGFAS M&T software tools; providing movement input to the operational planners.

2. Principal Duties

The incumbent’s duties are:

- Staff focus for the LOGFAS family of movement analysis, planning and execution tools.
- Functional expert for the operation of the LOGFAS M&T software applications.
- Analyze movement impact and conduct movement feasibility calculations in support of Joint Operational Planning Groups in all phases of the NATO Crisis Response Planning using the LOGFAS M&T tools.
- Develop, analyze and update movement plans using the LOGFAS M&T software tools.
- Add, update and track the execution of movements in real time using the LOGFAS M&T tools.
- Assist in planning, analyzing, changing and updating RSOM plans using LOGFAS M&T tools.
- Provide movement visibility to movement and Operations planning staff using the LOGFAS M&T tools.
- Assist NC3A/NCSA in the development of movement planning/execution software.
- Conduct movement planning training in support of ACT activities and courses.
- Assist in the preparation of, and participate in ACO led movement exercises.
- Conduct staff training on the use of LOGFAS M&T family of planning and execution tools.
- Participates as LOGFAS M&T functional area expert in movement planning conferences.
- Frequent liaison with higher/subordinate HQs and NATO agencies in the preparation of movement plans and software development.
- Frequent liaison with operational HQ's in preparation of movement visibility.

Authorised to make decisions regarding the work inside the Section.

3. Special Requirements and Additional Duties

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

- Assist with implementation of movement planning / execution tools in the OAR. The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.
- Provide recommendations to the movement and operations planning staff on deployment plans.
- The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TOY assignments, both within and without NATO boundaries up to 30 days.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No Risk

4. Essential Qualifications

a. Professional/Experience

(1) Military Movement

Activities that involve the planning, routing, scheduling and control of personnel and cargo movements over lines of communication. Involves the whole spectrum of infrastructure, organisations, facilities and equipment that is necessary for the deployment, sustainment and re-deployment of NATO forces during the execution of a mission. Requires the supporting capabilities of mobility, transportation, infrastructure, movement control, and support functions. There are three types of transportation modes: airlift, sealift and inland surface transport (IST).

Skill Level (Apply)

Works under general direction. Uses discretion in identifying and responding to complex issues and assignments. Usually receives specific instructions and has work reviewed at frequent milestones. Determines when issues should be escalated to a higher level. Interacts with and influences colleagues. Has working level contact with customers, suppliers and partners. May supervise others or make decisions which impact the work assigned to individuals or phases of projects. Performs a range of work, sometimes complex and non routine, in a variety of environments. Applies methodical approach to issue definition and resolution. Demonstrates an analytical and systematic approach to issue resolution. Takes the initiative in identifying and negotiating appropriate personal development opportunities. Demonstrates effective communication skills. Contributes fully to the work of teams. Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures. Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client.

Experience

- Knowledge of capabilities of all modes of transport.
- Knowledge of movement organizations.
- Experience in national and international movement planning.
- Capable of providing training on M&T concepts.
- Experience with automated planning tools to support decision making process.
- Capable of providing training on LOGFAS M&T software tools.

(2) Data analysis
The investigation, evaluation, interpretation and classification of data, in order to define and clarify information structures which describe the relationships between real world entities. Such structures facilitate the development of software systems, links between systems or retrieval activities.

**Skill Level (General)**

**Experience**
- Experience with data management and user privileges.
- Capable of analysing relevant data for movement planning.

**b. Education/Training**

*(auto-generated based on the grade and the NATO Occupational Codes)*

Higher Secondary education and intermediate vocational training in logistics, transport or related discipline which might lead to a formal qualification with 2 years experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

*The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.*

• NATO Movement and Transportation Course (LOG-LG-3848) provided by NATO - School Oberammergau (NSO)

**c. Language**

English - SLP 3322 - *(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.*

**d. NATO Occupational Codes**

5M4D - Military Movement

50631B - Data analysis

**5. Desirable Qualifications**

**a. Professional Experience**

- Movement and Transportation planning and execution.
- Expert on LOGFAS M&T software tools.

**b. Education/Training**

• CORSOM Operator Course (LOGFAS Version 6.2.3) (CCC-ET-22229) provided by NATO - Communications and Information Systems School (NCISS)

• EVE Operator Course (LOGFAS Version 6.2.3) (CCC-ET-22230) provided by NATO - Communications and Information Systems School (NCISS)

• ADAMS Basic Operator Course (LOGFAS Version 6.2.3) (CCC-ET-22231) provided by NATO - Communications and Information Systems School (NCISS)

• ADAMS Advanced Operator Course (LOGFAS Version 6.2.3) (CCC-ET-32232) provided by NATO - Communications and Information Systems School (NCISS)

• LOGREP Operator Course (LOGFAS Version 6.2.3) (CCC-ET-22233) provided by NATO - Communications and Information Systems School (NCISS)
6. Attributes/Competencies

- **Personal Attributes:** The incumbent must show initiative and judgment in dealing with a wide variety of issues.
  - Must be a quick thinker, able to handle last minute requests.
  - Uses own initiative to propose solutions for unexpected problems and determine which issues to refer to the Chief.
  - Must be capable of handling details.
  - Sound judgment and initiative are required in setting priorities within own area of autonomy and in recommending and implementing policy and procedural improvements.
  - Good health, stress tolerance, ability to travel and work long hours when required.
  - Comfortable in leading small working groups.

Contacts with movement planners and LOGFAS M & T software operators at other NATO HQs, committees, agencies and operational HQ’s in ongoing operations.

Contacts with movement planners within his division as well as operational planners at the OF4/3 level in J3 Operations Division / J5 Plans and Policy Division.

Contacts with civil experts at NATO HQ level on availability of transport assets and movement infrastructure.

Direct impact on the operational and movement planning of all ACO JFCs.

Direct impact on the ability of all ACO JFCs to maintain situational awareness on movement activities.

- Lead small teams analyzing movement planning / execution data.
- Coaches the staff assistant (admin / IM LOGFAS M&T).

- **Professional Contacts:** Contacts with movement planners and LOGFAS M & T software operators at other NATO HQs, committees, agencies and operational HQ’s in ongoing operations.

Contacts with movement planners within his division as well as operational planners at the OF4/3 level in J3 Operations Division / J5 Plans and Policy Division.

Contacts with civil experts at NATO HQ level on availability of transport assets and movement infrastructure.

- **Contribution To Objectives:** Direct impact on the operational and movement planning of all ACO JFCs.

Direct impact on the ability of all ACO JFCs to maintain situational awareness on movement activities.

- **Supervisory Responsibilities:**
  - Lead small teams analyzing movement planning / execution data.
  - Coaches the staff assistant (admin / IM Logfas M&T).

There are no reporting responsibilities.

This post reports to:
  - OJS RLTP 0010 - Section Head (Movement and Transportation Plans) - OF-4

This post does not deputises anybody

This post is not deputised by anybody

7. Remarks

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

Notice to Move Statement.