

NHQ Sarajevo CIVILIAN JOB DESCRIPTION

PART I – JOB IDENTIFICATION

<u>POST NO:</u>	CI J2B 101	
<u>HQ / BRANCH / SECTION</u>	NHQ SARAJEVO / CHIEF SUPPORT/CHIEF OF STAFF (COS) / J2	
<u>/ UNIT:</u>	/ CI CELL	
<u>JOB TITLE:</u>	INTEL SPECIALIST	
<u>NATIONALITY:</u>	NATO Nation	
<u>DATE OF VALIDATION:</u>	01-Aug-2019	<u>SERVICE:</u> Civilian
<u>DUTY LOCATION:</u>	Sarajevo	<u>GRADE:</u> ICC-3

PART II – DUTIES

A. POST CONTEXT:

NATO HQ Sarajevo is charged with the responsibility to execute its mission specified in the current SACEUR Operation Plan 10501 for the Balkans Joint Operations Area. This includes providing advice and assistance to Host Nation authorities on the military aspects of defense reform in accordance with agreed priorities in the current Military Committee Direction and Guidance for Cooperation with BiH and as directed by the Allied Command Operations (ACO) chain of command. It also includes provision of support under agreed Berlin Plus arrangements to EUFOR and the shared authorities related to the General Framework Agreement for Peace in accordance with the delineation of tasks agreed between NATO and the EU.

The J2 Branch for Intelligence develops and maintains a combined joint intelligence capability to support the execution of the NATO HQ Sarajevo (NHQ Sa) mission and provide intelligence support to Commander NHQ Sa. Furthermore, it leads to develop a more effective, cooperative inter-agency intelligence structure in BiH, in order to maximize intelligence efforts and improve situational awareness.

The Intel Specialist is responsible to the J2 Intel/Security Coordinator and J2 Chief.

B. REPORTS TO:

CHIEF J2

C. PRINCIPAL DUTIES:

1. Responsible for managing all aspects of multiple, bilateral, information sharing relationships with foreign partners and identifying areas for increased engagement and information sharing, when appropriate.
2. Plans, implements and maintains databases for intelligence assignments required to process all-source material and the production of technical or operational intelligence.
3. Identifies intelligence gaps, specifies collection requirements to fill gaps, and develops analytical tools and methodologies to cope with the gaps.
4. Maintains liaison with personnel in other intelligence organizations and entities to discuss production requirements and provide information.

5. Collects, analyzes, interprets, evaluates and integrates complex data from multiple sources to assess the relevance and significance of developments.
6. Reads, sorts, and inputs all-source intelligence reporting within theater into Intel-FS Database. Moreover receives, coordinates response and answers to all Request for Information coming from other partner HQs within NATO wide system (EUFOR, KFOR, NATO HQ, SHAPE, JFC Naples, and NIFC).

D. ADDITIONAL DUTIES:

- May be required to undertake operational deployments and/or TDY assignments both within and outside NATO's boundaries.
- Performs other duties as assigned.

PART III – QUALIFICATION

A. ESSENTIAL QUALIFICATIONS

1. Professional Experience:

- Minimum three (3) years' experience as an intelligence analyst.
- Experience in counter-intelligence, intelligence, police or investigative work.

2. Education/Training:

- Certifications in counter intelligence, intelligence analysis, open source analysis, database management, and/or requirements management.

3. Security Clearance:

NATO SECRET

4. Language:

English: Very Good

5. Standard Automated Data Processing (ADP) Knowledge:

Word processing:	Intermediate knowledge
Spreadsheets:	Basic knowledge
Presentation:	Intermediate knowledge
Database:	Basic knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional Experience:

- Experience in a military and/or multinational environment, particularly in the Balkans theatre.
- Familiarity with political and security situation in Bosnia-Herzegovina and the Balkans, General Framework Agreement for Peace, stabilization and reform programs of the International Community in BIH, and international terrorism and international security issues (incl. local and transnational organized crime).
- Familiarity with Intel-FS Database.

2. Education/Training:

- Familiarization with NATO intelligence regulations and procedures.

3. Language:

English: Very Good

Bosnian / Croatian / Serbian: Good

4. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Advanced knowledge

Spreadsheets: Intermediate knowledge

Presentation: Advanced knowledge

Database: Intermediate knowledge

C. CIVILIAN POSTS

Personal Attributes:

Adherence to organizations policies and/or procedures. Seeks approval from correct authority for changes. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to mix easily with other people. Outgoing, participative. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor.

Problem Solving:

The work covers a single subject or a few similar well defined tasks of a routine or similar nature requiring minor decisions and a simple choice of an action. Requires evaluation and solving of routine, simple, similar repetitive problems.

Managerial Responsibilities:

Plans most daily work details within given priorities and under some regular supervision. May have direct supervision of one or more other staff members performing related work. Work may include a degree of planning and coordination, following clear rules and regulations.

Professional Contacts:

Regular professional contacts inside and/or outside immediate activity on functional matters. Solicits and gives information and provides advise/guidance. May negotiate at own level and should use initiative. These contacts, within designated levels of authority, could commit the organizational element to a course of action. Requires normal courtesy, understanding and tact in dealing with others.

Contribution to the Objectives:

The work covers many similar and/or dissimilar tasks which require analysis and research skills within the same subject area. Although clear guidance and standard rules/regulations are available, ability to analyze and solve problems is needed to deal with specific issues. Performance of duties directly impacts the objectives, efficiency, image and the financial resources of the HQ.

Impact of Work Environment:

The work environment has no direct negative effect on the work performed, such as a standard office environment.

D. REMARKS: