

CCOE JOB DESCRIPTION

Part I

PE Post No.: not applicable

Date: 21 July 2009

HQ/Unit: CCOE

Duty Location: Enschede, NLD

Branch: CIC Branch

Job Title: Intern

Nationality: n.a.

Authorised Rank/Grad: Civilian

Service: Civilian

Part II

A. Post Context:

The Concepts, Interoperability and Capabilities Branch (CIC) of the CCOE is to provide Subject Matter Expertise in the field of NATO Civil-Military Co-operation (CIMIC) in order to support the transformational and operational requests of the Strategic Commands, the Sponsoring Nations and other Customers.

This includes the in- and outhouse contribution to the development of CIMIC-Policy, -Doctrine and -Standards.

In order to fulfil this mission CIC considers the activities of NATO, crucial non-NATO actors like UN, EU, non-NATO Nations and essential Governmental (GO) and Non-Governmental Organisations (NGO) as well as develops the interfaces and relationships to other relevant military and civil functions.

The holder of the "intern" position performs in projects/studies/analysis and based on those provides CCOE/CIC inputs related to relevant CIMIC concepts.

B. Reports to: Branch Chief CIC

C. Principal Duties:

- Will contribute to research activities related to the subject "Environmental protection in CIMIC related environments";
- Will assist in providing a paper on the topic that has been researched, that can also be released on the CCOE website;
- Will be able to visit important contacts for interviews if necessary for the research;
- Assist, advice and contribute in the development and performance of seminars, conferences and workshops related to the internship subject if applicable;
- Will assist in the information management regarding the research topic, including contribution to the CCOE database;
- Support the CIC publishing-processes. (CCOE website, military magazines and civilian (academic) magazines related to the internship subject);
- Will contribute to the CCOE network on the internship subject as a point of contact towards academic networks.
- Contributes to the products of the CIC and Training & Education (T&E) Branch including lecturing during in-house courses and participating in brainstorm sessions or workshops if applicable.

D. Additional Duties:

As tasked by BC CIC

Part III

A. Essential Qualifications:

1. Professional/Experience:

None

2. Education/Training:

Either one but last or final year in a relevant discipline (Environmental Protection) at an Agricultural University or an Agricultural Higher Vocational Training Institute

3. Security Clearance:

National authorities are asked to ensure that security clearance is provided before the arrival of the incumbent. If the intern does not have a NATO security clearance, all security related issues will be escorted by an appointed supervisor with relevant security clearance.

4. Language (Listening, Speaking, Reading, Writing)

Mandatory: English

Proficiency SLP: 3333

The working language within CCOE is English.

5. Standard Automated Data Processing (ADP) Knowledge:

Microsoft Word: Basic Knowledge

Microsoft Excel: Basic Knowledge

Microsoft Power Point: Basic Knowledge

Microsoft Outlook: Basic Knowledge

B. Desirable Qualifications:

1. Professional/Experience:

Experience in environmental protection

Experience in project management

2. Education/Training:

Driver's license (B)

Reserve Officer Training

C. Remarks:

The duration of this internship will be three months.

For further details on internship at CCOE, please see CCOE's website: 'Internships/Trainees'.