



International Military Staff
Etat-Major Militaire International

Brussels - Belgium



NOMINATION PROCEDURE
EXPIRES AT 1200 HRS,
TUE 13 FEB 24

20 December 2023

IMSWM-0498-2023 (INV)

ALL MILITARY REPRESENTATIVES

NEXT DEAN, NATO DEFENSE COLLEGE (NDC) (NDC AXXX 0010)

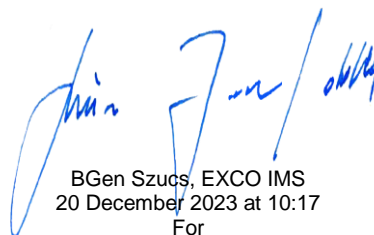
References:

- A. MC 0123/10 (Final), Policy Guidance for the NATO Defense College, 30 Apr 21.
- B. MC 0117/2 (Final), Procedure for the Selection and Extension of Tour of Officers for General/Flag Officer Posts in the International Military Staff and other NATO Bodies, 26 Nov 08

1. Dr. Christopher Schnaubelt (USA CIV), is due to complete his tour of duty as the Dean of the NDC at the end of Dec 24. This is a nationally funded civilian position with a category equivalent to Major General. The position carries a three-year appointment as outlined in Reference A.

2. In accordance with Reference B, you are invited to forward nominations for this post, together with Curriculum Vitae in the format specified in IMSSOP-4 (8th Edition). The Job Description for this post is at the **Enclosure**. In line with UNSCR 1325, full consideration should be given to qualified women for this senior position.¹

3. Nations are requested to submit their nomination to the Action Officer, via MCIS, by 1200, Tue 13 Feb 24.



BGen Szucs, EXCO IMS
20 December 2023 at 10:17
For

Janusz Adamczak
Lieutenant General, Polish Army
Director General
International Military Staff

¹ In accordance with the NATO Action Plan to mainstream UNSCR 1325 (IMSM-0039-2011), all MC documents shall include a reference to the Resolution when appropriate. All revised job descriptions for Quota posts and all calls for bids for Non-quota posts will make reference to the Resolution for all senior level post vacancies (OF-5 and above).



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Enclosure:

1. Job Description – NDC AXXX 0010, 15 Dec 23.

Copy to: IMS SDL CG; Commandant NDC; IMS-HRO; IPMR.

Originating Office: HR - EXCO-HR-MIL

Action Officer: MSgt D. Kurthen (5330) (TT+ 2023-08695)

Taxonomy: Organisation and Management Support (ORG) - ORG - Human Resources

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NATO DEFENSE COLLEGE (NDC) CIVILIAN JOB DESCRIPTION

Approval date: 15/12/2023

Post Title	Dean	PEA	NDC Commandant
Abbreviated Post Title		NATO Body-Post Location	NDC/Rome, Italy
Post Number	NDC AXXX 0010	Directorate	Academic
Post Category	NAT	Division	N/A
Rank or Rank Band (Nation)	A7/G24 (nationally funded) or equivalent	Branch	N/A
Security Clearance Level for Post	NATO SECRET	Section	N/A
Reports To	Commandant	NOCs	N/A
		Manage/ supervise	Direct reporting: 1x MA (OF-4); 2 x Directors (OF-6); 1 x Director 22 (A-5); Linguistic Section (1x 19 (L-4); 3x 18 (L-3)); 1x 8 (B-3) Staff Assistant. Whole Academic Directorate

1. Post Context/Post Summary.

The Dean is the functional head of all academic matters at the Directorate Level and responsible for assisting the Commandant in the execution of the College Mission; acting as a member of the Command Group and implementing its academic decisions; providing coordination and supervision of the academic Divisions and to the linguistic services.

The Dean provides advice to the Commandant on future plans, academic and management policies and engagement initiatives and issues; the Dean is responsible for maintaining cooperation with the Director of Enablement in order to deliver the NDC mission; the Dean assists the Commandant in establishing and maintaining close liaison with NATO HQ, NATO and Partner Nation ministries and other external bodies and organizations. The Dean is deputizing the Commandant in her/his absence.

The Office of the Dean includes a Military Assistant and a Staff Assistant.

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2. **Principal Duties.**

The Dean is the functional head of all academic matters in accordance with MC 123/10. The incumbent is responsible for:

- Assisting the Commandant in the execution of the College mission.
- Acting as a member of the Command Group, and implementing its academic decisions.
- Providing oversight and supervision of the academic directorates and advice to the Commandant on academic, political and diplomatic issues.
- Developing close co-operation with the Director of Enablement.
- Assisting the Commandant in establishing and maintaining close liaison with:
- NATO HQ to ensure that curricula development reflects current strategic, political and military thinking;
- NATO, PfP and MD/ICI Ministries to facilitate the attendance at the College of high-quality visitors, staff, course members and lecturers;
- NATO, PfP and MD/ICI defence and security institutes, including those of international organizations.
- Assisting the Commandant in establishing liaison with PfP, MD/ICI and Contact country ministries, defence and security institutes.
- Representing the Commandant as required.
- Chairing the Academic Council to oversee, promote, improve and develop academic planning, policy, curricula, evaluation and strategy, including the use of information sharing mechanisms, such as the Library and Advanced Distributed Learning; Coordinating the evaluation and assessment of Course Members, and making recommendations to the Commandant on their suitability for NATO appointments and appointment to the College staff.
- Ensuring the relevance, coherence, and quality control of the academic curricula.
- Undertaking such academic, diplomatic and other functions as the Commandant may direct.
- Taking part in seminars and other academic activities dedicated to security matters; and to be particularly informed and involved in NATO's Outreach Programmes.
- Chairs personnel selection boards for all academic positions.
- Assisting the Commandant in hosting visitors.
- Acting as first reporting officer for the Director Academic Operations Division, Director Academic Plans, Policy and Engagement Division, Director Research Division, and the Principal Interpreter.
- Providing academic guidance on:
- The Academic Advisory Board.
- College Research, including the Research Seminars and Fellows.
- The Conference of Commandants.
- Ensuring academic standards and quality control of education and training methods.
- Acting as Executive Vice President of the Anciens' Association and chairing the Executive Committee.

3. **Special Requirements and Additional Duties.**

Flexibility Clause: The incumbent may be required to perform other related duties as directed. 'Other duties' should be similar, albeit in a different organizational element,

to that which the individual normally works.

4. **Essential Qualifications.**

- a. Professional/Experience.
 - Experience in planning of academic or comparable education.
 - University teaching and research experience.
 - Wide experience at senior policy level in Foreign/External Affairs, Defence Ministry or National War College or Defence College.
 - Wide experience in international, and preferably NATO, politico-military affairs with Extensive background in international political-military affairs, in particular a strong grasp of transatlantic security issues.
- b. Education/Training.
 - A Ph.D. in International Relations, Security Studies, Political Science or similar field.
 - A sound record of publications (if an academic) or senior level government experience.
 - Managerial experience is mandatory.
 - Standard Automated Data Processing (ADP) - working knowledge of Microsoft Office Applications.
- a. Language Requirements.
 - English SLP 4444 – STANAG 6001.

5. **Desirable Qualifications.**

- b. Professional/Experience.
 - Extensive curriculum development and senior management experience in civilian Universities or senior military training and education institutions.
 - Working experience in international organizations.
- c. Education/Training.
 - Ancien of NDC. Prior military service or work with military personnel or institutions.
- d. Language Requirements.
 - Working knowledge of French and knowledge of Italian.

6. **Attributes/Competencies.**

Personal Attributes.

Comfortable in an academic environment and consensus-building leadership style needed to obtain results from international faculty and researchers needing freedom to innovate. Excellent meeting manager, willing to delegate authority through senior subordinates. Ability to speak in front of large audiences and senior officials at short notice. Capability of working cooperatively in an international environment with different cultures, languages and work ethics.

Managerial Responsibilities.

Oversees the academic work of two flag rank officers, the Director of Academic Operations Division and the Director of Academic Planning, Policy, and Engagement Division; as well as the civilian Director of the Research Division, the civilian Head of the Linguistic Services Branch, and a faculty and research staff of some 30 senior officers and civilians and a supporting staff of some 20 permanent NATO personnel.

Professional Contacts.

Senior NATO officials; academic colleagues in many other defence colleges and institutes, professors and lecturers needed to support NDC's curriculum.

Contribution to the Objectives.

The Dean is the manager, planner and motivator of all academic, research, and engagement programmes of the NATO Defense College.

7. REMARKS.

Hand-over Period.

5 working days

Work Environment.

May be required to work outside routine office hours and travel as part of the assignment.

MANUEDDU Simona

From: Central Registry
Sent: Thursday, January 11, 2024 4:43 PM
To: OESTRUP-MOELLER Jan
Cc: Central Registry
Subject: IMSWM-0498-2023 (INV): NEXT DEAN, NATO DEFENSE COLLEGE (NDC) (NDC AXXX 0010)

Classification: NATO UNCLASSIFIED Releasable to SWEDEN

Good afternoon,
Please find herewith the link to the document at subject.

[20231220 NU NDC-0080-INC-IMSWM-0498-2023 \(INV\)-NextDEAN NDC \(NDC AXXX 0010\).pdf](#)

Regards,



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Réduisons les courriels – Merci de votre attention – Ne vous obligez pas à répondre simplement pour accuser réception ou remercier.