

NATO/KFOR UNCLASSIFIED
CIVILIAN JOB DESCRIPTION
HQ KFOR
PRISTINA, KOSOVO
HUMAN RESOURCES MANAGEMENT OFFICE

PART I – JOB IDENTIFICATION

<u>Post no.:</u>	KHQ ICX 0060		
<u>Headquarters:</u>	HQ KFOR		
<u>Branch:</u>	J2		
<u>Section:</u>	COLLATION MANAGEMENT SECTION		
<u>Unit:</u>			
<u>Job title:</u>	COLLATION ANALYST		
<u>Nationality:</u>	NATO Nation		
<u>Date of validation:</u>	10-Dec-18	<u>Service:</u>	Civilian
<u>Duty location:</u>	Pristina	<u>Grade:</u>	ICC-4

PART II – DUTIES

A. POST CONTEXT:

The J2 Branch develops and maintains an intelligence capability to support execution of the KFOR mission including the provision of situational awareness for COMKFOR and HQ KFOR.

The Collation Management team maintains a theatre-wide intelligence database by using the Intel - FS, in order to provide HQ KFOR, the MNBGs, JRDs, MSU (Multinational Specialized Units), and other International Organizations with basic intelligence and a large variety of basic intelligence products. The data collated by the CJ2 Collation Analysts provides to the end user a common data set, from where they can retrieve the information in a timely and efficient manner.

B. REPORTS TO:

ICM AND INTEL SYSTEMS MANAGER

C. PRINCIPAL DUTIES:

1. Collates the raw intelligence information into the ACO (Allied Command Operation) intelligence database.
2. Manages and up-dates larger database and containing word documents, images, power point presentations and spreadsheets related to political, criminal, military, paramilitary and law enforcement structures as well as individual organizations, units, persons and events throughout Kosovo. The cell is also responsible for supporting the other sections within the J2 branch in creating their intelligence products if and when requested. This support includes utilizing and sharing the cell's expert knowledge in the various intelligence tools used by J2 with the various sections within the J2 branch. Enforce the direct methodology as representatives of the theatre Quality Control element.
3. Manages and maintains ACO intelligence database and the NATO I2 (Link Analysis/Ibridge) connection to the database.

4. Provides expertise and mentoring to sections within J2, to NICs, to FVUs (Force Vetting Units) and in managing the database by developing routine and ad hoc queries on JOIIS database and I2 Analyst Notebook as required
5. Collaborates with EUOCI, the NICs, ACCI in order to disseminate information and attain updated intelligence and collate it in the ACO database.
6. Supports COMKFOR, Chief J2, KIFC, KFOR LEGAD, POLAD and to other Int. Organizations with basic intelligence products as per ACO AD 65-13 (Standing Policy & Procedures for Intelligence Production Management).

D. ADDITIONAL DUTIES:

- Act as an account manager for Intel-FS in the absence of CIS POC;
- Train CJ2 personnel in order to fill the gap of trainers provided by NCIA in theatre;
- Provide additional Intelligence Systems Support as directed by Collation/Intel Systems Chief;
- May be required to undertake operational deployments and/or TDY assignments both within and outside NATO's boundaries;
- Performs other related duties as assigned.

PART III – QUALIFICATION

A. ESSENTIAL QUALIFICATIONS:

1. Professional Experience:

- Minimum 5 years of progressively responsible experience in Intelligence, Counter Intelligence and Security management, preferably in a police/military context.

2. Education / Training:

- Junior College or Post-secondary education leading to a qualification in one of the following areas: international studies; international relations; political studies; political science; intelligence or security management. College-education may be substituted by commensurate military/civilian training in Intelligence, Counter-Intelligence and Security methods, research and analysis.

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: Intermediate knowledge

B. DESIRABLE QUALIFICATIONS:

1. Professional Experience:

- Previous experience in a military and/or multinational environment, particularly in the Balkans theatre, is highly desirable.
- Experience with collation.

2. Education / Training:

- University Degree in one of the following areas: international studies; international relations; political studies; political science; intelligence or security management.
- A police or military academy degree.
- Formal professional training in intelligence concepts, procedures, methods and tools.
- Completion of Link Analysis, JOIS, Intel – FS, NITB Training.

3. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Advanced knowledge

Spreadsheets: Intermediate knowledge

Presentation: Advanced knowledge

Database: Advanced knowledge

C. CIVILIAN POSTS:

Personal Attributes:

Adherence to company and/or procedures. Seeks approval from correct authority for changes. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest.

Problem Solving:

The work covers many similar or dissimilar tasks which normally require personal, intellectual and technical skills. The work may have many aspects, but is closely linked within the same subject area.

Problems broadly similar in nature with differing situations often raising new issues require solutions involving interpretative thinking, analysis and choice of a decision among several possible courses of action.

Managerial Responsibilities:

Plans most daily work details within given priorities and under some regular supervision. Work may include a degree of planning and coordination, following clear rules and regulations. Responsible for managing the ACO database.

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.

D. REMARKS: