

Intern's tasks - Command Group - ExCo Office

1. Job Context

The Office of the Commandant is supported by personal staff which includes a Military Assistant, Aide-de-Camp (ADC), Staff Assistant and Driver. The Office of the Commandant is supported directly by the Office of the Executive Coordinator (EXCO), the Public Affairs Office, and the Assessment and Lessons Learned Office (ALLO). The EXCO role is to interact with the Office of the Commandant, the Office of the Dean and Director of Enablement to coordinate aspects of the Academic and Enablement Directorates of the College and College-wide calendar, correspondence and task management systems and thereby providing an accessible working-level point of contact for IMS/IS at NATO HQ and for other external agencies. The EXCO supervises the Central Registry as part of an Information and Knowledge Management (IKM) function

2. Job Description

Under direct supervision of EXCO, the Intern performs the following functions:

- Contribute to cross-divisional projects on internal planning processes and aid in NDC planning conferences
- Participate and be responsible for drafting and distribution of minutes on internal meetings.
- Support the IKM on developing/updating relevant documentation and processes.
- Support the ALLO in developing surveys and follow-up on feedback data from both NDC courses and internal as necessary.
- Prepare Command Group Meetings, office calls and official visits with relevant documentation and other tasks.
- Support the Front Office and IKM with ad hoc tasks.
- Assist the ADC in preparing travels for the CMDT.
- Support EXCO in developing the internal NDC tasking process.
- A very good level of English language proficiency is required. Knowledge of Italian is highly appreciated