

26579 - EM Operations (EMO) Discipline Coherence Officer

Location: Oeiras, Portugal.

Period: 610 (start on 12 Oct. 2026)

Deadline: 21 Sep. 2026

Duties/Roles:

- Integrating the new EMO Strategic Training Plan (STP), into all relevant follow-up actions and subsequent development activities as directed by the DDO Coherence Officer;
- Draft the EMO Baseline Report under the guidance of the DDO Coherence Officer;
- Supporting the development of the new EMO Training Requirements Analysis (TRA) and the accompanying TRA Report;
- Planning and executing the initial Training Needs Analysis (TNA) required to fill initial E&T gaps identified in the TRA report;
- Identifying and developing the EMO CoI and Target Audiences across NATO HQ, ACO, ACT, NCS, NFS, ETFs;
- Establishing initial communication and synchronization with other disciplines to address identified gaps and prevent potential cross-functional redundancies or duplications;
- Planning and executing the inaugural Kick Off Meeting and Training Requirements Analysis Workshop (KOMTRAWS);
- Participating in the 2026 NITEC/IPB;
- Developing the monthly Situation Reports to HQ SACT, and the quarterly HQ SACT Programme of Work reports.

Skills, Knowledge, Experience Required:

Mandatory:

- The candidate must have a currently active NATO SECRET security clearance;
- Higher vocational training in a relevant discipline with a minimum of 3 years of post-related experience; or secondary education with a minimum of 5 years of post-related experience;
- At least 3 years' experience in the EMO domain, including the development, delivery, or management of EMO-related Education and Training;

- At least 3 years' experience with NATO's Global Programming Approach and the Systems Approach to Training (SAT) or equivalent training development methodologies;
- Proficient in the use of office automation tools, particularly Microsoft Office applications, including SharePoint and workflow tools;
- Experience working with Learning Management Systems (LMS) and web conferencing platforms;
- A minimum of 3 years of professional experience in the development, delivery, or evaluation of training programmes;
- Demonstrated competence in instructional techniques and in the development of training requirements, including Training Needs Analysis (TNA) and Performance Objectives (Pos);
- Fluency in English, with the ability to read and produce technical, procedural, and user documentation;
- Experience in organizing and executing conferences, workshops, or small professional events;
- Conceptual and practical knowledge of military CIS, complemented by experience delivering training within a military environment;
- Minimum of three years of experience in Quality Assurance (QA) within an Education and Training context;
- Previous experience working in an international environment comprising both military and civilian personnel.

Required Level of Security Clearance:

NATO SECRET.