

EUROCOR NON CLASSIFIE
RELEASABLE TO EU/NATO

PART I

<u>POST NUMBER:</u>	DOS-05-02	<u>DATE:</u>	12/11/2025
<u>HQ/UNIT:</u>	HQ EUROCORPS / CG / DOS / BRIEF CENTER	<u>DUTY LOCATION:</u>	STRASBOURG
<u>JOB TITLE:</u>	MAINTENANCE AND DEVELOPMENT MANAGER	<u>NATIONALITY:</u>	FN
<u>SERVICE:</u>	CIV	<u>AUTHORISED RANK:</u>	CIV

PART II – PE DUTIES

A. Post Context.

Acts as Deputy to the Chief Conference Centre, consisting of Briefing Centre and Multi-Functional Building, thus responsible for the general functioning as a whole, managing all aspects to enable briefings and VTCs for or by the HQEC. He/she is the financial POC for the management of the budget Briefing Centre and Multi-Purpose Building. He/She works in the area of conference centre budget planning, equipment maintenance management, and BC development and investment project management. The incumbent on this position is responsible for ensuring the continuity of BC performance and development in conditions of constant rotation of military personnel in other BC positions.

B. Reporting Chain.

He/She reports to Chief Briefing Center.

C. Principal Duties.

He/She is responsible for :

- planning and implementation of financial resources required to ensure the delivery of BC's mission ;
- developing small and medium scale projects to increase the capacity of the BC to provide audio-visual services for EC Headquarters ;
- providing support and expertise in the planning, preparation and implementation of major EC audio-visual service projects ;
- supporting the strengthening of Eurocorps' visibility at local level ;
- planning and overseeing the maintenance and upgrading of static and portable audio-visual infrastructure of HQEC ;
- managing BC facilities/audio-visual resources for events.

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Proactively brings in new ideas and initiatives aimed at improving audio-visual services and optimize the internal BC processes.

D. Additional Duties.

- He/She is responsible for the both briefing centre buildings (Bldg. 074 and 97 inside GSS) in the absence of the Chief of the Briefing Centre.
- He/She takes part in setting up and managing the briefing rooms and translation cabins, as well as the control room „Régie“ for major events.
- He/She performs other duties as directed by Chief Briefing Center.

PART III – QUALIFICATIONS

A. Essential Qualifications :

1. Professional/Experience :

The incumbent must:

- Have at least two years' experience in the field.
- Have a good knowledge of audio-visual technical issues.
- Be able to demonstrate precision and attention to details.
- Be able to demonstrate customer focus and customer service skills.
- Possess a working knowledge of current office software packages (MS Office).

2. Education/Training :

Bachelor or equivalent with at least two years' experience in a related position.

3. Security Clearance :

NATO SECRET and SECRET EU / EU SECRET

National authorities are asked to ensure that security clearance is provided before the arrival of the individual.

4. Language :

Mandatory: English: 2222 French: 3333

5. Standard Automated Data Processing (ADP) Knowledge:

<u>Word Processing:</u>	Working Knowledge	<u>Spreadsheet:</u>	Advanced Knowledge
<u>Graphics presentation:</u>	Advanced Knowledge	<u>Database:</u>	Not required

B. Desirable Qualifications :

1. Professional :

Proven expertise on project management.

Extensive knowledge about operating on audiovisual equipment, troubleshooting and maintenance.

Ability to handle PC software (word, powerpoint, photoshop).

Experience in managing of a briefing centre.

2. Education/Training :

Bachelor or equivalent or secondary education with at least four years' experience in a related position.

3. Language :

Skills in any other language of the HQ EC Framework Nations.

C. Civilian Post:

1. Personal Attributes:

Strong capacity for anticipation and planning in demanding environments.

Discretion, reliability and a sharp sense of responsibility.

Ability to build trustful relationship and turn constraints into solutions.

Proactive mindset, with the ability to take initiative and generate new projects that serve institutional priorities.

2. Managerial Responsibilities:

Lead and coordinate technical teams while ensuring their professional development.

Oversee the preparation and seamless execution of strategic audiovisual systems.

Ensure alignment between operational, security and institutional requirements.

Foster a shared culture of excellence within the team.

3. Professional Contacts:

Act as a trusted counterpart to senior command, diplomatic corps and international partners.

Ensure effective communication and coordination across multiple services in sensitive and demanding contexts.

Serve as a discreet structuring point of contact, guaranteeing smooth interactions.

4. Contribution to the Objectives:

Support the institution's visibility and reputation through flawless event and technical delivery.

Act as a source of new initiatives, bringing forward innovative projects that strengthen capabilities and enrich institutional missions. Turn each project into a driver of cohesion, diplomacy and outreach.

Ensure that strategic intent is clearly understood, shared and effectively carried forward among all stakeholders.

5. Work Environment:

Normal office working environment.

D. Remarks:

The hand-over period should last at least one week, two preferably.

Validated by:

ACOS G1