

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01.06.15	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-4/5 or Civilian equivalent
POST NO: CB 001	JOB TITLE: CAPABILITIES BRANCH CHIEF	
BRANCH: CAPABILITIES	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>A Staff Officer or Civilian equivalent with extensive knowledge and broad experience with international and interagency related issues, including Crisis Management and Disaster Response, and with a previous experience in National or NATO Staff.</p> <p>Previous experience with activities and issues related to organization's capability-building.</p> <p>He/ She should have all-round qualities which make him/her a good leader, capable of making serious decisions and carrying out substantial responsibility. He/she should possess the leadership and diplomacy skills necessary to unite and direct the efforts of a multinational team.</p>
EDUCATION/TRAINING	<p>Defence College, Staff Course or Higher education in Social and Political Science;</p> <p>Crisis management and disaster response related courses.</p>
SECURITY CLEARANCE	NATO SECRET; EU SECRET

	National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.
LANGUAGE	ENGLISH 3333 as STANAG 6001 or civilian equivalents; If there is no candidate with the required level of STANAG-6001 (3-3-3-3), as an exception, could be nominated another candidate, but no less than 1 level down
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating System and Common Office Package. Knowledge of other special software is an advantage.

2. DESIRABLE

PROFESSIONAL EXPERIENCE	Previous experience in international organisation or NATO staff; Previous experience in multinational operations/activities; A working knowledge of presentation, spreadsheet and data base applications would be an advantage; Previous experience in the CMDR domain is an advantage.
EDUCATION/TRAINING	NATO Staff Officer Orientation Course NATO Public Affairs Course
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The Capabilities Branch Chief works in close coordination with the other branches in order to meet the CMDR COE capability requirements.
REPORTS TO	CMDR COE Director
PRINCIPAL DUTIES	Works with all matters regarding overall organisation

	<p>capabilities of CMDR COE, as well as future operational concepts/doctrine and associated capabilities.</p> <p>Works for the development and adoption of the Centre's annual Program of Work (POW) and controls its implementation as directed by CMDR COE Director;</p> <p>Manages and directs the Sections in the Capabilities Branch in cooperation with the respective Section Heads;</p> <p>In cooperation with the Transformation Branch, contributes to the development and revision of CMDR Concepts, SOPs, and SOIs;</p> <p>Ensures CMDR COE personnel participation in activities at NATO level and/or other relevant organisations;</p> <p>Provides briefings and comments on capability issues at the operational and tactical level;</p> <p>Plans and organises a resources library;</p> <p>Plans and coordinates the participation of the Centre in projects;</p> <p>Plans and organizes the issuing of CMDR COE media products.</p>
ADDITIONAL DUTIES	Performs other duties as directed.