JOB DESCRIPTION

PART I: POST DEFINITION

DATE:	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: NATO	**SERVICE:** ANY	**RANK/GRADE:** OF-4/5 or Civilian equivalent
POST NO: PLDS 005	**JOB TITLE:** PUBLICATIONS, LIBRARY AND DATABASE SECTION HEAD	
BRANCH: CAPABILITIES	**SECTION:** PUBLICATIONS, LIBRARY AND DATABASE SECTION	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	Extensive knowledge and broad experience with crisis management and disaster response related issues, including crisis and disaster response operations. Previous work in the area of public relations, massmedia and library database. 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.
EDUCATION/TRAINING	Staff College / Higher education of Social and Political Science. Crisis management and disaster response related courses.
SECURITY CLEARANCE	NATO SECRET National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.

LANGUAGE	ENGLISH SLP 3333 as STANAG 6001 or all civilian equivalents;
	If there is no candidate with the required level of STANAG-6001 (3-3-3-3), as an exception, could be nominated other candidate, but no less than 1 level down
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating System and Office Package. Knowledge of other special software is an advantage.

2. DESIRABLE

PROFESSIONAL EXPERIENCE	Previous experience in multinational operations/activities.
	Previous experience in the CMDR domain is an advantage.
EDUCATION/TRAINING	NATO Public Affairs Orientation Course;
	Public Relations
	Skills of Adobe (Photoshop, Illustrator) and Corel Products.
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The major function of the Publications, Library and Database Section Head is to direct and organise the activities of the Section and to contribute to the overall work of the Capabilities Branch.
	He/ She is responsible to the Capabilities Branch Chief for the smooth, effective and efficient organisation and functioning of the Publications, Library and Database Section;
	He/ She is to ensure that the Publications, Library and Database Section supports the Capabilities Branch in its tasks and activities.
REPORTS TO	Capabilities Branch Chief
PRINCIPAL DUTIES	He/ She is in charge of organising activities for choosing propaganda materials, editing for publication and giving proposals for printing CMDR COE publications and sharing database.

	He/ She is responsible for maintaining the CMDR COE academia library in cooperation with the other branches of the Centre.
	He/ She is responsible for managing and maintaining the CMDR COE database and for ensuring its adequacy.
	Supports the process of analysing and sharing lessons learned, best practices and academic information related to CMDR COE engagements;
	Liaises with related NATO bodies and national/international academic institutions, and governemental agencies, and non-governmental organizations.
ADDITIONAL DUTIES	Performs other duties as directed.