

## **JOB DESCRIPTION**

### **PART I: POST DEFINITION**

<b>DATE:</b>	<b>UNIT/HQ:</b> CMDR COE	<b>LOCATION:</b> SOFIA
<b>NATIONALITY:</b> BGR	<b>SERVICE:</b> ANY	<b>RANK/GRADE:</b> OF 3/4 or Civilian equivalent
<b>POST NO:</b> PLDS 006	<b>JOB TITLE:</b> PUBLICATIONS, LIBRARY AND DATABASE EXPERT	
<b>BRANCH:</b> CAPABILITIES	<b>SECTION:</b> PUBLICATIONS, LIBRARY AND DATABASE SECTION	

### **PART II: QUALIFICATIONS**

#### **1. ESSENTIAL**

<b>PROFESSIONAL EXPERIENCE</b>	<p>Extensive knowledge and broad experience with crisis management and disaster response related issues, including crisis and disaster response operations.</p> <p>Previous work in the area of public relations, massmedia and library database.</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.</p>
<b>EDUCATION/TRAINING</b>	<p>Staff College / Higher education of Social and Political Science.</p> <p>Crisis management and disaster response related courses.</p>
<b>SECURITY CLEARANCE</b>	<p>NATO SECRET; EU SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>
<b>LANGUAGE</b>	<p>ENGLISH 3333 as STANAG 6001 or civilian equivalents;</p> <p>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</p>
<b>COMPUTER SKILLS AND COMPETENCES</b>	<p>Compulsory: Common Operating System and Common Office Package. Knowledge of other special software is</p>

	an advantage.
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## 2. DESIRABLE

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

## PART III: PEACETIME DUTIES

<b>FUNCTIONAL STATEMENT</b>	<p>The major function of the Publications, Library and Database Expert is to support the issuing of CMDR COE publications and to maintain the CMDR COE library and database.</p> <p>He/ She should support the Capabilities Branch in its tasks and activities.</p>
<b>REPORTS TO</b>	Publications, Library and Database Section Head
<b>PRINCIPAL DUTIES</b>	<p>He/ She organises collection of propaganda materials and supports printing of CMDR COE publications and sharing database.</p> <p>He/ She is responsible for maintaining the CMDR COE library in cooperation with the other branches.</p> <p>He/ She is responsible for managing and maintaining the CMDR COE database and for ensuring its high quality.</p> <p>Supports the process of analysing and sharing lessons learned, best practices and academic information related to CMDR COE engagements;</p> <p>Liaises with related NATO bodies and national/international academic institutions, and governmental agencies, and non-governmental organisations.</p>
<b>ADDITIONAL DUTIES</b>	Performs other duties as directed.