

JOB DESCRIPTION

PART I: POST DEFINITION

DATE:	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF 3/4 or Civilian equivalent
POST NO: PLDS 007	JOB TITLE: PUBLICATIONS, LIBRARY AND DATABASE EXPERT	
BRANCH: CAPABILITIES	SECTION: PUBLICATIONS, LIBRARY AND DATABASE SECTION	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<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>
EDUCATION/TRAINING	<p>Staff College / Higher education of Social and Political Science.</p> <p>Crisis management and disaster response related courses.</p>
SECURITY CLEARANCE	<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>
LANGUAGE	<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>
COMPUTER SKILLS AND COMPETENCES	<p>Compulsory: Common Operating System and Common Office Package. Knowledge of other special software is</p>

	an advantage.
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2. DESIRABLE

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

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<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>
REPORTS TO	Publications, Library and Database Section Head
PRINCIPAL DUTIES	<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>
ADDITIONAL DUTIES	Performs other duties as directed.