

JOB DESCRIPTION

PART I: POST DEFINITION

DATE:	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-4/5 or Civilian equivalent
POST NO: PPS 002	JOB TITLE: HEAD OF PLANNING AND PROJECTS SECTION	
BRANCH: CAPABILITIES	SECTION: PLANNING AND PROJECTS SECTION	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience with planning and projects development related issues, including crisis and disaster response operations, and with previous experience in National or NATO Staff.</p> <p>Previous experience with organisation's capabilities development issues and planning.</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>Staff College / Higher education of Social and Political Science.</p> <p>Crisis management and disaster response related courses, including crisis and disaster response operations.</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	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 other 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 multinational operations/activities. Experience with NATO JALLC PROJECT APPROACH. Previous experience in the CMDR domain is an advantage.
EDUCATION/TRAINING	NATO Staff Officer Orientation Course Certification in PRINCE2 project management methodology.
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The major function of the Planning and Projects Section Head is to direct and organise the activities of the Section and to contribute to the overall work of Capabilities Branch. He/ She is responsible to the Capabilities Branch Chief for the smooth, effective and efficient organisation and functioning of the Planning and Projects Section; He/ She is to ensure that the Planning and Projects Section supports Capabilities Branch in its tasks and activities. He/ She is responsible for developing and/or improving policies and standards by carrying our research and studies in the area of capabilities planning.
REPORTS TO	Capabilities Branch Chief
PRINCIPAL DUTIES	He/ She is responsible to the Capabilities Branch Chief for the smooth, effective and efficient organisation and

	<p>functioning of the Planning and Projects Section;</p> <p>Carries out research, analysis and evaluation related to capabilities planning and project issues.</p> <p>Advises and assists the Capabilities Branch Chief in directing and organising the activities related to the capabilities planning process and management of projects.</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.