

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: PPS 004	JOB TITLE: PLANNING AND PROJECTS SECTION EXPERT	
BRANCH: CAPABILITIES	SECTION: PLANNING AND PROJECTS	

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	<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 an advantage.</p>

2. DESIRABLE

PROFESSIONAL EXPERIENCE	<p>Previous experience in multinational operations/activities.</p> <p>Knowledge of NATO JALLC PROJECT APPROACH.</p> <p>Previous experience in the CMDR domain is an advantage.</p>
EDUCATION/TRAINING	<p>Certification in PRINCE2 project management methodology.</p>
LANGUAGE	<p>N/A</p>

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>The major function of the Planning and Projects Section Expert is to work with capabilities planning issues and project development of practical and theoretical nature.</p> <p>He/ She should contribute through quality work to the effective functioning of the Planning and Projects Section and the Capabilities Branch.</p> <p>He/ She should support Capabilities Branch in its tasks and activities.</p> <p>He/ She is responsible for developing and/or improving policies and standards by carrying out research and studies in the area of capabilities.</p>
REPORTS TO	<p>Planning and Projects Section Head</p>
PRINCIPAL DUTIES	<p>He/she is responsible for the effective and efficient management of plans and projects and for ensuring the cooperation with other branches from CMDR COE.</p>

	<p>Carries out research, analysis and evaluation related to capabilities planning issues and project development.</p> <p>Advises and assists the Planning and Projects Section Head in organising the activities related to the planning process and project development.</p> <p>Supports the process of analysing and sharing lessons learned, best practices and academic information related to crisis management and disaster response;</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.