

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01 JUNE 2015	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OR – 8/7
POST NO: AS 012	JOB TITLE: CHIEF OF ADMINISTRATIVE SECTION	
BRANCH: SUPPORT	SECTION: ADMINISTRATIVE	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience administrative issues.</p> <p>Candidate must possess strong analytical and critical-thinking skills, excellent communications skills and a special attention to the administrative details. Ability to deals with various tasks in a fast changing environment is essential.</p> <p>He / She should have all-round qualities which make them capable of taking serious decisions and carrying out substantial responsibility.</p>
EDUCATION/TRAINING	Graduate of Military NCO's school/college or equivalent.
SECURITY CLEARANCE	<p>NATO 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 2 2 2 2 in STANAG 6001</p> <p>If there is no candidate with the required level of STANAG-6001 (2-2-2-2), by exception, could be nominated other candidate, but no less than 1 (one) level down.</p>
COMPUTER SKILLS AND COMPETENCES	<p>Compulsory: Common Operating System and Common Office Package.</p> <p>Knowledge of special software products is an advantage.</p>

2. DESIRABLE

PROFESSIONAL EXPERIENCE	<p>Previous experience in multinational operations/ activities.</p> <p>A working knowledge of presentation, spreadsheet and data base applications would be an advantage.</p> <p>Previous experience in the CMDR domain is an advantage.</p> <p>CIS proficiency is in advantage.</p>
EDUCATION/TRAINING	<p>Crisis Management and Disaster Response, including Crisis and Disaster Response Operations related courses</p>
LANGUAGE	<p>N/A</p>

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>Chief Administrative of Section works in close coordination with the other Branches in order to meet the CMDR COE administrative issues.</p>
REPORTS TO	<p>Chief of Support Branch</p>
PRINCIPAL DUTIES	<p>Within delegated authority, the Chief of Administrative Section will carry out the following duties:</p> <p>Coordinates actions with respect to actions related to the administration activities;</p> <p>Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports;</p> <p>Undertakes research on a range of HR related issues and assists in the preparation of notes/reports;</p> <p>Prepares written response to queries concerning all administrative related matters;</p> <p>Monitors all activities related to the transportation of personnel of CMDR COE;</p> <p>Identifies diverse arising issues and proposes appropriate actions in order to be resolved for short terms.</p> <p>Maintains files and databases of incoming and outgoing correspondence and the administrative documents concerning CMDR COE daily activities.</p>
ADDITIONAL DUTIES	<p>Performs other duties as directed.</p>