

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01 JUNE 2015	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: CIVILIAN
POST NO: AS 013	JOB TITLE: ADMINISTRATIVE SPECIALIST	
BRANCH: SUPPORT	SECTION: ADMINISTRATIVE	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience with logistics, as well as administrative issues.</p> <p>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 rapidly changing environment is essential.</p> <p>Should have all-round qualities. He/she has to be capable to propose of thoughtful proposals and to bear significant responsibility about his proposal and further actions.</p>
EDUCATION/TRAINING	Advanced university degree (Master's degree or equivalent).
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 1111 in STANAG 6001/ALSPT over 75 points, or equivalent
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	Previous experience in the CMDR domain is an advantage.
EDUCATION/TRAINING	Master's degree in national security
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	Administrative specialist works in close coordination with the other Branches in order to meet the CMDR COE transport needs.
REPORTS TO	Chief of Support Branch and Chief of Administrative Section
PRINCIPAL DUTIES	<p>Within delegated authority, the Administrative specialist will carry out the following duties:</p> <p>Monitors all activities related to the transportation of personnel of CMDR COE;</p> <p>Provides ticket booking for all kind of transport in coordination with FINCON;</p> <p>Plans and coordinates the CMDR COE's vehicles' using and maintenance;</p> <p>Prepares NATO travel orders of the CMDR COE personnel for TDY;</p> <p>Develops Transportation plans;</p> <p>Prepares reports for consumed POL and required technical maintenance of the CMDR COE vehicles;</p> <p>Coordinates with contractors implementation of the agreed conditions in the contracts for rented vehicles as well as movement related matters;</p> <p>Ensures that safe, efficient and effective movement support is provided to meet operational and administrative requirements.</p>
ADDITIONAL DUTIES	Performs other duties as directed.