

## **JOB DESCRIPTION**

### **PART I: POST DEFINITION**

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

### **PART II: QUALIFICATIONS**

#### **1. ESSENTIAL**

<b>PROFESSIONAL EXPERIENCE</b>	<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>
<b>EDUCATION/TRAINING</b>	Advanced university degree (Master's degree or equivalent).
<b>SECURITY CLEARANCE</b>	<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>
<b>LANGUAGE</b>	ENGLISH 1111 in STANAG 6001/ALSPT over 75 points, or equivalent
<b>COMPUTER SKILLS AND COMPETENCES</b>	<p>Compulsory: Common Operating System and Common Office Package.</p> <p>Knowledge of special software products is an advantage.</p>

## 2. DESIRABLE

<b>PROFESSIONAL EXPERIENCE</b>	Previous experience in the CMDR domain is an advantage.
<b>EDUCATION/TRAINING</b>	Master's degree in national security
<b>LANGUAGE</b>	N/A

### PART III: PEACETIME DUTIES

<b>FUNCTIONAL STATEMENT</b>	Administrative specialist works in close coordination with the other Branches in order to meet the CMDR COE transport needs.
<b>REPORTS TO</b>	Chief of Support Branch and Chief of Administrative Section
<b>PRINCIPAL DUTIES</b>	<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>
<b>ADDITIONAL DUTIES</b>	Performs other duties as directed.