

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 014	JOB TITLE: ADMINISTRATIVE SPECIALIST	
BRANCH: SUPPORT	SECTION: ADMINISTRATIVE	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience concerning logistics and 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 fast 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	NATO SECRET, EU SECRET National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.
LANGUAGE	ENGLISH 1111 in STANAG 6001, or equivalent
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating System and Common Office Package. Knowledge of special software products is an advantage.

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 within the Support Branch in order to meet the CMDR COE support needs.
REPORTS TO	Chief of Support Branch, Chief of Logistic section and Chief of Administrative Section
PRINCIPAL DUTIES	<p>Within delegated authority, the Administrative specialist will carry out the following duties:</p> <p>Identifies diverse arising issues and proposes appropriate actions in order to be resolved for short terms.</p> <p>Keeps records of all CMDR COE supplies;</p> <p>Accepts and keeps request forms, verifies availability of requested items and reports to Logistic Section Head about their availability in warehouse;</p> <p>Keeps routine correspondence to respond of enquiries concerning relevant administrative matters;</p> <p>Maintains files and databases of incoming and outgoing correspondence and the administrative documents concerning Support Branch daily activities.</p>
ADDITIONAL DUTIES	Performs other duties as directed.