JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01 JUNE 2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-3/4
POST NO: CIS 006	JOB TITLE: CIS EXPERT	
BRANCH: SUPPORT	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	System administrator level with particular experience in the Microsoft Environment: Server, SQL server, Office.
	MCSE certified
	Linux Systems Administration an advantage
	Networking Expert with advanced knowledge of Structured Cabling, Ethernet, TCP/IP, Switches/Routers.
	Experience in VPN, Firewall, WAN /LAN and VSAT technologies.
	Particular skills in fault finding technical problems and developing solutions.
	Knowledge of the operating systems and application development environments to include programming languages and relational database systems that are currently used for modern information systems applied to building WEB oriented application.
EDUCATION/TRAINING	Graduate of Defence Staff College G.S.Rakovski or equivalent.
	Advanced university degree (Master's degree or equivalent) in Telecommunications, Information Systems and Technology.
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 2222 in STANAG 6001
	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.
COMPUTER SKILLS	Compulsory: Common Operating System and Common

| AND COMPETENCES | Office Package. |
| | Knowledge of special software products is an advantage. |

2. DESIRABLE

PROFESSIONAL EXPERIENCE	Previous experience in multinational operations/activities.
	Competencies in use of software for presentations, spreadsheets and data bases.
	Previous experience in the CMDR domain is an advantage.
EDUCATION/TRAINING	Crisis Management and Disaster Response, including Crisis and Disaster Response Operations related courses.
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The CIS Specialist, Driver works in close coordination with the CIS Expert.
	The major function of the CIS Specialist is to support and participate in the organisation of events and related activities with regards to the CMDR COE CIS equipment.
REPORTS TO	Chief of Support Branch and CIS Expert.
PRINCIPAL DUTIES	To maintain and troubleshoot in the software applications, web servers and back-end databases with respect to design, implementation, security and systems' support.
	To provide technical support to CMDR COE events and activities with regards to CIS equipment.
	To ensure the proper functioning of all CIS equipment in their area of responsibility.
	To maintain an adequate number of CIS equipment and spares.
	To organize, repair and replace CIS equipment as necessary.
	To organize the prompt delivery of technical services by assigning the available technical resources, including providing help desk support, standardization, preparation and maintenance of applications.
	To seek out user information and their need about CIS hard- and software, as well as to keep up to date with new technologies and standards.
	To maintain/troubleshoot LAN/WAN, telephone systems and radio communications and to assist in providing

	network, email, internet use, security and backup of server the CMDR COE data.
ADDITIONAL DUTIES	Performs other duties as directed.