

## 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> OR-8/7
<b>POST NO:</b> CIS 007	<b>JOB TITLE:</b> CIS SPECIALIST	
<b>BRANCH:</b> SUPPORT	<b>SECTION:</b> CIS SECTION	

### PART II: QUALIFICATIONS

#### 1. ESSENTIAL

<b>PROFESSIONAL EXPERIENCE</b>	<p>Extensive knowledge and broad experience with maintenance, supply, movement and transportation issues. Driving license D category</p> <p>System administrator level with particular experience in the Microsoft Environment: Server, SQL server, Office. MCSE certified</p> <p>Linux Systems Administration an advantage</p> <p>Networking Expert with advanced knowledge of Structured Cabling, Ethernet, TCP/IP, Switches/Routers.</p> <p>Experience in VPN, Firewall, WAN /LAN and VSAT technologies.</p> <p>Particular skills in fault finding technical problems and developing solutions.</p> <p>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.</p>
<b>EDUCATION/TRAINING</b>	Graduate of Military NCO's school/college 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 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.
<b>COMPUTER SKILLS AND COMPETENCES</b>	Compulsory: Common Operating System and Common Office Package. Knowledge of special software products is an advantage.

## 2. DESIRABLE

<b>PROFESSIONAL EXPERIENCE</b>	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.
<b>EDUCATION/TRAINING</b>	Crisis Management and Disaster Response, including Crisis and Disaster Response Operations related courses.
<b>LANGUAGE</b>	N/A

## PART III: PEACETIME DUTIES

<b>FUNCTIONAL STATEMENT</b>	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.
<b>REPORTS TO</b>	Chief of Support Branch and CIS Expert.
<b>PRINCIPAL DUTIES</b>	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

	<p>and spares.</p> <p>To organize, repair and replace CIS equipment as necessary.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<b>ADDITIONAL DUTIES</b>	Performs other duties as directed.