

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01 JUNE 2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: NATO	SERVICE: ANY	RANK/GRADE: OF-5/CIVILIAN
POST NO: DR 002	JOB TITLE: DEPUTY DIRECTOR	
BRANCH:	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	Officer with previous experience on a national command appointments and NATO staff appointments, with extensive knowledge and broad experience in the field of crisis management and disaster response,.
EDUCATION/TRAINING	Senior level professional military education such as: Command & Staff College, War College OR civilian equivalent (master degree). Previous participation in crisis management and disaster response related courses. .
SECURITY CLEARANCE	NATO SECRET National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.
LANGUAGE	ENGLISH 3333 (STANAG – 6001) / civilian 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 international military staff; Previous experience in multinational operations/activities.
EDUCATION/TRAINING	NATO Defence College graduate, Defense University graduate or equivalent.
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<ol style="list-style-type: none"> 1. The major function of the CMDR COE Deputy Director is to be the second authority in command of CMDR COE; 2. He/ She contributes to the decision-making process in CMDR COE and assists the Director with the execution of his tasks and responsibilities; 3. He/ She assumes the command of the CMDR COE when authorised to do so by the CMDR COE Director or in the event that the CMDR COE Director is unable to fulfil his command functions; 4. In the absence of the CMDR COE Director, he/she is responsible for: representing the Director as necessary; overseeing all matters concerning CMDR COE; tasking the CMDR COE personnel.
REPORTS TO	CMDR COE Director
PRINCIPAL DUTIES	<ol style="list-style-type: none"> 1. Assists the CMDR COE Director in managing and organising the CMDR COE activities and deputises for the CMDR COE Director when authorised; 2. Deputises for the CMDR COE Director at meetings, conferences and other events, and assists the CMDR COE Director in representing the CMDR COE at international meetings/forums; 3. Establishes contacts with NATO entities, international organisations and academic institutions in order achieve broader cooperation between CMDR and the latter; 4. Oversees funding and manning issues, directs related activities and reports to the Director; 5. Plans, coordinates and supervises the allocation of CMDR COE facilities and resources. 6. In close cooperation with the Director, assesses, recommends and communicates proposals for MOU/TA changes to the Sponsoring Nations and HQ SACT, as appropriate; 7. Trains and educates staff members in NATO common standards in order to provide staff specialists, capable of operating effectively in a combined/ joint environment.
ADDITIONAL DUTIES	Performs other duties as directed.