

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01 JUNE 2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-5/Civilian equivalent
POST NO: DR 001	JOB TITLE: DIRECTOR	
BRANCH:	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	Officer with previous experience on strategic level of national command appointments and NATO staff appointments, with an 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, Military Academy, War College Strategic level of education (national or NATO) or civilian equivalent (master degree). Previous participation in crisis management and disaster response related courses.
SECURITY CLEARANCE	NATO COSMIC TOP SECRET National authorities are asked to ensure that security clearance is provided prior to the assignment of the individual.
LANGUAGE	ENGLISH 3333 (STANAG-6001)
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 NATO Command Structure or other international military staff; Previous experience in multinational operations/activities. Previous experience in the CMDR domain is an advantage.
EDUCATION/TRAINING	NATO Defence College graduate, Defense University graduate or equivalent
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>1. The major function of the CMDR COE Director is to be the first authority in command of CMDR COE;</p> <p>2. He/ She organises, manages, controls and is responsible for the entire decision-making process in CMDR COE;</p> <p>3. He/ She manages and controls the process of the development of CMDR COE Program of Work and its implementation;</p>
REPORTS TO	4. CMDR COE Steering Committee (CMDR COE SC)
PRINCIPAL DUTIES	<p>5. CMDR COE Director manages and organises the CMDR COE activities;</p> <p>6. CMDR COE Director represents the CMDR COE at international meetings/forums/conferences;</p> <p>7. CMDR COE Director establishes and maintains contacts with NATO entities, international organisations and academic institutions in order achieve broader cooperation between CMDR and the latter;</p> <p>8. CMDR COE Director oversees funding and manning issues, directs related activities;</p> <p>9. CMDR COE Director plans, coordinates and supervises the allocation of CMDR COE facilities and resources.</p> <p>10. CMDR COE Director trains and educates CMDR COE staff members in NATO common standards in order to provide staff specialists, capable of operating effectively in a combined/ joint environment.</p> <p>11. CMDR COE Director represents CMDR COE to all national and local authorities and institutions of the framework nation in order to facilitate operational requirements and real life support of the Centre.</p> <p>12. CMDR COE Director accepts proposals for MOU/TA changes and Notes of joining of other nations to the Sponsoring Nations and HQ SACT, as appropriate;</p> <p>13. CMDR COE Director ensures internal security of the CMDR COE as the Security Authority for the CMDR COE as a NATO Military Body</p>
ADDITIONAL DUTIES	Performs other duties as directed by the CMDR COE SC.