

## **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> OF-3/4/CIV
<b>POST NO:</b> DRS 003	<b>JOB TITLE:</b> LEGAL ADVISER	
<b>BRANCH:</b> SECRETARIAT	<b>SECTION:</b>	

### **PART II: QUALIFICATIONS**

#### **1. ESSENTIAL**

<b>PROFESSIONAL EXPERIENCE</b>	<p>Staff Officer with extensive knowledge and broad experience in Framework nation legislation, large knowledge of International Law regarding crisis management and disaster response, and with previous experience in National or NATO position.</p> <p>He/ She should have all-round qualities which make him/her a good leader, capable of taking serious decisions and carrying substantial responsibility and providing strong legal expertise.</p> <p>He/ She should possess the leadership and diplomacy skills necessary to work in multinational environment.</p>
<b>EDUCATION/TRAINING</b>	Master's degree in Law
<b>SECURITY CLEARANCE</b>	NATO SECRET National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.
<b>LANGUAGE PROFICIENCY</b>	ENGLISH STANAG 6001- 3-3-3-3 or civilian equivalent  If there is no candidate with the required level of STANAG-6001 (3-3-3-3) in English, by exception, could be nominated other candidate, but no less than 1 level down
<b>COMPUTER SKILLS AND COMPETENCES</b>	Common operating systems and common office packages.

	Knowledge of special software products is an advantage.
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## 2. DESIRABLE

<b>PROFESSIONAL EXPERIENCE</b>	<p>Previous experience in the CMDR domain is an advantage.</p> <p>Previous experience on international military or NATO position.</p> <p>Previous experience in multinational operations/activities.</p> <p>A working knowledge of presentation, spreadsheet and data base applications would be an advantage.</p>
<b>EDUCATION/TRAINING</b>	Military Law course
<b>LANGUAGE</b>	N/A

## PART III: PEACETIME DUTIES

<b>FUNCTIONAL STATEMENT</b>	The Legal Adviser works under the supervision of the Director and in close coordination with the other branches.
<b>REPORTS TO</b>	CMDR COE Director
<b>PRINCIPAL DUTIES</b>	<p>Provides professional support and advice to the CMDR COE Director and other branches as required.</p> <p>Provides legal representation of CMDR COE.</p> <p>Provides proactive legal assistance and advice on various legal issues like commercial contracts, dispute resolution, government funding agreements, regulatory, employment, and governance, etc.</p> <p>Provides advise on minimal liability and legal exposure.</p> <p>Assists in compliance with all various legal requirements.</p> <p>Takes all necessary measures to ensuring that the legal documents and other contractual documents are effectively drafted, reviewed, interpreted, and vetted.</p> <p>Takes decisive actions on various legal matters and assessing contentious and uncontroversial issues.</p>
<b>ADDITIONAL DUTIES</b>	Performs other duties as directed.