

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01 JUNE 2015	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-3/4/CIV
POST NO: DRS 003	JOB TITLE: LEGAL ADVISER	
BRANCH: SECRETARIAT	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<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>
EDUCATION/TRAINING	Master's degree in Law
SECURITY CLEARANCE	<p>NATO SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>
LANGUAGE PROFICIENCY	<p>ENGLISH STANAG 6001- 3-3-3-3 or civilian equivalent</p> <p>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</p>
COMPUTER SKILLS AND COMPETENCES	Common operating systems and common office packages.

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

PROFESSIONAL EXPERIENCE	<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>
EDUCATION/TRAINING	Military Law course
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The Legal Adviser works under the supervision of the Director and in close coordination with the other branches.
REPORTS TO	CMDR COE Director
PRINCIPAL DUTIES	<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>
ADDITIONAL DUTIES	Performs other duties as directed.