

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01 JUNE 2015	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE:	RANK/GRADE: CIV
POST NO: DRS 005	JOB TITLE: SECURITY OFFICER	
BRANCH: SECRETARIAT	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>An officer with extensive knowledge and broad experience in NATO Security policies, directives, and guidelines for classified information.</p> <p>Such knowledge and experience in the management of non-classified NATO information.</p> <p>Good knowledge and understanding of the process of NATO Information management, and NATO protection measures against terrorist threat.</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 security expertise.</p> <p>He/ She should possess the leadership and diplomacy skills necessary to work in multinational environment.</p>
EDUCATION/TRAINING	Master's degree
SECURITY CLEARANCE	<p>COSMIC TOP SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>

LANGUAGE PROFICIENCY	ENGLISH STANAG 6001 3-3-3-3 or all civilian equivalent If there is no candidate with the required level of STANAG-6001 in English, by exception, could be nominated other candidate, but no less than 1 level down
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common operating systems and office packages. Knowledge of other operating systems and software products is an advantage.

2. DESIRABLE

PROFESSIONAL EXPERIENCE	Previous experience in the CMDR domain is an advantage. Previous experience in national military or NATO position. Previous experience in NATO-led or other multinational operations/activities/programs. A working knowledge of presentation, spreadsheet and data base applications would be an advantage.
EDUCATION/TRAINING	NATO Security Course
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The Security Officer works under the supervision of the Director and in close coordination with the other branches.
REPORTS TO	CMDR COE Director
PRINCIPAL DUTIES	Provides professional support and advice to the CMDR COE Director and other branches as required. Security officer is responsible for all security matters within CMDR COE. This includes responsibility for ensuring that a security organisation is set up, that security programmes are devised and executed in accordance with NATO Security Policy and that the

	<p>undertaken security measures are inspected periodically.</p> <p>Provides security co-ordinations with FN security bodies concerning CMDR COE.</p> <p>Provides security co-ordinations with Shipka hotel administration.</p> <p>Provides proactive security assistance and advice on various issues like training activities, involving NATO and non-NATO participants, TDY abroad, etc.</p> <p>Provides security assistance and advice for commercial contracts and agreements.</p> <p>Assists in compliance with all various security requirements.</p> <p>Takes decisive actions on various security matters and assessing contentious and uncontroversial issues.</p> <p>Keeps the records of CMD COE personnel security clearances</p>
ADDITIONAL DUTIES	Performs other duties as directed.