

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>

<p align="center">LANGUAGE PROFICIENCY</p>	<p>ENGLISH STANAG 6001 3-3-3-3 or all civilian equivalent</p> <p>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</p>
<p align="center">COMPUTER SKILLS AND COMPETENCES</p>	<p>Compulsory:</p> <p>Common operating systems and office packages.</p> <p>Knowledge of other operating systems and software products is an advantage.</p>

2. DESIRABLE

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

PART III: PEACETIME DUTIES

<p align="center">FUNCTIONAL STATEMENT</p>	<p>The Security Officer works under the supervision of the Director and in close coordination with the other branches.</p>
<p align="center">REPORTS TO</p>	<p>CMDR COE Director</p>
<p align="center">PRINCIPAL DUTIES</p>	<p>Provides professional support and advice to the CMDR COE Director and other branches as required.</p> <p>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>

	<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.