

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01 JUNE 2015	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-3/4
POST NO: LS 002	JOB TITLE: SECTION CHIEF	
BRANCH: SUPPORT	SECTION: LOGISTIC	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience with logistics, plans, maintenance, supply, movement and transportation issues.</p> <p>He / She should possess all-round qualities which make them a good leader, capable of taking serious decisions and to assume substantial responsibility. He / She should possess leadership and diplomacy skills to unite and direct the efforts of the Logistic Section.</p>
EDUCATION/TRAINING	Graduate of Defence Staff College G.S.Rakovski or equivalent, specialized in the logistics area.
SECURITY CLEARANCE	<p>NATO SECRET, EU SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>
LANGUAGE	<p>ENGLISH 3-2-3-2, in STANAG 6001</p> <p>If there is no candidate with the required level of STANAG-6001 (3-2-3-2), by exception, could be nominated other candidate, but no less than 1 (one) level down.</p>
COMPUTER SKILLS AND COMPETENCES	<p>Compulsory: Common Operating System and Common Office Package.</p> <p>Knowledge of special software products is an advantage.</p>

2. DESIRABLE

PROFESSIONAL EXPERIENCE	<p>Previous experience in multinational operations/activities.</p> <p>A working knowledge of presentation, spreadsheet and</p>
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	<p>data base applications would be an advantage.</p> <p>Previous experience in the CMDR domain is an advantage.</p>
EDUCATION/TRAINING	<p>NATO Staff Officer Orientation Course.</p> <p>Crisis Management and Disaster Response, including Crisis and Disaster Response Operations related courses.</p>
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>The Logistic Section Chief works in close coordination with the other Branches in order to meet the CMDR COE logistics requirements.</p> <p>Logistic Section Chief is responsible for logistics plans, reporting and status. He / she is responsible for handling maintenance of the logistics data base as well as move and transportation of the CMDR COE staff and implementation of their daily activities.</p>
REPORTS TO	Support Branch Chief
PRINCIPAL DUTIES	<p>Directs, co-ordinates and supervises the work of the Logistic Section.</p> <p>Assumes responsibilities regarding procedures in terms of planning and logistical aspects.</p> <p>Organize the preparation of the logistics plans. Develops and implements methodologies and tools to enable effective execution of these plans.</p> <p>Formulates specific standard operating procedures.</p> <p>Coordinates the logistic part of the Program of Work and the CMDR COE annual budget.</p> <p>Provides expert medium- and long-term planning capacity for the logistics support.</p> <p>Interact with the Support Branch Chief for the logistic support of exercises, courses, seminars etc. concerning the Program of Work.</p> <p>Plans and coordinates visits of persons of high standing and delegations in the CMDR COE location, as well as the formal connections with national authorities and international organizations.</p>
ADDITIONAL DUTIES	Performs other duties as directed.