

## 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
<b>POST NO:</b> LS 003	<b>JOB TITLE:</b> LOGISTIC EXPERT	
<b>BRANCH:</b> SUPPORT	<b>SECTION:</b> LOGISTIC	

### PART II: QUALIFICATIONS

#### 1. ESSENTIAL

<b>PROFESSIONAL EXPERIENCE</b>	<p>Extensive knowledge and broad experience with logistics, plans, maintenance and supply as well as administrative issues.</p> <p>Candidate must possess strong analytical and critical-thinking skills, excellent communications skills and a special attention to the administrative details. Ability to deals with various tasks in a rapidly changing environment is essential.</p> <p>He / She should have all-round qualities which make them a good expert, capable of taking serious decisions and assume substantial responsibility. He / She should possess leadership and diplomacy skills too.</p>
<b>EDUCATION/TRAINING</b>	Graduate of Defence Staff College G.S.Rakovski or equivalent.
<b>SECURITY CLEARANCE</b>	<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>
<b>LANGUAGE</b>	<p>ENGLISH 2 2 2 2, in STANAG 6001</p> <p>If there is no candidate with the required level of STANAG-6001 (2-2-2-2), by exception, could be nominated other candidate, but no less than 1 (one) level down.</p>
<b>COMPUTER SKILLS AND COMPETENCES</b>	<p>Compulsory: Common Operating System and Common Office Package.</p> <p>Knowledge of special software products is an advantage.</p>

**2. DESIRABLE**

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

**PART III: PEACETIME DUTIES**

<b>FUNCTIONAL STATEMENT</b>	<p>The Logistic Expert works in close coordination with the other Branches in order to meet the CMDR COE procurement requirements.</p>
<b>REPORTS TO</b>	<p>Chief of Support Branch and Chief of Logistic Section</p>
<b>PRINCIPAL DUTIES</b>	<p>Logistic Expert is responsible for ensuring performance of all necessary actions to achieve effective contracting and to ensure compliance with the terms of the contract. In order to perform these responsibilities, Logistic Expert should be allowed a free hand to exercise a correct business judgment. Logistic Expert:</p> <p>Ensures implementation of the SOP's requirements and sufficient funds are available for obligation;</p> <p>Provides impartial, fair, and equitable treatment of the contractors</p> <p>Requests and consider the advice of specialists in audit, law, engineering, information security, transportation, and other fields, as appropriate;</p> <p>Review the signed contracts, including their provision.</p> <p>Analyzes contractor's and subcontractor's proposals from the standpoint of allow capability, and reasonableness;</p> <p>Recommends approval or disapproval of contractors' partial payment requests</p> <p>Negotiates with the contractor various equitable adjustments of contracts/agreements, change proposals</p>

	<p>of costs, profits, as well as other related matters;</p> <p>Issues final decision determinations when appropriate;</p> <p>Develops, manages and coordinates procurement process;</p> <p>Is in charge of the purchase of the CMDR COE equipment, suppliers' contracts, offers etc;</p> <p>Prepares calls for tenders and follow-up procedures in the management of any type of contracts (service, works, supplies)</p>
<b>ADDITIONAL DUTIES</b>	Performs other duties as directed.