

## **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> OR- 8/7
<b>POST NO:</b> LS 005	<b>JOB TITLE:</b> Logistic Specialist, Driver	
<b>BRANCH:</b> SUPPORT	<b>SECTION:</b> Logistic	

### **PART II: QUALIFICATIONS**

#### **1. ESSENTIAL**

<b>PROFESSIONAL EXPERIENCE</b>	Extensive knowledge and broad experience in maintenance, supply, movement and transportation and dealing with various logistics issues.  Driving license D category.
<b>EDUCATION/TRAINING</b>	Graduate of Military NCO's school/college or equivalent. Fully qualified as a logistic specialist and a driver.
<b>SECURITY CLEARANCE</b>	NATO SECRET, EU SECRET National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.
<b>LANGUAGE</b>	ENGLISH 1111 in STANAG 6001/ALSPT – 50 points
<b>COMPUTER SKILLS AND COMPETENCES</b>	Compulsory: Common Operating System and Common Office Package.  Knowledge of special software products is an advantage.

#### **2. DESIRABLE**

<b>PROFESSIONAL EXPERIENCE</b>	Previous experience in multinational operations/activities.  Previous experience in the CMDR domain is an advantage.
--------------------------------	--

<b>EDUCATION/TRAINING</b>	Crisis Management and Disaster Response, including Crisis and Disaster Response Operations related courses
<b>LANGUAGE</b>	N/A

**PART III: PEACETIME DUTIES**

<b>FUNCTIONAL STATEMENT</b>	<p>Logistic Specialist / Driver works in close coordination with Logistic Section Chief.</p> <p>Logistic Specialist / Driver is responsible for supply, preservation and distribution of the CMDR COE equipment and materials.</p>
<b>REPORTS TO</b>	Support Branch Chief and Logistic section Chief
<b>PRINCIPAL DUTIES</b>	<p>Receive, check of quantity and quality of the acquired materials and equipment.</p> <p>He / She is responsible for warehousing, maintaining, accounting and issuing of the CMDR COE equipment and property in accordance with the established procedures.</p> <p>Logistic Specialist / Driver is responsible for transportation of the CMDR COE personnel during seminars, courses and various tasks during implementation of their daily activities, as well as business trips.</p> <p>Logistic Specialist / Driver must observe all traffic regulations. They are responsible for inspecting each the CMDR COE vehicle prior leaving of designated parking area.</p> <p>Logistic Specialist / Driver must transport number of persons in accordance with number of the vehicle seats. The driver must make certain that passengers have fasten their seat belts before their trip.</p> <p>Logistic Specialist / Driver must take appropriate precautions when driving conditions are hazardous. (This includes but is not limited to dust storms, fog, heavy rain, snow, or ice conditions). This includes enough time for travel.</p> <p>When there is a rental vehicle, the driver is responsible for complying with all rules and regulations associated with the rental contract.</p>
<b>ADDITIONAL DUTIES</b>	Performs other duties as directed.