

JOB DESCRIPTION

PART I: POST DEFINITION

DATE :	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: All services	RANK/GRADE: OR-8
POST NO: RS 010	JOB TITLE: NATO & EU Registry	
BRANCH:	SECTION: NATO AND EU REGISTRY SECTION	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>A NCO with knowledge and experience in NATO Security policies, directives, and guidelines for classified information.</p> <p>Very good knowledge and understanding of physical security and security of information.</p> <p>Knowledge and experience in the management of non-classified NATO information.</p> <p>Knowledge and understanding of the process of NATO Information management, most particularly in NATO Archive policy and procedures.</p>
EDUCATION/TRAINING	Secondary/High School, Registry course at the required level
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	<p>ENGLISH STANAG 6001 3-3-3-3</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>
COMPUTER SKILLS AND COMPETENCES	<p>Compulsory:</p> <p>Common operating systems and office packages.</p> <p>Knowledge of other operating systems and software products is an advantage.</p> <p>Electronic registry system.</p>

2. DESIRABLE

<p>PROFESSIONAL EXPERIENCE</p>	<p>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.</p>
<p>EDUCATION/TRAINING</p>	<p>NCO Academy/School or NCO course</p>
<p>LANGUAGE</p>	<p>N/A</p>

PART III: PEACETIME DUTIES

<p>FUNCTIONAL STATEMENT</p>	<p>The NATO & EU Registry NCO works under the supervision of the Director and in close coordination with Security Officer. Acting as NATO & EU Registry Head.</p>
<p>REPORTS TO</p>	<p>CMDR COE Director</p>
<p>PRINCIPAL DUTIES</p>	<p>Apply all security measures for physical protection of classified information in CMDR COE NATO Security areas. Provides access for CMDR COE personnel to CMDR COE Security areas, if required. Proposes to CMDR COE SO measures to improve security capabilities in the centre. Ensures all classified documents and material are returned back to Registry thirty minutes before the end of working time. He/she is responsible for proper working condition of all security systems which provide physical security in COE Security Areas (IDS, VTC, and safes). Maintains up-to-date records of the receipt, recording, handling, disposition, and dispatch of classified information in the Registry. Performs periodic (monthly) spot-check of classified materials and documents and prepare summary or records for that spot-check. Performs destruction of classified and unclassified documents in CMDR COE Registry. Support and advice COE personnel during the process of class documents' preparation.</p>

ADDITIONAL DUTIES	Performs other duties as directed.
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