

## JOB DESCRIPTION

### PART I: POST DEFINITION

<b>DATE :</b>	<b>UNIT:</b> CMDR COE	<b>LOCATION:</b> SOFIA
<b>NATIONALITY:</b> BGR	<b>SERVICE:</b> All services	<b>RANK/GRADE:</b> OR-8/7
<b>POST NO:</b> RS 011	<b>JOB TITLE:</b> NATO & EU Registry	
<b>BRANCH:</b>	<b>SECTION:</b> NATO AND EU REGISTRY SECTION	

### PART II: QUALIFICATIONS

#### 1. ESSENTIAL

<b>PROFESSIONAL EXPERIENCE</b>	<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>
<b>EDUCATION/TRAINING</b>	Secondary/High School
<b>SECURITY CLEARANCE</b>	<p>NATO SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>
<b>LANGUAGE PROFICIENCY</b>	ENGLISH STANAG 6001 2-2-2-2
<b>COMPUTER SKILLS AND COMPETENCES</b>	<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

<b>PROFESSIONAL EXPERIENCE</b>	<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 Registry.</p> <p>A working knowledge of presentation, spreadsheet and data base applications would be an advantage.</p>
<b>EDUCATION/TRAINING</b>	NCO course
<b>LANGUAGE</b>	N/A

### PART III: PEACETIME DUTIES

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

