

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01 JUNE 2015	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OR – 8/7
POST NO: PPS 008	JOB TITLE: CHIEF OF PROTOCOL AND PERSONNEL SECTION	
BRANCH: SUPPORT	SECTION: PROTOCOL AND PERSONNEL	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Extensive knowledge and broad experience with human resource (HR) management 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 fast changing environment is essential.</p> <p>He / She should have all-round qualities which make them capable of taking serious decisions and carrying out substantial responsibility.</p>
EDUCATION/TRAINING	High School
SECURITY CLEARANCE	NATO SECRET National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.
LANGUAGE	ENGLISH 2 2 2 2 in STANAG 6001 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.
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating System and Common Office Package. Knowledge of special software products is an advantage.

2. DESIRABLE

<p>PROFESSIONAL EXPERIENCE</p>	<p>Previous experience in multinational operations/ activities.</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>
<p>EDUCATION/TRAINING</p>	<p>Human resources course.</p>
<p>LANGUAGE</p>	<p>N/A</p>

PART III: PEACETIME DUTIES

<p>FUNCTIONAL STATEMENT</p>	<p>Chief of Protocol and Personnel Section works in close coordination with the other Branches in order to meet the CMDR COE personnel matters.</p>
<p>REPORTS TO</p>	<p>Chief of Support Branch</p>
<p>PRINCIPAL DUTIES</p>	<p>Within delegated authority, the Chief of Protocol and Personnel Section will carry out the following duties:</p> <p>Coordinates actions with respect to actions related to the administration of the human resource activities, e.g., recruitment, placement, performance appraisal, job classification reviews, separation of staff members, training etc.</p> <p>Monitors and maintains records of human resources activities, i.e. reassignments, transfers, and movement of staff;</p> <p>Manages time and attendance records and leave monitoring for CMDR COE personnel;</p> <p>Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports;</p> <p>Undertakes research on a range of HR related issues and assists in the preparation of notes/reports;</p> <p>Prepares written response to queries concerning HR recruitment related matters;</p> <p>Assists in the filling of posts for all categories, which includes: evaluating and screening applications, preparing screening reports, organizing the assessment process (written examination and competency-based interviews);</p>

	<p>Oversees the maintenance of all files related to vacancy announcements and tracks status of vacancy announcements.</p> <p>Advises staff and candidates on staffing matters.</p> <p>Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval a variety of correspondence and other communications; sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc.</p>
ADDITIONAL DUTIES	Performs other duties as directed.