

JOB DESCRIPTION

PART I: POST DEFINITION

DATE: 01 JUNE 2015	UNIT/HQ: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: CIV
POST NO: PPS 009	JOB TITLE: PROTOCOL EXPERT	
BRANCH: SECRETARIAT	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	Extensive knowledge and broad experience with crisis management and disaster response related issues. He/ She should have all-round qualities which make him a good protocol expert, capable of taking serious decisions and carrying substantial responsibility.
EDUCATION/TRAINING	Higher education. Crisis management and disaster response related courses; International relations, diplomatic relations or public affairs related courses.
SECURITY CLEARANCE	NATO SECRET National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.
LANGUAGE	ENGLISH 2222 (STANAG-6001) or civilian equivalent. If there is no candidate with the required level of STANAG-6001 (3-3-3-3), as an exception, could be nominated another candidate, but no less than 1 level down
COMPUTER SKILLS AND COMPETENCES	Compulsory: Common Operating System and Common Office Package. Knowledge of special software products is an advantage.

2. DESIRABLE

PROFESSIONAL EXPERIENCE	Previous experience in military staff;
EDUCATION/TRAINING	N/A
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>The major function of the Protocol Expert is to work for the issuing of CMDR COE public affairs.</p> <p>He/ She should support the Director in his/her CMDR COE representative activities, and all other activities, regarded with public communications.</p> <p>He/she administrates CMDR COE NTOs</p>
REPORTS TO	CMDR COE Director
PRINCIPAL DUTIES	<p>He/ She is responsible for the organisation and preparation of CMDR COE Director's appointments: business and working meetings and related with public affairs events.</p> <p>He/she supports the process of CMDR COE events' preparation and especially is responsible for issues, related with the CMDR COE media communications, included the activities of preparing press releases and getting them to journalists;</p> <p>He/ She is responsible for maintaining the CMDR COE internal staff awareness of information from the Director addressed to the CMDR COE staff;</p> <p>Liaises with related NATO bodies and national/international academic institutions.</p>
ADDITIONAL DUTIES	Performs other duties as directed.