

JOB DESCRIPTION

PART I: POST DEFINITION

DATE : 01 JUNE 2015	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-5
POST NO: SB 001	JOB TITLE: SUPPORT BRANCH CHIEF	
BRANCH: SUPPORT	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Staff officer with extensive knowledge and broad experience with logistics, plans, maintenance, supply, movement and transportation, communication as well as administrative and personnel issues.</p> <p>He / She should have all-round qualities which make him / her a good leader, capable of taking serious decisions and to assume substantial responsibility. He / She should possess leadership and diplomacy skills to unite and direct the efforts of the Support Branch.</p>
EDUCATION/TRAINING	<p>Senior level professional military education such as Command & Staff College, War College or national equivalent.</p> <p>Crisis management and disaster response related courses, including crisis and disaster response operations.</p>
SECURITY CLEARANCE	<p>NATO SECRET, EU SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>
LANGUAGE	<p>ENGLISH 3333, in STANAG 6001</p> <p>If there is no candidate with the required level of STANAG-6001 (3-3-3-3), by exception, could be nominated other candidate, but no less than 1 (one) level down.</p>
COMPUTER SKILLS AND COMPETENCES	<p>Compulsory: Common Operating System and Common Office Package.</p> <p>Knowledge of special software products is an advantage.</p>

2. DESIRABLE

PROFESSIONAL	Previous experience in international military or NATO staff.
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EXPERIENCE	<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>
EDUCATION/TRAINING	NATO Staff Officer Orientation Course
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	<p>The Support Branch Chief works in close coordination with the other Branches in order to meet the CMDR COE logistics requirements.</p> <p>The Support Branch Chief is responsible for the yearly and monthly logistics plans, supplies, movement and transportation, communications as well as administrative and personnel issues.</p>
REPORTS TO	CMDR COE Director
PRINCIPAL DUTIES	<p>Directs, co-ordinates and supervises the work of the Support branch.</p> <p>Deals with planning and implementation of the logistics support, communications and information technologies, transportation and medical services, as well as administrative and all issues connected to the CMDR COE staff.</p> <p>Organizes the preparation of the logistics plans. Develops and implements methodologies and tools to enable effective execution of these plans.</p> <p>Formulates specific standard operating procedures.</p> <p>Coordinates the logistic part of the Program of Work and the CMDR COE annual budget.</p> <p>Provides expert medium- and long-term planning capacity for the logistics support.</p> <p>Interact with the CMDR COE branches for the logistic support of exercises, courses, seminars etc. concerning the Program of Work.</p> <p>Plans and coordinates visits of persons of high standing and delegations in the CMDR COE location, as well as the formal connections with national authorities and international organizations.</p>
ADDITIONAL DUTIES	Performs other duties as directed.