



INTEGRATED AIR & MISSILE DEFENCE CENTRE OF EXCELLENCE

Souda Air Base, 73100, Chania

<https://www.iamd-coe.org>



1st/2021 Steering Committee Meeting POINT PAPER

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Date:	14 Apr 2021	Email:	info@iamd-coe.org

TO: See Distribution

SUBJECT: **Job Descriptions' Insertion**

No: **7**

ENCLOSURES: **Four (4) JDs (FNS-03,FNS-05,FNS-06,FNS-08)**

PURPOSE: To inform the SC about the insertion of four (4) new Job Descriptions and decide/approve accordingly.

BACKGROUND: According to SC-01/20, item SC-12, IAMD COE had been tasked to make changes as per Annex F of the meeting minutes. Changes were implemented by IAMD COE.

ANALYSIS & STATUS:

1. Main drivers for additional JDs update/insertion are:
 - a. The new posts that are proposed under Subject No 5 (Concept-Organizational chart amendment, 4 JDs:, Property Accountable & Disposal Officer, CIS Technician, Registry Assistant, Personnel and Administration Assistant).
 - b. The requirement of segregation of duties concerning specific support/administrative and CIS roles.
2. Based on the above, IAMD COE has prepared and submitted as enclosures the JDs of the following table, along with remarks/justification on the scope/reason for the amendment.

NATO UNCLASSIFIED

1st/2021 SCM

Subject No 7

Post No	Title	Remarks
FNS-03	Property Accountable and Disposal Officer (New)	Definition of the role and duties of the "Property Accountable and Disposal Officer", iaw NFR and FRP
FNS-05	CIS Technician (New)	Definition of the role and duties of the CIS Technician and segregation of duties with CIS & Security Specialist.
FNS-06	Personnel & Administration Assistant (New)	Definition of the role and responsibilities of the "Personnel & Administration Assistant", regarding COE's National personnel matters and the support of administrative activities during COE's events
FNS-08	Registry Assistant (New)	Definition of the role and responsibilities of the "Registry Assistant", regarding National registry issues and the support of administrative activities of COE's events.

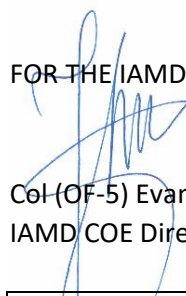
FINANCIAL
CONSIDERATIONS
& FUNDING:

No financial obligations arise from the aforementioned issues. The aforementioned posts are not subject to cost share and will be covered by the Framework Nation.

RECOMMENDATIONS
& DECISION:

SC members are requested to consider the new JDs as per Enclosure and approve them.

FOR THE IAMD COE:


Col (OF-5) Evangelos Tzikas GRC (AF)
IAMD COE Director

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