

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS

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| <u>POST NUMBER:</u> | IAMD-FNS03 | <u>DATE:</u> | JUN 2021 |
| <u>HQ / UNIT:</u> | IAMD COE | <u>DUTY LOCATION:</u> | CHANIA/GR |
| <u>JOB TITLE:</u> | PROPERTY ACCOUNTABLE & DISPOSAL OFFICER | <u>JOB CODE:</u> | FNS03 |
| <u>NATIONALITY:</u> | GRC | <u>SERVICE:</u> | ANY |
| | | <u>AUTH. RANK:</u> | OF-1/2 |

PART II – DUTIES

A. Post Context: This is the post in the Framework Nation Support (FNS) Branch of the IAMD COE, responsible for the management of all international property of the Centre. The working language is English.

B. Reports to: The incumbent reports to the Head of FNS Branch.

C. Principal Duties:

1. Receiving and maintaining physical custody of all IAMD COE's property;
2. Managing and accounting the Centre's property and maintaining up to date the entity's asset register;
3. Ensuring the effective management of the disposal of Centre's assets and materiel;
4. Liaises with the Financial Controller in order to carry out related logistic procedures;
5. Performing any other specific duties in accordance with FAPs.

D. Additional Duties:

The incumbent of the post may be required to perform other specific/related duties as directed by the Head of the FNS Branch or higher.

PART III - QUALIFICATIONS**A. Essential Qualifications:****1. Professional/Experience:**

Logistics experience.

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2. **Education/Training:**

Officer with background in property/assets/materiel management.

3. **Security Clearance:**

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. **Language (Listening, Speaking, Reading, Writing):**

English: SLP 3333.

5. **Standard Automated Information System (AIS) Knowledge:**

a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);

b. Working knowledge of the current mail tool;

c. Working knowledge of the web browsing tools.

B. Desirable Qualifications:

1. **Professional/Experience:**

Previous experience in NATO logistics.

2. **Education /Training:**

NATO Resource Management Education Programme Course.

3. **Additional Language:**

Not Required.

C. Civilian Post:

Not Applicable.

D. Remarks:

A minimum handover period of one week is required on the rotation of appointees.