## IAMD COE JOB DESCRIPTION

### PART I – JOB SPECIFICATIONS

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| POST NUMBER: | **IAMD-FNS06** | DATE: | **JUN 2021** |
| HQ / UNIT: | **IAMD COE** | DUTY LOCATION: | **CHANIA/GR** |
| JOB TITLE: | **PERSONNEL & ADMINISTRATION ASSISTANT** | JOB CODE: | **FNS06** |

NATIONALITY: **GRC** SERVICE: **ANY** AUTH.RANK: **OF- 1/2**

### PART II – DUTIES

**A. Post Context:** This is a post in the Framework Nation Support Branch (FNSB) of the IAMD COE, responsible for the IAMD COE's National personnel & administration matters. The working language of the IAMD COE is English.

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

**C. Principal Duties:**

    1. Monitors National military personnel rotation program;

    2. Assists planning, coordination and management of issues relative to workforce, personnel and organizational matters;

    3. Produces reports and presentations regarding personnel matters;

    4. Adheres to correspondence and registry procedures;

    5. Liaises with national support units, as required, for coordination on administrative issues;

    6. Provides information, liaison, and translation support between tenants, landlords, and utility companies;

    7. Collaborates with the other branches regarding trainees or other activities participants.

**D. Additional Duties:**

    1. Provides administrative support during preparation and execution of IAMD COE events (SC, meetings, courses, visits etc), as required.

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

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## PART III - QUALIFICATIONS

**A. Essential Qualifications:**

    **1. Professional/Experience:**

    Experience in national personnel management post.

    **2. Education/Training:**

    Graduate of national training courses relevant to his/her grade and specialty.

    **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 2222.

    **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:**

    Not Required.

    **2. Education /Training:**

    Not Required.

    **3. Additional Language:**

    Not Required.

**C. Civilian Post:**

    Not Applicable.

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**D.  Remarks:**

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