

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS

<u>POST NUMBER:</u>	IAMD-FNS08	<u>DATE:</u>	JUN 21
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	REGISTRY ASSISTANT	<u>JOB CODE:</u>	FNS08
<u>NATIONALITY:</u>	GRC	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	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 provision of National registry services of IAMD COE.

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

C. Principal Duties:

1. Handles incoming and outgoing correspondence of IAMD COE for FN issues, and maintains corresponding log files;
2. Adheres to registry procedures;
3. Prepares the annual Registry Reports for accounting Log Files and archives.
4. Assists implementation of IKM procedures, as per relevant Directives;
5. Acts as postal clerk for mailing correspondence into the Greek postal system, and for delivery and franking of correspondence.

D. Additional Duties:

1. Supports preparation and execution of IAMD COE events (SC, meetings, courses, visits etc) on registry issues, 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;

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

Experience in registry office.

2. Education/Training:

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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:**

Knowledge of document handling and courier systems.

2. **Education /Training:**

Not Required.

3. **Additional Language:**

Not Required.

C. Civilian Post:

Not Applicable.

D. Remarks:

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