

**Temporary Staff (MARCOM)**

**Primary Location**

United Kingdom-Northwood

**NATO Body**

Maritime Allied Command (MARCOM)

**Schedule**

Full-time

**Application Deadline**

31-AUG-2026, 11:59:00 PM

**Description**

Allied Maritime Command is the Maritime Theatre Component Commander delivering 360 degree maritime focussed awareness and connectivity while planning and commanding the full range of maritime operations.

Located at Northwood Headquarters, Middlesex, United Kingdom, the Allied Maritime Command (MARCOM) is NATO's one-stop shop for all maritime matters in the North Atlantic Alliance. It is a multinational workplace manned by military and civilian personnel from 22 different NATO countries. NATO maritime operations such as Operation Ocean Shield and Operation Sea Guardian are planned and commanded here as well as major NATO maritime and joint level exercises. Commander Maritime Command (COM MARCOM) is NATO's maritime expert, responsible for providing advice on maritime affairs to the strategic level, which is the Allied Commander Operations in Mons, Belgium.

MARCOM is looking for applicants to fill temporary positions that arise occasionally within MARCOM.

Are you a national of a NATO member state with expertise in areas such as project management, contracting and procurement, human resources, project management, IT, finance, legal affairs, secretarial and administrative support or similar fields?

If so, this could be an excellent opportunity for you!

In view of the nature and of the urgency of the temporary positions we are looking to fill, **it is important for candidates to be available for temporary employment on short notice. In practice, this implies either being in possession of valid NATO security clearance at the time of application or having been in possession of such a clearance with the possibility to**

**reactivate it swiftly. We therefore only encourage applications for temporary positions if you are already, or have previously been, in possession of a valid NATO security clearance.**

## **1. QUALIFICATIONS AND EXPERIENCE**

You will have experience in one of the following areas:

- Administrative Support;
- Human Resources;
- Policy Development & Strategic Engagement;
- Project Management;
- Contracting & Procurement;
- Legal Affairs, International Law;
- Data Analysis;
- IT;
- Security and Counter-Intelligence;
- Finance;
- Website & Graphic Design.

## **2. COMPETENCIES**

### **What We're Looking For:**

We seek individuals who demonstrate:

- Clarity and Accuracy (Checks own work);
- Customer Service Orientation (Takes personal responsibility for correcting problems);
- Empathy (Listens actively);
- Flexibility (Acts with flexibility);
- Initiative (Is decisive in a time-sensitive situation);
- Organizational Awareness (Understands the Organization's structure);
- Teamwork (Expresses positive attitudes and expectations of team or team members).

### 3. RECRUITMENT PROCESS

When submitting your application, please note that you are applying to a candidate pool, and not for a particular assignment. You will receive an acknowledgement of receipt from the system of your application.

In the event a request for a temporary assignment arises that fits your profile, you may be contacted for an (online) interview with the hiring manager to assess your motivation, skills and competencies.

It is a condition of employment that before a temporary staff member can be appointed, the Organization must have received a security clearance certificate (minimum NATO Secret) from the government of the country or countries of which they are national.

**Important:** Inclusion in the Temporary Talent Pool is for consideration purposes only and does **not** constitute a guarantee of employment.

**Please attach an updated CV and relevant certifications to your application.**

You are responsible for keeping your information up to date by making the appropriate changes (e.g. availability, clearance, etc.) directly in your Taleo application, if and when required. Please do not re-apply if changes occur but edit your application at any time.

**NOTE:** MARCOM will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. MARCOM reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at MARCOM's sole discretion, and MARCOM reserves the right to take further steps in such cases as appropriate.

### 4. WHAT WE OFFER:

- 35 hours and 15 minutes per week schedule;
- 2.5 paid days of leave per month;
- Fulfilling working atmosphere in an international community;
- **Contract:** in accordance with the NATO Civilian Personnel Regulations, temporary staff may not be employed more than six months for the same assignment. However, if later required, contracts may be extended for another period of up to six months.

- **Salary:** the remuneration of temporary personnel will be specified in their contracts. It is not exempt from taxation. Temporary personnel are responsible for acquitting themselves of their responsibilities for the payment of taxes.
- **Benefits package:** An appropriate benefits package will accompany any offer of employment.

#### **5. ADDITIONAL INFORMATION:**

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.