

NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT AT JOINT FORCE COMMAND BRUNSSUM HEADQUARTERS

Our Requirement:

Title: Section Head (Reprographics and Conference Services)

Grade: 14

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 26 July 2026



Our organisation

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by SACEUR. The Management Directorate (MGT) directs the HQ staffing, workflow and protocol activities, internal security, identifies innovation, efficiency & transformational measures to organisational and procedural issues being responsible for internal control and business continuity, ensures information management and data protection and provides essential support services and facilities management. The Base Support Group (BSG) is accountable for the execution of the Host Nation (HN) Support Agreement (HNSA), Garrison Support Agreement (GSA) and HN Liaison in line with Base Support Concept. The Base Support Management Branch (BSM) provides internal base management and administrative services for HQ personnel and supported elements. The Reprographics and Conference Services Section is responsible for the overall direction, management and coordination of all reprographic services provided to JFCBS and supported elements. It is responsible for the JFCBS Forms Management Programme. Within this section, the incumbent is responsible for the provision of graphics and reproduction services in support of briefings, conferences, exercises, correspondence and documents.

The main duties of Section Head (Reprographics and Conference Services) are:

- Plan, schedule, perform and supervise the BSG Services Section's activities (both Reprographics and Conference Services) in support of the JFCBS and collocated organizations.
- Manage daily activities of assigned staff working in the domain of graphic creation utilizing software-graphics equipment.
- Implement photographic, vector files, text files in graphics art programs.
- Oversee design, reproduction, conference and front office services.
- Manage the design, co-ordination and generation of reprographic products in support of NATO/JFCBS and other Alliance entities located on the JFCBS site in support of internal and external messaging campaigns.
- Control, manage, store graphic files made by the BSG Services Section.

- Combine professional expertise and creativity to ensure BSG Services staff develop images, draft, templates, layouts and other products making best use of available graphic design tools.
- Support personnel with professional Adobe training in graphics design Programs e.g. InDesign, Illustrator, Photoshop and Acrobat. Principle of printing and preparing files for different output in digital and printing environment.
- Support personnel with professional training on BSG Services Section equipment and software's use.
- Professional use of Flatbed printing inclusive preparing and initialize settings for different Material and tools. Currently JFCBS uses Arizona 1280GT, Cuter ProCut Synth, LEF2 300, TruevIS VG3 640, Versant 4100 press, ...
- creation of E-Books / digital publications.
- The establishment/sustainment of professional relationships with companies contracted by J8 to provide reprographics products.
- Provide guidelines for contracts related to the reprographics/CS/Front Office equipment acquisition and maintenance and implement them in coordination with the companies, and J8.
- Prepare annual budgets for equipment and supplies.
- Control workload statistics and accounting for supply stocks.
- Manage production planning to include critical path/plan, progress charts and precise tasking instructions.
- Act as COM BSG principal advisor and POC regarding the NATO Branding campaign, graphic adoption, presentation and print/reproduction support. Act as principal advisor for all commercial outsourced print products for digital and offset printing as well for large-scale printing.
- Manage reimbursable printing and graphic services.
- Write technical specifications, reports and evaluations.
- Provide customer assistance in defining requirements details.
- Implement photographic, graphics arts programs and operate the printing and reproduction services

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

Required Qualifications are:

- English – good – NATO Standard Language Proficiency 3322 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.
- Higher Secondary education and completed higher vocational training in related field/discipline.
- Minimum 4 years' professional experience leading teams in an advertising or print productions agency.
- Minimum 4 years' professional experience in print productions with commercial printing companies in digital, offset and as well large format printing.
- Professional experience as trainer/instructor in print production and related graphic environment.
- Experience with video production and graphic reproduction including programs and qualifications in methods of colour reproduction, photography, computer graphics, combining pictures, words and decorations in the production of books, magazines, posters, adverts etc.

Desirable Qualifications are:

- Experience working in NATO.
- Proven knowledge of printer operations and Graphics Software like Photoshop, Illustrator, InDesign, Corel Draw, Adobe Acrobat Professional.
- Experience creating interactive forms with Acrobat.
- Knowledge of Adobe Premiere and Aftereffects.
- Experience preparing E-books and interactive Media.
- Completion of relevant courses / trainings.

The successful candidate possesses following personal attributes:

- ✓ Good communication skills, both oral and written - able to communicate at all levels;
- ✓ High level of interpersonal skills including tact and diplomacy;
- ✓ High level of organisational and coordination skills;
- ✓ Ability to work independently;
- ✓ Flexible, pro-active and reliable;
- ✓ Independent and creative thinking.

The successfully selected candidate must be able to obtain and maintain a security clearance and is required to pass a medical examination before an employment contract offer is released. The medical examination will take place with our medical consultant. It is required to determine if the recommended candidate is fit to perform the duties and is deployable to NATO's areas of operation.

Due date for receipt of applications: Sunday 26 July 2026, 23:59.

Candidates have to apply electronically in NATO Talent Acquisition Program:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

IMPORTANT:

Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences. Your answers must be comprehensive and stand alone; do not rely on attached documents for essential information (*Attachments are supporting documents and should not be referred to in the job submission*). For example, if a pre-selection question asks you to justify how you meet the minimum experience requirement, you must explicitly detail in the answer box *how* your experience directly aligns with, or exceeds, the stated requirement. Simply stating you meet the requirement is insufficient; provide concrete examples and quantifiable details. These experiences should also be included in the description of your work experiences.

Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates.

Please note that NATO 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. NATO 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 NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.