NOTIFICATION OF A VACANCY
AT COMBINED AIR OPERATIONS CENTRE (CAOC)
UEDEM, GERMANY

Vacancy:

Job Title:	Staff Assistant (Administration and Travel)
NATO Civilian Grade:	NATO Grade 8
Duty Location:	Uedem, Germany
Post filling date:	as soon as possible
Closing date for applications:	15 November 2026

Organisation:

The Allied Combined Air Operations Centre (CAOC) is to plan, direct, task, coordinate, supervise, assess and report on air operations of all allocated assets in peace, crisis and conflict in accordance with the Commander Allied Air Command's directives.
The Static Air Defence Centre (SADC) will conduct the basis mission of the CAOC, to include Air Policing. The Deployable Air Operations Centra (D-AOC) is available to be deployed to contribute to the formation of a Joint Force Air Component (JFAC).
The Command Group is responsible to COM AIRCOM for the command and control of all NATO and national forces placed under the CAOC authority. It is responsible for Air Policing in its assigned Air Policing Area. Liaises with the appropriate land and maritime forces, and coordinates between national and NATO Agencies.
The Budget and Finance (BUDFIN) Branch is responsible for financial planning, budget execution, acquisition support and reporting.
The incumbent is responsible for supporting travel for all CAOC members with coordination and administration of all duty travel (TDY) and purchasing commercial tickets for road, air or ferry transportation and subsequent travel claims.

The main duties of Staff Assistant (Administration and Travel) are to:

- Provide travel support within the CAOC Finance and Purchasing Office for staff assigned to NATO Trial Structure/Peace Time Establishment (PE)/ Crisis Establishment (CE).
- Organize and maintain travel administration files, records, and ensure compliance with NATO's travel guidelines and NATO's document management policies.
- Prepare and submit travel authorizations, and associated documentation in accordance with NATO travel policies and regulations.
- Provide guidance and support to staff members regarding travel regulations, procedures, and entitlements.
- Assist in the preparation of itineraries, ensuring the timely and accurate communication of travel details to all relevant parties.
- Support the implementation of travel office processes and procedures to ensure consistency and efficiency across the team.
- Perform other duties as assigned by the line manager or supervisor, in line with the needs of the organization and NATO travel contract.
- Plan, prepare, coordinate and execute a broad range of travel activities in order to provide responsive, efficient and economical travel and mobility services including all modes of transportation like staff/rental car, mass transport, commercial air for the day-to-day operations of all travel and mobility-related activities at the CAOC.

- Assist in managing the CAOC travel and transportation budget to confirm invoices for accuracy and validity against bookings.
- Coordinate travel requirements with the requesters and prepare/file all necessary documents.
- Assist in the decision-making process related to TDY of CAOC personnel.
- Process all travel request applications and execute all necessary bookings for CAOC personnel going on TDY.

The work is usually performed in a normal NATO office environment. Normal Working Conditions apply. The candidate must be deployable. The employee may be required to undertake deployments in support of military operations and exercises, and/or temporary assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days of duration up to 183 days in any period of 574 day and may be on short notice. For NATO International Civilian (NIC) staff, acceptance of an employment contract linked to this post constitutes agreement to deploy more than 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 is conducted in English.
- Secondary education and completed vocational training in related field/discipline. *(equivalent is Secondary Education AND completed vocational training in relevant field leading to a professional certification or accreditation).*
- Minimum 3 years professional experience in an administrative role within a international organization.
- Professional experience in organizing and coordinating travel logistics for personnel, ideally within NATO or similar international organization.
- Professional experience in the preparation and processing of official correspondence and reports.

Desirable Qualifications are:

- Familiarity with NATO's administrative and travel procedures.
- Experience working with Oracle - NATO Automated Financial System (FinS).
- Experience using travel booking platforms/tools.
- Completion for this position relevant courses / training.

The successful candidate has following personal attributes:

- ✓ Good communication skills, both oral and written - able to communicate at all levels;
- ✓ Good interpersonal skills including tact and diplomacy;
- ✓ Ability to collaborate and work with various stakeholders;
- ✓ Ability to work under pressure;
- ✓ Good problem-solving skills;
- ✓ Good attention to details.

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, 15 November 2026, 23:59**

Test & Interviews for the shortlisted candidates will be in the second part of January 2027 and will be organised in Uedem, Germany.

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.