

NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT AT 1st NATO SIGNAL BATTALION

Our Requirement:

Title: Staff Assistant (Ground Logistics)

NATO International Civilian Grade: 8

Duty location: Wesel, Germany

Closing date for applications: 16 August 2026



Our organisation:

1st NATO Signal Battalion operates, maintains, and sustains Deployable Communication Information Systems (DCIS) to enable command and control (C2) in support of deployed NATO Headquarters and entities during Alliance operations, missions and exercises. The Command Group provides and sustains command and control capabilities, in terms of support, coordination, management, administrative service, and specialists' advice to communication and information systems (CIS), in order to meet the CIS units' mission. The S4 Section is responsible for the overall preparation and execution of logistic plans, movements and policies for the NSB and subordinate units. The Maintenance and Supply Cell is responsible for supporting exercise and operational planning regarding management of supplies and non-CIS availability and deployability, it coordinates and de-conflicts all maintenance for NSB equipment including CIS & non-CIS fleet. The incumbent is responsible for the coordination of logistics functions in accordance with ACO and Battalion Directives.

The main duties of Staff Assistant (Ground Logistics) are to:

- Coordinate logistics functions in accordance with ACO, NCISG and Battalion directives and standing orders.
- Develop transportation load lists, deployed equipment inventories, and report of survey documents.
- Provide assistance and on the job training to subordinate units regarding supply and accounting procedures.
- Assist the 1NSB Budget Officer in developing annual budget requirements for general procurement requests, consumables and estimated annual deployment costs.
- Manage and update consumables and durable requisitions status reports.
- Initiate purchase requests on behalf of 1NSB Staff.
- Manage and supervise the logistics support requirements; developing operating instructions identifying the procedures for deployment and logistic support while in a deployed environment.
- Act as NDSS and LOGFAS operator.

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.

The successful candidate has the following qualifications / experience:

- 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
- Secondary education AND completed vocational training in relevant field/subject.
- Demonstrated professional experience coordinating logistics support in accordance with directives/Standard Operating Procedures/standing orders, including deployment support requirements.
- Professional experience managing supply inventories and distribution procedures to include the requisition/purchase request process, status reporting, and discrepancy documentation.
- Basic knowledge of procurement.

Desirable qualifications / experience are:

- ✓ Experience in logistic planning in a military/operational environment.
- ✓ Experience operating logistic software tools such as NDSS/LOGFAS.
- ✓ Experience supporting deployed operations (planning, packing/movement, sustainment, accountability) and producing deployment operating instructions or Standard Operating Procedures.
- ✓ Completed training/certification in procurement, supply chain, or public purchasing processes.
- ✓ Completed NDSS training (SCMCS – ALMS – SPMS – MTMS).
- ✓ Valid driver's license.
- ✓ Basic knowledge of German language.
- ✓ Completion of relevant courses / trainings.

Personal Attributes:

- ✓ Good interpersonal and communication skills – able to communicate on all levels.
- ✓ Able to work without supervision and under minimal guidance.
- ✓ Very good problem solving skills.
- ✓ Ability to work in a team.

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 16 August 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.