

POST NO. : OGS JHCX 0030

TITLE: Staff Assistant (Civilian Personnel)

GRADE: G12

DIVISION: J1

**LOCATION: NATO INTELLIGENCE, SURVEILLANCE AND RECONNAISSANCE
FORCE (NISRF), Sigonella, Italy**

SECURITY CLEARANCE: NATO S E C R E T

1. POST CONTEXT

The NISRF mission is to conduct unified Intelligence, Surveillance, and Reconnaissance (ISR) operations in support of Supreme Allied Commander Europe (SACEUR), NATO and member nation requirements.

The Joint Staff (JS) is responsible for executing any applicable Joint Function in accordance with the relevant policy, regulations, plans and doctrine. It oversees any Force activity as per the specific, related function, providing advice, endorsement, direction and coordination.

The J1 Division acts as the Force Workforce, and Human Resources (HR) advocate and advisor at all levels of NATO, including ACO ACT, and NATO agencies, contributing to transformation and development of NATO workforce, and HR standards, doctrine, policies, plans and priorities affecting Force operations. It is responsible for the provision of consistent, effective, and efficient workforce planning, military and civilian personnel administration and management, in accordance with relevant policies, procedures, programs, and services.

The Civilian Personnel Branch is responsible for implementing workforce policies and procedures pertaining to recruitment, remuneration, as well as employment of civilian HR, on which it assists and advises all the staff. It supports the Family Support, Morale and Welfare Office in the Human Resources Data Systems relevant activities and manages the deployment of civilians.

The incumbent assists for the management and administration of civilian personnel.

The Staff Assistant reports to OGS JHCX 0010 - Civilian Human Resources Manager-A2/G15.

2. DUTIES

The incumbent's duties are:

Manage the full contract cycle for all administered civilians, irrespective of category (NATO Civilian, LWR, MWA, Temporary, Consultant, etc.). This includes, but is not limited to, issuing initial (first) employment contract, follow on contracts, contract confirmation letters, probationary period letters, letters of temporary and permanent reassignment, letters for termination.

Manage the complete recruitment process starting from the identification of a post vacancy up to the appointment of a candidate for all categories of personnel.

Manage the correct execution of the payroll for administered civilians of all served NATO Bodies.

Oversee the entitlement to privileges and immunities for administered civilians.

Obtain documents supporting allowances, privileges, and immunities from administered civilians.

Ensure that statements of employment for administered staff for official purposes such as obtaining visas, sojourner permits, opening bank accounts, utilities, etc., are properly issued.

Manage the complaint procedures available to civilian personnel based on standing policies for different categories of personnel administered.

Manage the disciplinary procedures based on standing policies for different categories of personnel administered

Administer the staff performance management programme and similar staff evaluation systems for all categories of administered staff.

Interact with supervisors and employees regarding performance, grievances and/or disciplinary matters, thus providing mediation services and remedial measures.

Propose annual and ad hoc training plans to CHRM management based on requirements identified by supervisors and employees and/or by results of the overall assessment of staff performance.

Act as primary point of contact for NATO-led training programs for civilians and for Headquarters-specific training programs for all staff.

Provide periodical reports to CHRM management regarding the performance of civilian staff.

Interact with the Medical Consultant for organizing periodical medical examinations and regarding employees on long-term illness.

Manage invalidity processes for all categories of staff (e.g., the NATO Invalidity Board, etc.).

Provide CHRM management with policy proposals affecting life cycle manager of administered civilians (e.g., NATO Civilian Personnel Regulations, SOPs, Collective Labour Agreement, etc.).

Deputizes for the CHRM, with reference to civilian human resources activities and participate in the other committees, boards, working groups, etc, when required.

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract. 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.

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The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

3. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

Higher Secondary education and completed higher vocational training in human resources management, business administration, law, social sciences, or related field, public administration or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience

At least four years function-related experience in a Human Resources department, preferably in staff relations, of which at least one year in a supervisory role

Experience managing the full contract cycle for all personnel.

Experience managing the complete recruitment process starting from the identification of a post vacancy up to the appointment of a candidate for all categories of personnel.

Experience administering the staff performance management programme and similar staff evaluation systems.

Must have an English Standard Language Proficiency level of “professional” in Listening, Reading, Speaking and Writing (SLP 3333 based on NATO standards).

The HQ's host nation language (Italian) is required.

DESIRABLE

Strong knowledge of civilian human resources personnel regulations.

Experience managing the correct execution of the payroll for administered personnel

Previous NATO assignment.

Experience working in an international / military environment.

Previous experience of NATO civilian human resources office.

Trained in APMS and ERT

COURSES

ETE-FI-2708 - Resource Management Education Programme (RMEP) Course

4. POSITION AND CANDIDATE PROFILE

Personal Attributes

The incumbent works autonomously within the constraints of applicable policies and directives, relying on general guidance, written instructions and precedents, and guidance provided by supervisor. The incumbent must possess inter-personal sensitivity, diplomacy, maturity, poise, and tact, required for interacting with a broad spectrum of ranks, grades and nationalities, within and outside the organisation, in particular in connection with staff development. The incumbent must demonstrate strong communication skills, including fluency and clarity of expression, to interact effectively in proposing policy and organizing training. Maturity, poise, tact, firmness and persuasion characterise the successful incumbent, when managing training activities, advising and counselling staff on training and career development opportunities. Initiative is required to identify and propose, in coordination with management, appropriate training modules. In addition to integrity, flexibility, and discretion, must possess planning and organizational and critical thinking skills, and commitment. Must be able to set priorities and recommend policy changes aimed at improving training and career development effectiveness. Frequently works under pressure, works long/irregular hours carrying high workload.

Professional contacts

The incumbent is required to interact with staff, divisions, supervisors, supported entities and other NATO bodies regarding relations and staff development, and training activities. Interfaces with training providers. Maintains professional contacts with the local authorities. When requested, represent the CHRM in meetings or boards.

Contribution to Objectives

Makes a significant direct contribution to the work and the objectives of all NATO entities where supported civilian personnel are employed by maintaining an effective civilian HR management programme. Manages CHR programs, including the relations and staff development program aimed at promoting competency and commitment, thus enhancing the quality of the organisation's human capital, directly affecting the organisation's ability to meet its objectives. The incumbent also contributes to the development of objectives by proposing policies aimed at improving the quality and performance of civilian staff. Monitors and facilitates compliance with policy, legislation and regulations connected to the administration of civilians employed in support of the organisation and supported entities.

5. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade G12 in Italy is **Euro 4.723,81** which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

6. HOW TO APPLY:

NISRF uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform

at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ JFC Naples.

Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO. **AI-generated application forms will be detected and not considered valid.**

Employment pre-requisites:

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
 - They are over 21 and under 60 years of age at the time of taking up their appointments.
- Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Additional information:

A NATO security clearance of the level required by the position, and approval of the candidate's medical file by the NATO Medical Adviser, are essential conditions for appointment to this post. Applicants are not required to

possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities.

ADDITIONAL INFORMATION:

A NATO security clearance and approval of the candidate's medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit <https://www.nato.int/cps/en/natolive/86790.htm>