POST NO: OJS ZSLM 0150

JOB TITLE: Staff Assistant (Requirements Coord/Inspections)

NATO GRADE: G-12

DIRECTORATE: Management

DIVISION: Base Support Group (BSG)

DUTY LOCATION: HQ JFCNP Lago Patria

SECURITY CLEARANCE: NATO S E C R E T

1. Post Context/Post Summary

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO's three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronizes activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR's Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Management Directorate integrates, coordinates and implements services and activities to support, facilitate and contribute to the full JF HQ mission spectrum.

The Base Support Group is responsible for the Real Life Support (RLS) of the HQ and its staff (including families).

The Infrastructure, Storage & Supply Branch is responsible for Infrastructure Management, the Supply & Warehouse and Health & Environmental Safety.

The Infrastructure Management Section is responsible for the overall direction, management and coordination of engineering and maintenance functions to include engineering support, facilities maintenance, civil works and utilities procurement for JF HQ Naples and supported elements in accordance with relevant Host Nation (HN) Support Agreement.

The incumbent prepares requirements/technical specifications and cost estimates, conducts coordination of inspection for assigned electrical and mechanical works executed 'in house' or by the Host Nation with primary competences in the civil works field.

2. Principal Duties

The incumbent's duties are:

- Prepares requirements / technical specifications for all assigned building and re-modeling projects and service, when directed will conduct on site visits;

- Executes inspection of work sites and suggests corrective action in the case of faults or defective workmanship, assists contractors in execution of projects;

- Assures that designs and SORs for Infrastructures are in line with host nation codes, standards, and legislation;

- If required, provides input for the preparation of the yearly maintenance program & projects plan;

- Coordinates the timeline of execution of the assigned works and projects, ensuring the timely implementation and execution;

- Provides relevant data to his supervisor for the preparation of project status reports for projects assigned to him/her;

- Ensures that relevant technical project data (technical drawings) are properly filed;

- Collects and keeps products installations documentation in the fields of electrical and mechanical;

- Dedicated role of a Project Manager identifying, defining and developing O&M, NSIP (MW and UR) requirements and capabilities into execution and final delivery products.

- Providing continued support in the achievement of project goals and deliverables, defining tasks and required resources, collecting and managing project teams.

- Creating project schedule and timeline, leading quality assurance, reporting on project status, presenting to stakeholders reports on progress as well as problems solutions.

- Provides cost estimates for projects to be executed either “in-house” or by HN;

- Certifies on correctness of invoices (HN included) by confirming completion of execution in accordance with contractual requirements;

- Handles, in Host Nation (HN) language if required, interfaces with contractors;

- Liaises with HN engineering entity on a very regular basis;

- Collects and keeps product documentation in the field of electrical and mechanical engineering;

- Recommends on minor/extra works within authorized project budget;

- Undertakes work as part of a project team or working group as directed or assigned.

3. Special Requirements and Additional Duties

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 up to 30 days.

- The incumbent may be required to support any other BSG activity or task, as requested.

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.

4. Essential Qualifications

a. Education/Training

Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related experience.

b. Experience/Qualifications

- Minimum of three years professional experience in the maintenance, repair and modification of electrical systems and mechanical systems such as heating, air-conditioning and refrigeration systems;

- Knowledge of the fundamentals and principles of related engineering fields;

- Knowledge of installing, diagnosing faults and repairing of heating, air-conditioning and refrigeration equipment;

- Experience supervising and inspecting installations and construction works;

- Experience in drafting for structures, buildings, site layouts or sketches;

- Knowledge in Computer Aided Design (CAD) graphic systems.

c. Language

- English - SLP 3322 - (Professional Listening, Speaking, Functional Reading and Writing)

- The HQ's host nation language is required.

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

5. Desirable Qualifications

a. Professional Experience

- Experience in extracting quantities out of technical drawings and in the field.

- Experience in the development of statements of requirements and cost estimates for electrical and mechanical systems to include heating, air-conditioning and refrigeration systems.

- Experience in quality control management related to maintenance and new installations.

- Experience in centralized automated building management systems.

- Experience in conducting engineering studies, surveys and investigations.

- Experience in maintenance of large-scale facility power plants and uninterrupted power supplies.

- Experience in energy efficiency programs and green technologies.

- Thorough knowledge of safe working practices according to European and HN regulations.

b. Language Skills

Italian 3333 (Professional)

English 4343 (Expert/Professional)

NATO COURSES:

- [FIN-FI-2708] Resource Management Education Programme (RMEP) Course (D)

- A3002 Project Management Professional (PMP) Exam Prep

- A3028 Project Management Training: Skills for Success

6. Attributes/Competencies

Personal Attributes: - Must be a team player possessing sound communication skills when dealing with internal and external contacts.

- Should prove mastery of electrical and mechanical practices ranging from best available technologies to cost effectiveness and timing, as well as NATO procedures, directives and regulations ranging from the financial, contractual and procurement fields, to the technical fields of electrical and mechanical engineering maintenance activities.

- Must be proactive in gaining knowledge of the military chain of command structure in order to provide proper support to the organization.

• **Managerial Responsibilities:** Manages HN support personnel and contractors working for HN in electrical and mechanical engineering disciplines, concerning HQ infrastructure.

• **Professional Contacts**: The incumbent routinely interrelates not only with work associates, but also with a variety of staff, both internally and externally, in performing his numerous duties and functions.

• **Contribution To Objectives:** The incumbent is involved in many exceptional needs that arise, particularly those that have operational significance. Duties embrace a large variety of different activities, from technical and electrical and mechanical practices ranging from best available technologies to cost effectiveness and timing; ensuring that projects and works executed are in line with host nation codes, standards, and legislation. There are no reporting responsibilities.

This post reports to: OJS ZSLM 0030 - Manager (Works, maintenance Coordination) - A2/G15. This post does not deputises anybody. This post is not deputised by anybody.

7. 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.

8. HOW TO APPLY:

HQ JFC Naples 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.

DISCLAIMER ON USE OF ARTIFICIAL INTELLIGENCE (AI):

NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of reference documents without proper citations (plagiarism), or any tools available on internet, including but not limited to generative artificial-intelligence (AI) 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 tools may be rejected without further consideration, and NATO reserves the right to take further steps in such cases as appropriate.

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 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