



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

Our Requirement:

Title: Staff Officer (Crisis Response Operations / Resilience & Readiness)

Grade: 15

Duty Location: Brunssum, The Netherlands

Requirement filling date: in first quarter of 2027

Closing date for applications: 24 November 2026

Our organisation

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters (HQ) to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR).

The Support Directorate is responsible for planning, directing, monitoring, assessing and coordinating Support staff functions.

The J1 Division is responsible for developing, planning, preparing, and executing the HQ's human resource plans and programmes.

The Civilian Personnel Branch is a shared services provider for developing, planning, executing and implementing policies and procedures pertaining to all activities on civilian staff administration.

The incumbent is responsible for civilian policy and plans related to the readiness of civilian staff to ensure they are capable and ready to support Alliance Operations and Missions (AOMs). He/she develops and coordinates education and individual training for civilians, oversees the management of forward civilian personnel office(s) and provides specific expertise in emerging Human Resources (HR) strands to support NATO's level of ambition.

The duties of Staff Officer (Crisis Response Operations / Resilience & Readiness):

- Is Civilian Subject matter expert for civilian workforce resilience and readiness.
- Utilizes tools and software for development and oversight of education and individual training for civilians, with focus on e-learning supporting the dispersal and reinforcement concept and supporting existing and evolving civilian capabilities.
- Assesses the readiness requirements including training requirements and needs analysis and proposing individual training solutions. Coordination with education and training facilities.
- Develops operational-level general and mission-specific policies, plans and procedures for resilience, readiness, dispersal and deployment of civilians and for mission-employed civilians (in-, and out-of-theatre). Interprets, implements

and proposes changes to higher headquarter policies. Collaborates on NATO wide workgroups.

- Assists with managing and overseeing the Civilian Personnel Office(s) established in a deployment or dispersed location as applicable. Provides reach back support for forward civilian HR/ Support offices CPOs.
- Coordinates and provides civilian HR readiness expertise and support.
- Coordinates with subject matter experts for all aspects related to civilian readiness for missions, developing Statements of Requirements (SORs) and fulfils the role of the Contract Officer's Technical Representative for equipment.
- Assists in preparing civilian-related budget submissions for missions, activities, exercises and training.
- Participates in Working Groups and Joint Operational Planning Groups (JOPGs) to advise on conditions of civilian employment in, and deployment to AOMs.
- Participates in the evaluation of submissions and staffing of civilian workforce and logistic support requirements at Joint Task Force (JTF) level.
- Coordinates when requested with higher HQs and insurance providers on travel, health and repatriation insurance requirements for Temporary Duty (TDYs) / Deployments.
- Represents operational level HQ regarding policy, resilience insurance and training requirements for civilian employment.
- Develops options for the digitalization of civilian HR service.
- Holds delegated authority to commit the organization to funding obligations – making commitments to spend money when directed to serve as the Civilian Human Resources Manager (CHRM), within the CHRM authority.
- Functional Area decision authority when directed to serve as the CHRM.
- Participates in exercises as Civilian HR Manager, as required.
- When tasked chairs recruitment campaigns for mission related civilian posts.
- Fulfils Life Cycle Management (LCM) responsibilities when required as part of a forward civilian HQ/support office.
- Provides support to same functional area for another HQ which has the Operational lead

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 3333.
(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.
- University Degree or equivalent in human resources management, business administration, law, social science, public administration or related field/discipline.
(equivalent is Higher Secondary Education AND completed advanced vocational training in relevant field leading to a professional certification or accreditation)
- Minimum 4 years' professional experience executing personnel management.
- Minimum 2 years' professional experience in personnel administration.
- Minimum 2 years' professional experience in managing readiness and resilience related civilian HR issues.
- Professional HR experience related to non-permissive environments preferably in a multi-national environment.
- Experience with digitalization of policy and procedures.
- Experience with implementing Human Resource Management policies: translating policies into operational procedures and implementing the procedures.

Desirable Qualifications are:

- Knowledge of international labour legislation and labour relations practices.
- Experience in coordinating professional development, education, and (individual) training.
- Experience in change management.
- Experience in project management.
- Completion of relevant courses / training.

The successful candidate possesses following personal attributes:

- ✓ Organisational awareness - understands organisational climate and culture;
- ✓ Flexibility – ability to work and react in an unpredictable environment and to adapt to unforeseen situations;
- ✓ Inter-personal sensitivity, diplomacy and very good communication skills both oral and written, required for interacting with a broad spectrum of ranks, grades, nationalities and cultures;
- ✓ Analytical Thinking – able to figure out complex topics and to resolve issues related to his/her mission;
- ✓ Initiative – ability to anticipate the situations and to take actions in a time-sensitive situation.

The successful 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 will be released. The medical examination will take place with our medical consultant, 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: Tuesday 24 November 2026, 23:59

Candidates have to apply electronically in NATO Talent Acquisition Program:
<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Results of the applications will be communicated by mid-December 2026. Test & Interviews will be organized in Brunssum, The Netherlands and are planned on 13 & 14 of January 2027.

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.