



## **JWC VACANCY** **NOTICE 240201**

**Job Title:** Staff Assistant (Administration)

**NATO Body:** Joint Warfare Centre (JWC)

**Primary Location:** Stavanger, Norway

**Schedule:** Full-Time

**Salary (Pay Basis):** 55,416.00 NOK Monthly

**Grade:** G8 / B-3

**Clearance Level:** NATO Secret (NS)

**Application Deadline:** 22 September 2024

### **Description**

The Joint Warfare Centre (JWC) is looking for a dynamic and pro-active staff assistant to provide administrative support to the Exercises, Training, and Innovation (ET&I) Directorate and JWC Core Planning Team. The successful candidate will be an effective communicator and have good interpersonal skills.

### **SUMMARY**

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness.

The Exercises, Training, and Innovation (ET&I) Directorate is JWC's delivery organisation for the design and execution of joint, operational-level focused collective training for NATO Command Structure and NATO Force Structure Headquarters

in order to prepare them for real-world operations.

The Office of Shared Administration provides general and exercise-related administrative services and budgetary support to the Directorate, and its subordinate Divisions and Programmes.

This post works in a team of five Staff Assistants (Admin) and one Head (Shared Administration) who collectively support the Directorate, its subordinate Divisions and Programmes. The post holder may be appointed as the Admin point of contact (POC) for a non-exercise project team, and assists with Directorate administrative tasks during periods of exercise delivery.

### **REPORTS TO**

Head (Shared Administration)

### **PRINCIPAL DUTIES**

The incumbent's duties are:

- General administrative support involving ET&I Directorate requirements.
- Supply matters including the requisition and management of expendable/consumable supplies and stationery, and the tracking of durable supplies and furniture as a divisional Property Custodian Holder (PCH).
- Personnel matters including the preparation and maintenance of contact rosters, leave/TDY rosters, and In/Out-Processing support.
- Communication matters including mail and document distribution, the coordination and scheduling of facilities and communication systems, and the preparation/submission of CIS account requests and requests for change.
- Delivering and coordinating administrative support to the JWC Core Planning Team of a nominated JWC project (if in the role of Admin POC).
- Controlling and maintaining internal information flow including mail and document distribution, as well as compliance with the Enterprise Document Management System (EDMS).
- Advising personnel on the use of JWC forms and templates as well as the proper routing of documents and correspondence in accordance with JWC SOPs.
- Advising personnel on the preparation and routing of individual travel requests in accordance with JWC forms and templates.
- Coordinating and scheduling conference rooms and Secure Video Teleconference (SVTC) facilities.
- Serving as a Computer-based Information Systems (CIS) Point of Contact, which includes preparing and submitting new User Accounts; requesting the addition, removal, or movement of CIS assets; attending Information Technology (IT) User Group and Information Knowledge Management (IKM) meetings.

- Monitoring, requisitioning, and stocking expendable/consumable office supplies and stationery as required.
- Supporting property accountability requirements as a Property Custodian Holder (PCH) for durable/non-expendable furniture and equipment.
- Conducting annual Divisional furniture inventory and administrating/requesting furniture changes.
- Providing personnel in/out-processing support in accordance with JWC Directives and ET&I SOPs.
- Assisting in the preparation and maintenance of personnel contact information rosters and personnel accountability trackers (leave, TDY, courses).
- Attending the weekly Shared Admin coordination meeting.
- Contributing to the development of and adherence to administrative SOPs.
- Attending Project Core Planning Team meetings (if appointed as Admin POC).
- Contributing to the JWC internal Lessons Learned process for projects.
- Participating as required during project execution, preparing daily briefings, coordinating Secure Video Tele-conference (SVTC) facilities, requesting project supplies, and liaising with Real Life Support (RLS) Branch under the direction of Programme Directors (if appointed as Admin POC).

## **ESSENTIAL QUALIFICATIONS**

### **Education/Training**

- Secondary education and basic training in library, information science, management information systems, computer science or related discipline for specific task related skills, with 2 years' experience.

### **Language**

- English – Upper Intermediate/Advanced

## **DESIRABLE QUALIFICATIONS**

### **Professional/Experience**

- Working knowledge of NATO administrative systems including document control and security procedures.
- Expertise in working in an administrative post in an international organization, preferably NATO.

## **ATTRIBUTES/COMPETENCIES**

- **Personal Attributes:** Good interpersonal and communication skills are required. The ability to adapt to flexible work patterns and to work as part of a team focusing on rapidly changing priorities will be a routine feature of work. Attention to detail, especially regarding meeting arrangements, travel, document security and financial oversight is especially important. The incumbent must be dynamic and able to work under pressure and should have a pro-active and flexible approach to his/her duties.

- Managerial Responsibilities: Appointed as coordinator for the distribution of static HQ admin tasks within the Office of Shared Administration.
- Professional Contacts: Will deal with a wide range of internal and external contacts, agencies and HQs. In addition, will interact with all other JWC Directorates, notably the Support Directorate Branches, and the Directorate of Management Branches.
- Contribution to Objectives: The post provides significant continuity in administrative and reach-back support to the work of the Directorate and additional assistance to other staff during peak workloads and/or staff shortages. The post is fundamental to the smooth and efficient work of the Directorate's staff especially in view of their likely high requirement for international travel and remote working.
- Supervisory Responsibilities: There are no reporting responsibilities.

### **WORK ENVIRONMENT**

The work is normally performed in an office environment.

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

### **HOW TO APPLY FOR A NATO CIVILIAN POST AT JWC:**

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed or re-submit the application.

**Applications will not be accepted after the deadline.**

**Remarks:**

**Notes for candidates:** The candidature of NATO redundant staff at grade G8 / B-3 will be considered before any other candidates.

**Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade G8 / B-3, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

**Contract:**

The successful applicant will be offered a three year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**Salary:**

Starting basic salary is NOK 55,416.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at [civ.recruitment@jwc.nato.int](mailto:civ.recruitment@jwc.nato.int)