



## **JWC VACANCY** **NOTICE 240227**

**This vacancy notice is for a NATO-2030 agenda project-linked NATO International Civilian (PLN) post.**

**This post is limited to a three year definite duration project. It will be filled as soon as possible.**

**In view of the urgency of this project, qualified candidates who hold or have recently held a valid NATO or National security clearance will be given priority consideration.**

**Job Title:** Staff Assistant - Travel (2030 P&C)

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

**Primary Location:** Stavanger, Norway

**Schedule:** Full-Time

**Salary (Pay Basis):** 62,444.00 NOK Monthly

**Grade:** G10 / B-4

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

**Application Deadline:** 22 September 2024

### **Description**

The Joint Warfare Centre (JWC) is looking for an experienced and pro-active Travel Assistant to arrange travel, make reservations, purchase tickets and undertake the associated financial processes. The successful candidate will enjoy working in a busy customer service environment and will be expected to find cost effective solutions whilst taking into account the needs of travellers.

### **SUMMARY**

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

The Office of Budget & Finance (BUDFIN) is responsible for supervising the application and propriety of fiscal, budgetary and procurement policies and controls across all organisational elements of the JWC.

The Purchasing and Contracting Section is responsible and exclusively authorized to conduct Procurement and Contracting activities, including Travel Services, for the JWC budgets and for funds delegated by other NATO bodies.

The Staff Assistant - Travel provides travel and booking services to the Joint Warfare Centre, NCIA and NEC CCIS SSC Kolsaas.

## **REPORTS TO**

Section Head (Purchasing and Contracting)

## **PRINCIPAL DUTIES**

The incumbent's duties are:

- Coordinates and administers official travel activity.
- Uses a computerized reservation system (currently Amadeus) to provide flight schedules, flight and car reservations, availability checks, price comparison, airline information, fare and revalidation terms.
- Purchases flight tickets, rental cars and special travel related/requested equipment after travel request approval.
- Delivers hotel solutions for groups and single travellers.
- Assists in the staffing of requests for higher rates of subsistence allowance.
- Provides information about travel and visa regulations.
- Maintains a database of travellers details in case they need to be contacted urgently.
- Assists in the approval of travel requests in NATO's financial system. Ensures travel requests are complete and accounted for correctly. Calculates and estimates travel and transport costs and determines the most economical means of travel. Assists with travel related procedures and provides NATO Travel Orders.
- Advises staff on JWC travel policies and procedures and supports newcomers training.
- Supporting Human Resources in home leave related matters and providing flight transport for interview candidates.
- Verifies travel related invoices. Contacting the supplier to amend invoices if content doesn't meet the order/contract. Entering, processing and preparing travel related invoices for payment in NATO financial system. Approves travel expense invoices.
- Supports fund management processes.
- Assists with contract administration, creates purchase orders, amendments and modifications as required.
- Assists with the reconciliation of invoices for other NATO 2030 contracts as required, ensures receipt of services/goods and that payments are made on time on.
- May act as Head of Travel Office as required.
- May be authorized to place orders, make small purchases and negotiate contracts subject to approval.

## **ESSENTIAL QUALIFICATIONS**

### **Professional/Experience**

- At least two years administrative experience in the field of travel procurement, commercial travel business, purchasing, sales, finance or related activity.
- Experience with automated travel/financial systems. Hands-on experience with automated financial systems.

### **Education/Training**

- Higher Secondary education and intermediate vocational training which might lead to a formal qualification with 2 years experience, or
- Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

### **Language**

- English – Upper Intermediate/Advanced

## **DESIRABLE QUALIFICATIONS**

### **Professional/Experience**

- Extensive in-house training on military and commercial travel activities.
- Extensive training on AMADEUS travel reservation system.

## **ATTRIBUTES/COMPETENCIES**

- Personal Attributes: Work can generally involve complex or unusual travel requirements, and may demand considerable thought and judgement. Requires an ability to assess quickly cost and time factors when determining travel means. Delivery of service to senior and junior staff officers requires patience, tact and an ability to clearly explain travel opportunities and restrictions. Initiative is needed to prioritise travel requests.
- Managerial Responsibilities: Follow a given work schedule/limited control over priorities.
- Professional Contacts: Have professional contact with others limited to soliciting and exchange of information. Regular contact with senior HQ staff who are undertaking official travel. Frequent contact with commercial travel organisations including car hire and hotel reservations.
- Contribution to Objectives: Involve provision of information or analysis as part of a task assisting others to take decisions/action. Indirectly impacts the ability of HQ staff to fulfil their missions. Provides support to the appropriate and efficient utilisation of financial resources made available to JWC
- Supervisory Responsibilities: There are no supervisory 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 G10 / B-4 will be considered before any other candidates.

**Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade G10 / B-4, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

### **Contract:**

This project post is limited to a definite duration of three years. There is no guarantee that the post will continue beyond that period. The successful applicant will be offered a three year definite duration employment contract. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

### **Salary:**

Starting basic salary is NOK 62,444.00 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)