



International Military Staff
Etat-Major Militaire International

Brussels - Belgium



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STAFF VACANCY 250106

DIVISION: International Military Staff (IMS)
Office of Director General IMS (DGIMS)
Executive Coordinator Staff

TITLE: Head (Privileges, Immunities & Transport)

GRADE: B6/G14

Please note that the competition for this post will be conducted on site and is tentatively scheduled to be completed by second trimester of 2025.

1. Post Context.

A post in the IMS Sustainment and Logistics Office that provides administrative support. The Head leads the Privileges, Immunities and Transport (PI&T) Section.

2. Principal Duties:

Main duties in the different areas of responsibilities are listed below.

a. **Privileges and Immunities Services.**

- Processing documents of IMS military members and their dependents in view of the registration with the Belgian Protocol office of the FPS Foreign Affairs in applying for, distributing and retrieving the ID cards in question.
- Providing the military IMS members with information concerning vehicle related issues (import, export, purchase and sale of vehicles, insurance, Contrôle Technique, registration fees, driving licenses and road tax). Processing the documents concerning the registration of their private vehicles.
- Maintaining records of members' ID cards and vehicles in the P&I database.
- Preparing and issuing certificates and attestations for administrative reasons (e.g., VAT exemption requests) for IMS military personnel, in respect of current regulations.
- Acting as a delegate of the CMC in signing VAT and Customs related documents in the absence of, and in coordination with Head (Sustainment and Logistics).
- When possible, advising, and assisting military members in individual cases related to Belgian law. For this purpose, and when required, liaising with the different Host Nation administrative services (Federal, Regional and Communal level).
- Maintaining a general knowledge and a record of regulations and laws applicable to the IMS members and to the daily office work.

b. IMS Transport services.

- Supervising and managing the IMS driver and follow-up of the driver overtime budget.
- Managing the fleet of IMS vehicles including all administrative and technical requirements.
- Processing transport requests, ensuring that the authorized missions are in line with procedures while maintaining a database recording all transport missions.

c. Finance.

- Collecting the fees for vehicle registration purposes for SHAPE.
- Responsible for the bookkeeping and records of the IMS Petrol Fund and providing the financial reports to the IMS FC as part of the IMS Morale and Welfare Activities (MWA).
- Checking and maintaining the bookkeeping and records of the IMS Petrol Fund.
- Managing cash and payment systems in accordance with FC regulations and MWA policies.
- Managing the IMS petty cash in accordance with FC regulations.
- Inputting requirements into FinS to cover the various requirement of the Section (e.g.: periodic IMS vehicle maintenance, tyres, and fuel).
- Requisitions and monitors IMS car pool vehicle repairs, including coordination with third party insurance.
- Requisitions and monitoring bus transportation requirements.
- Creating and managing basic purchase agreements (BPA) for: the CMC armoured car leasing program, IMS car pool insurance, the IMS language training centre, and the car pool carwash program.
- Acting as Alternate Fund manager with respect to the requirement of the Section.

3. Special Requirements and Additional Duties

The Head (PI&T) 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.

- May be required to perform other related duties as directed.
- May be required to undertake TDY assignments both within and outside of NATO's boundaries and work irregular hours whenever necessary.
- May perform, if required, duties in the NATO HQ Crisis Management Organization.
- The work is normally performed in a Normal NATO office working environment.

4. Essential Qualifications. Professional/Experience.

- A minimum 6 years' experience in office administration.
- Proven broad/multidomain experience in the field of administration in a multinational/international environment, preferably with a mixed military/civilian workforce.
- Knowledge of the Host Nation's civil regulations and its administrative structure.

Education/Training.

Higher secondary education (54 ISCED) coupled with 12 months of full-time vocational training in duty related functions or 8 years' experience in relevant duties in international mixed military/civilian environment.

Languages. Candidates must have an advanced level of spoken and written English and an upper intermediate level of spoken and written French. Candidates will be required to pass a one-hour multiple-choice computer-based test in both languages at the required level as well as to demonstrate their abilities in the written test and interview.

Computer Literacy. Use of MS-Office applications are important to the effective and successful execution of daily duties. Advanced working user experience with MS Word, MS Access, MS Excel, Web applications, and E-mail/Outlook. Basic working user experience of MS PowerPoint programs.

5. Desirable Qualifications.

Professional/Experience.

Previous professional service in a NATO post, or joint national staff, or in an International Organization.

Education/Training.

Good general education.

Languages. An elementary level of Dutch.

6. Personal Attributes/ Competencies.

Must be of outstanding integrity, tactful, helpful, discreet and diplomatic, and be able to work under his/her own initiative.

Needs to have a customer service attitude, taking personal responsibility in correcting problems and demonstrates a level of empathy to allow to read non-verbal cues.

Candidates must demonstrate the following competencies:

- **Achievement:** Creates own measures of excellence and improves performance;
- **Analytical Thinking:** Sees multiple relationships;
- **Change Leadership:** Supports general need for change;
- **Clarity and Accuracy:** Monitors others' work for clarity, correcting problems;
- **Flexibility:** Adapts to unforeseen situations
- **Impact and Influence:** Takes multiple actions to persuade;
- **Initiative:** Is decisive in a time-sensitive situation;
- **Organizational Awareness:** Understands the Organization's structure;
- **Teamwork:** Expresses positive attitudes and expectations of team or team members.

7. Managerial Responsibilities:

Supervises the duties and responsibilities of two assistants with in detail financial management of their respective funds, and of the drivers' duties and day-to-day planning and managing of their overtime budget.

Daily management of the IMS transport budget and fleet of official vehicles and for the financial reporting of the IMS MW activities to the IMS FC.

8. Professional Contacts

Daily contact with external and internal counterparts at different levels.

Maintaining good working relationships with different Host Nation administrations (e.g. registration office, tax office, Customs and Federal Police, Ministry of Foreign Affairs - Protocol, Federal and local administrations), duty-free goods suppliers, International Staff P&I Office, IMS LEGAD and FC.

9. Contribution to the Objectives.

The P&I office assists the military IMS members with their "accorded privileges and immunities". This results in an indirect contribution to the organization's objectives.

10. Remarks.

- Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
- Work Environment – Normal office environment.

11. How to apply.

Applications must be submitted by **9 March 2025** (23:59 Brussels time) using one of the following links, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: www.nato.int/recruitment

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, resubmit the application.

12. Additional Information.

The successful applicant will be offered a three-year definite duration contract which may be renewed. If the successful candidate is seconded from a national administration, public institution or the armed forces of a NATO member state, he/she will be offered a three-year definite duration contract which may be renewed for a further period of up to three years. The maximum time of service in post for seconded staff is six years. Serving NATO

international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Appointment will be subject to the deliverance of the appropriate security clearance by the national authorities and approval of the medical file by the NATO Medical Adviser.

A written test will be held as part of the selection procedure.

Applicants who meet the necessary requirements and who prove to be competent for the post but who are not successful in this particular competition, may be considered for posts of a similar nature, albeit at a lower grade, which may become vacant in the near future.

NATO as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector.

Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The IMS at NATO Headquarters in Brussels, Belgium, is committed to providing equality in working opportunities regardless of sex, race or ethnic origin, religion, disability, age or sexual orientation.

The IMS is a non-smoking environment.