



## **Administrative Assistant, Canada (241161)**

**Primary Location** CA-Halifax

**NATO Body** Defence Innovation Accelerator for the North Atlantic (DIANA)

**Schedule** Full-time

**Application Deadline** 10-Sep-2024

**Salary (Pay Basis)** 5,810.25 Canadian Dollar (CAD) Monthly

**Grade** NATO Grade G8 – G10

**Clearance Level** NS

### **1. OVERVIEW OF DIANA**

The Defence Innovation Accelerator for the North Atlantic (DIANA) is NATO's newest body. DIANA brings together innovators and end users across the Alliance to build a transatlantic, dual-use, startup ecosystem of deep technology solutions.

DIANA is an independent NATO body comprised of an Allied Board of Directors and an executive management team - the DIANA Executive (DX). Operating out of three regional offices spanning Europe and North America, the DX executes and directs DIANA's mission: accelerating deep tech, dual-use solutions that mitigate the risk of conflict; reducing both the factors of likelihood and impact. DIANA is a dynamic, agile and hybrid workplace, which strives for innovation, diversity, and excellence and is committed to providing our people with an environment that is positive, inclusive, and collaborative.

### **2. OVERVIEW OF THE ROLE**

Reporting to the Regional Director of the DIANA North America Regional Office, the Administrative Assistant provides administrative support to the North America Regional Office of DIANA; in particular, by supporting the efficient and effective functioning of the office. The incumbent provides support to the Administrative Officer on staffing and administration, operational planning, policies and procedures, and programme/project planning, as well as booking travel, organising events, greeting and escorting visitors, information knowledge management, and monitoring and coordinating tasks across the team. The incumbent is responsible for ensuring the efficient and effective coordination and execution of administrative tasks within the North America Regional Office.

Duties of this role include:

- Monitor the circulation of documents and information to and from DIANA, acting as a point of contact for external and internal requests. Ensure proper co-ordination, accuracy, completeness, clarity and conformity with DIANA procedures. Ensuring that preparation and handling of all documents for action or signature is carried out in accordance with appropriate NATO administrative procedure guidelines.
- Assisting in the management of divisional information knowledge management, including facilitating divisional workflows.
- Assisting in the organization, preparation, and execution of meetings or events, including booking and arranging all organizational aspects; preparation of agenda/programmes, meeting summaries and supporting documentation for meetings, working groups and conferences and



participating in the execution of the meetings or events to assist the chair with live editing or other requirements. Preparing travel detailed agendas and hospitality expenses when needed.

- Control and maintain the booking of the DIANA Conference rooms.
- Prepare travel arrangements for the Regional Director and other staff and prepare travel claims as needed.
- Answer enquiries and incoming telephone calls and assist in the scheduling of the day-to-day business, including maintaining the Regional Director's calendar, and initiating all follow up actions as appropriate. Co-ordinate with the leave schedules and other calendars accordingly.
- Act as committee liaison for DIANA by assisting the Regional Director in maintaining professional contacts with relevant committees and attend meetings as needed.
- Perform any other related duties as may be required.

### **3. ROLE REQUIREMENTS, QUALIFICATIONS AND EXPERIENCE**

#### **ESSENTIAL**

The incumbent must have:

- Completed Higher Secondary Education.
- A minimum of 4 years of experience in administrative functions.
- Knowledge of the full MS Office suite and collaboration platforms (MS Teams, SharePoint).
- Proven experience of effectively working in a multidisciplinary, multinational team environment.
- Ability to work on own initiative in a reliable and trustworthy manner in a demanding environment.
- Ability to manage a high workload and prioritize tasks with little oversight.
- Proven experience of taking minutes at meetings and accurately transcribing them.
- Excellent communication skills - written and oral, in particular, be able to draft quickly, clearly, and concisely in the English language; with experience dealing with complex problems and drawing up documents in English.
- Experience organizing meetings and acting as the meeting Secretary when required.
- Experience in the organization of conferences, meetings and social events and/or programme administration and financial matters.
- Experience booking travel for multiple personnel, in particular senior level leaders.
- Possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; and I ("Beginner") in the other.

**NOTE:** Most of DIANA's internal work is conducted in the English language.

#### **DESIRABLE**

The following would be considered an advantage:

- Experience administering an executive office in a national or international organization.
- Prior experience providing administrative support in an innovative and/or technological professional environment.
- Experience working with ERP systems.



- Knowledge of NATO institutional framework, policies and procedures.
- A higher level of proficiency in French.

#### 4. WHAT WE OFFER

- Genuinely meaningful work as part of the newest unit within the most successful alliance in history.
- Tax-free salary.
- Household and children's allowances and privileges for expatriate staff including expatriation and educational allowances (where applicable) and additional home leave.
- Excellent private health insurance scheme.
- NATO pension scheme.
- Generous annual leave of 30 days plus official holidays.
- Flexible working conditions and a smoke-free office in Halifax.
- Opportunities for learning and development.

In accordance with the NATO Civilian Personnel Regulations, the successful candidate will receive a definite duration contract of three years, which may be followed by an extension.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is six years.

**NOTE:** Irrespective of previous qualifications and experience, candidates for twin-graded posts will be appointed at the lower grade.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

**NOTE:** DIANA 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. DIANA 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 DIANA's sole discretion, and DIANA reserves the right to take further steps in such cases as appropriate.

For more information on DIANA, please visit our [website](#).