

	NATO	NORTH ATLANTIC TREATY ORGANIZATION INTERNATIONAL STAFF
	OTAN	ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD SECRETARIAT INTERNATIONAL

VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

Administrative Assistant -241528

Primary Location Belgium-Brussels

NATO Body Battlefield Information Collection and Exploitation System (BICES)

Schedule Full-time

Application Deadline 24-Nov-2024, 11:59:00 PM

Salary (Pay Basis): 3,833.04Euro (EUR) Monthly

Grade NATO Grade G8-G10

Description:

1. SUMMARY

The BICES Group Executive (BGX), a NATO entity, is the executive body of the BICES Group (BG). The BG exists to enable the sharing and exchange of Intelligence and Information between and amongst the NATO nations, with NATO and with other non-NATO nations and Organizations. The BGX, under the leadership of the Director, is comprised of the following pillars: Intelligence and Enterprise Services (IES) Division, Programmes, Engineering and Maintenance (PEM) Division, Operations and Security Services (OSS) Division and Intelligence, Surveillance and Reconnaissance (ISR) Cell.

Under the leadership of the Financial Controller and Head of Administration, the Executive Office supports the Director in the efficient and effective management of the BGX. The office also provides support to the Board of Directors (BOD), which is the body that exercises guidance and direction of the activities of the BGX. Additionally, the office is responsible for all aspects of day-to-day management and administration of the BGX and provides programme administrative support across the BGX.

Under the direction of the Executive Coordinator, the incumbent is primarily responsible for providing support to the BGX in the areas of administration, human resources, information management, events organisation and security. Additionally, s/he will provide support to the BGX Senior Management. The incumbent may undertake travel duty assignments both within and beyond NATO's boundaries.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL:

The incumbent must:

- possess a higher secondary education and at least 3 years of experience in post related duties;
- have experience with organizing senior level meetings and conferences or with programme administration follow-up;
- have good knowledge of MS Office applications (Advanced: Word, PowerPoint, Outlook, Intermediate: Excel);
- possess excellent drafting and proofreading skills and be able to communicate clearly and logically, orally and in writing;
- demonstrate organization, prioritization and coordination skills;
- experience working with SharePoint;
- possess the following minimum levels of NATO's official languages: English V ("Advanced"); French II ("Elementary").

DESIRABLE:

The following would be considered an advantage:

- executive office support or administrative studies;
- vocational education or training in personnel and/or security administration;
- experience with information and content management tools and procedures;
- a higher level in the French language;
- experience working in a major international organization or international environment;
- knowledge of NATO responsibilities and organization.

3. MAIN ACCOUNTABILITIES

Expertise Development

Proactively improve and develop skills in administration, including personnel and information management. Engage with stakeholders in these areas in order to improve the related procedures and practices within the BGX. Prioritize work and process tasks timely and efficiently.

Financial Management

Verify the requirements and availability of funds for supplies, works and organisation of events.

Information Management

Maintain an effective follow-up system for pending actions of the office. Draft routine memoranda, calling notices, instructions and cover letters to documents. Process sensitive management, HR and security related documents where the utmost discretion is required. Proactively collect information related to upcoming activities and events and update the related files/databases. Maintain effective communication with Senior Management and ensure they are informed of matters related to their respective areas of responsibility. Take minutes at meetings, as necessary and draft reports, as directed.

Knowledge Management

Ensure that taskings due to the Executive Office, the Director or external stakeholders are planned, staffed and executed within the required deadlines. Maintain the BGX internal document management system and classified registry. Update and maintain the administrative sections of the BGX and BICES portals. Update and maintain the personnel and security related files and databases being mindful of the classification and other security restrictions.

Organisational Efficiencies

Identify best practices and procedures in order to improve the processes of the office, to manage information and use office tools. Organise own workload to ensure the accurate and timely execution of duties. Find timely and creative solutions to problems that meet client and organizational needs.

Planning and Execution

Contribute to the day-to-day execution of administrative activities of the office. Manage tickets for IT as well as Building and Infrastructure services. Effectively plan in-processing and out-processing activities for personnel and consultants. Support the organization of events. Provide executive support to the BGX Director. Maintain the Director's calendar; schedule appointments, meetings and events; organise visits, including VIP visits to the BGX. Ensure that meetings chaired by the Director are properly staffed. Make travel arrangements for the Director, including reserving accommodation, submitting required documentations and certificates, preparing travel orders and expense claims. Provide administrative support for the BOD meetings, maintain the respective Representatives contact lists and assist with the meetings and related requirements. Support the Executive Coordinator with personnel and security administration. Provide administrative support for the BGX and BOD meetings at NATO HQ and abroad when required.

Stakeholder Management

Establish good working relationships with BGX staff and with relevant stakeholders inside and outside the Organization. Build a network of key contacts across the Organization. Liaise with other BGX Divisions, the International Staff and stakeholders from the BICES Nations, as well as with external companies to coordinate and manage events, meetings and visits.

Perform any other duty as required.

4. INTERRELATIONSHIPS

The incumbent reports to the Executive Coordinator. S/He works in close cooperation with staff from all BGX Divisions and Offices.

Direct reports: N/A

Indirect reports: N/A

5. COMPETENCIES

The incumbent must demonstrate:

- **Clarity and Accuracy:** Checks own work. Double-checks the accuracy of work received or given. Checks own work and ensures the quality of service provided.
- **Customer Service Orientation:** Takes personal responsibility for correcting problems. Takes ownership of the correction of customer-service problems. Corrects problems promptly, efficiently and without becoming defensive. Monitors client satisfaction.
- **Empathy:** Listens actively. Probes in order to understand content and underlying meanings. Lets people speak without interrupting.
- **Flexibility:** Acts with Flexibility. Works effectively in a changing environment. Adapts to change by actively revising own behaviors, methods and priorities. Applies procedures flexibly, where context allows, in order to get a job done or to meet agreed objectives.
- **Initiative:** Is decisive in a time-sensitive situation. Acts quickly and decisively in a crisis or other time-sensitive situation. Is unafraid to propose and/or take action when the norm would be to wait, study the situation and hope the problem will resolve itself.
- **Organizational Awareness:** Understands the Organization's structure. Recognizes the different formal and informal structures of the Organization. Identifies key actors and decision-influencers and applies this knowledge when required.
- **Teamwork:** Expresses positive attitudes and expectations of team members. Builds up the team and team members by expressing their expected contribution positively. Publicly credits others who have performed well. Focuses on resolving problems, rather than blaming others.

6. CONTRACT

Contract to be offered to the successful applicant : Definite Duration contract of three years with the possibility of extension.

This post is a limited duration project post. Extension of the original definite duration of three years is subject to funding and project requirement. The first 6 months of the contract will be considered as probationary period.

If the successful candidate is seconded from the national administration of one of NATO's member States, a two-year definite duration contract will be offered, which may be extended, subject also to the agreement of the national authority concerned.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

NOTE: Irrespective of previous qualifications and experience, candidates for twin-graded posts will be appointed at the lower grade. Advancement to the higher grade is not automatic, and will not normally take place during the first three years of service in the post.

Under specific circumstances, serving staff members may be appointed directly to the higher grade, and a period of three years might be reduced by up to twenty-four months for external candidates. These circumstances are described in the IS directive on twin-graded posts.

7. USEFUL INFORMATION REGARDING APPLICATION AND RECRUITMENT PROCESS

Please note that we can only accept applications from nationals of NATO member countries. Applications must be submitted using e-recruitment system, as applicable:

For NATO civilian staff members only: please apply via the internal recruitment portal;

For all other applications: www.nato.int/recruitment

Before you apply to any position, we encourage you to click here and watch our video providing 6 tips to prepare you for your application and recruitment process.

Do you have questions on the application process in the system and not sure how to proceed? Click here for a video containing the information you need to successfully submit your application on time.

More information about the recruitment process and conditions of employment, can be found at our website <http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate), approval of the candidate's medical file by the NATO Medical Adviser, verification of your study(ies) and work experience, and the successful completion of the accreditation and notification process by the relevant authorities.

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.

8. ADDITIONAL INFORMATION

The BICES Group Executive is a NATO body. NATO as an equal opportunities 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.

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.

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 BGX offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the BGX, located at NATO Headquarters in Brussels, Belgium is a non-smoking environment.

For information about the NATO Single Salary Scale (Grading, Allowances, etc.) please visit our website. Detailed data is available under the Salary and Benefits tab.