

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

## VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

### Administrative Officer - 220472

**Primary Location** Belgium-Brussels  
**NATO Body** NATO International Staff (NATO IS)  
**Schedule** Full-time  
**Salary (Pay Basis)** 4,472.48Euro (EUR) Monthly  
**Grade** NATO Grade G11-G15

#### Description

#### 1. SUMMARY

The Executive Management (EM) Division has the lead role in the overall management of the NATO HQ.

The Front Office of the Assistant Secretary General (ASG) is responsible to the ASG for the efficient and effective workflow in the Division. It supports and coordinates the ASG's activities in the performance of her/his duties, and orchestrates coordinating efforts between EM and other NATO entities, internal and external of the Division and NATO HQ.

The Administrative Officer is responsible for the overall administrative support for the Division, in particular for personnel management and budget administration, security issues as well as Information, Communication and Technology (ICT) and information and knowledge management.

The Administrative Officer provides logistical and administrative support to the entirety of the Division. S/he also assists the Front Office in carrying out specified projects. In particular, s/he will be responsible for overall Divisional administrative coordination. Due to the nature of the work of the Division, adaptability and availability to perform her/his tasks at short notice are major components in this particular area of work.

#### 2. QUALIFICATIONS AND EXPERIENCE

##### ESSENTIAL

The incumbent must:

- possess a degree from a university or institute of recognised standing;
- have at least 3 years of experience executing similar duties, in particular with personnel management processes and budget administration;
- have strong computer skills, especially a thorough knowledge of Word, Excel, PowerPoint, Outlook, and knowledge of an ERP tool;
- have some experience setting up and maintaining SharePoint sites;
- demonstrate strong drive for teamwork and excellent co-ordination skills;
- demonstrate good communication and drafting skills;
- possess the following minimum levels of NATO's official languages (English/French):  
 V ("Advanced") in one; III ("Intermediate") in the other.

**DESIRABLE:**

The following would be considered an advantage:

- knowledge of NATO structures, practices and procedures;
- possess experience working in an International Organisation and/or environment;
- experience implementing personnel management initiatives;
- recognised certification in one of the project/programme management methodologies (e.g. PRINCE2, PMBOK, MSP).

**3. MAIN ACCOUNTABILITIES****Planning and Execution**

Oversee internal staff administration and coordinate, as required, within the EM/Human Resources on personnel matters for the Division, including contract decisions, recruitment of staff and the implementation of practices relating to the administration of the performance management system. Initiate and guide EM recruitment processes in close cooperation with EM sub-divisions, and act as Panel Secretary in some EM recruitment processes as required. Manage overall administrative procedures for temporary hires, Voluntary National Contributions (VNCs), consultants, and interns. Oversee and coordinate all divisional space, furniture and IT requirements as well as security issues.

**Financial Management**

In close coordination with EM's sub-divisional budget officers, prepare the Division's Medium Term Financial Plan and annual budget for the ASG's approval, and execute the budget in accordance with applicable procedures. Manage the budget of the Front Office. In coordination with the Office of the Financial Controller, and in line with NATO Financial Regulations, manage, monitor and track the Division's expenditures, including travel, hospitality, training, consultancy and programme funds. Support the Executive Officer in the design and management of Operational Performance Measurement (OPM) for EM and of other Key Performance Indicators as required.

**Expertise Development**

Provide guidance and advice pertaining to necessary administrative procedures with regard to divisional HR, ICT, security and budgetary matters. Collaborate with management and staff to develop training and business continuity plans that compliment organisational objectives.

**Information Management**

Prepare internal memoranda, directives, documents or reports on matters or questions of a human resource or an administrative nature on matters with which the Division is concerned. Keep track of all HR decisions affecting the Division. Ensure the accurate and timely distribution and flow of HR-related information in the Division. Ensure relevant budget and personnel matters are shared with concerned parties, namely the ASG, the Executive Officer, and senior management within the Division, through assigned POCs.

**Knowledge Management**

Direct or support the development and/or maintenance of knowledge management systems for the Division. Maintain or contribute to the correct maintenance of up-to-date databases

for the management of tasks, personnel, and processes. Develop, implement and monitor the Division's Team Site on the NATO intranet.

### **People Management**

Support ASG EM and the management team in implementing sound and inclusive management principles and encourage administrative best practice across the Division. This will include providing guidance and ensuring timely completion of the Performance Review and Development cycles, as well as identifying development needs, and promoting and advising on training opportunities for EM staff.

### **Project Management**

Initiate, plan and supervise the execution of projects and processes (e.g. office moves, temporary staff, employee contracts, post description maintenance, and others of a people or space management nature). Contribute to and lead the implementation of Divisional administrative principles and procedures. Assume accountability and drive projects/initiatives to completion. Find timely and creative solutions to problems that meet client and organisational needs. Contribute to new administrative strategies, projects and initiatives. Provide support to assistants and other administrative staff in the Division to enable them to fulfil their tasks and contribute effectively to the functioning of the Division.

### **Stakeholder Management**

Serve as the internal central point of contact for all personnel, financial, budgetary and IT related issues affecting the Division. Maintain close contact with POCs and personnel in order to ensure timely and efficient planning and execution of personnel/budget-related processes and procedures. Work in close collaboration with the NATO Office of Security on all EM personnel's security matters. Collaborate with colleagues in similar positions to ensure exchange of information and best practice implementation and diagnose potential organisational issues.

### **Organisational Efficiencies**

Improve processes pertaining to areas of responsibility. Recommend changes and actively contribute to existing organisational structure and procedures to maximise use of resources and encourage innovation.

Perform any other related duty as assigned.

## **4. INTERRELATIONSHIPS**

The incumbent reports to the EM Executive Officer, and maintains a close working relationship with all members of the Division. S/He will be required to work closely with other Divisions, Independent Offices and experts throughout NATO, in particular with the NATO Office of Security and the Office of the Financial Controller. In addition, s/he will liaise with Administrative Officers employed throughout NATO to exchange ideas and facilitate best practices across the Organization.

Direct reports: N/a

Indirect reports: N/a.

## **5. COMPETENCIES**

The incumbent must demonstrate:

- Clarity and Accuracy: Monitors others' work for clarity;
- Customer Service Orientation: Takes personal responsibility for correcting problems;
- Empathy: Reads non-verbal clues and understands meanings;
- Flexibility: Adapts to unforeseen situations;
- Initiative: Is decisive in a time-sensitive situation;
- Organisational Awareness: Understands organisational climate and culture;
- Teamwork: Solicits inputs and encourages others.

## 6. CONTRACT

**Contract to be offered to the successful applicant (if non-seconded): Definite duration contract of three years; possibility of renewal for up to three years, during which the incumbent may apply for conversion to an indefinite duration contract.**

### Contract clause applicable:

In accordance with the contract policy, this is a post in which turnover is desirable for political reasons in order to be able to accommodate the Organisation's need to carry out its tasks as mandated by the Nations in a changing environment, for example by maintaining the flexibility necessary to shape the Organisation's skills profile, and to ensure appropriate international diversity.

The maximum period of service foreseen in this post is 6 years. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 3 years. However, according to the procedure described in the contract policy the incumbent may apply for conversion to an indefinite contract during the period of renewal and no later than one year before the end of contract.

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 also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is six years.

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

**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. 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 ([link](#));
- For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

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Please note that the competition for this post is provisionally scheduled as follows:  
Pre-selection testing - end of August 2022;  
Final selection - in September 2022, online.  
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Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

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.

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 and the successful completion of the **accreditation** and notification process by the relevant authorities.

## **8. ADDITIONAL INFORMATION**

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations, 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 organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the International Staff 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.

# Responsable administrative/Responsable administratif -220472

**Emplacement principal** Belgique-Bruxelles

**Organisation** OTAN SI

**Horaire** Temps plein

**Salaires (Base de paie)** 4 472,48Euro (EUR) Mensuelle

**Grade** NATO Grade G11-G15

## Description

### 1. RÉSUMÉ

La Division Gestion exécutive (EM) est responsable au premier chef de la gestion globale du siège de l'OTAN.

L'équipe de direction de la division est responsable, devant la/le secrétaire général(e) adjoint(e) (ASG), de la bonne organisation du travail au sein de la Division. Il soutient l'ASG et/ou l'ASG délégué(e) dans l'exercice de ses fonctions et coordonne ses activités, et il orchestre la coordination entre la Division et d'autres entités de l'OTAN, que celles-ci fassent partie ou non de la Division ou du siège de l'OTAN.

La responsable administrative/Le responsable administratif est chargé(e) de l'ensemble du soutien administratif de la Division, en particulier pour ce qui concerne la gestion du personnel, l'administration du budget, les questions relatives à la sécurité, les technologies de l'information et de la communication (TIC) et la gestion de l'information et des connaissances.

Elle/Il fournit un soutien logistique et administratif à l'ensemble de la Division et aide l'équipe de direction dans l'exécution de projets spécifiques. Elle/Il est chargé(e), en particulier, d'assurer la coordination administrative générale de la Division. En raison de la nature du travail de la Division, il est indispensable que la/le titulaire du poste sache faire preuve de souplesse et de disponibilité et puisse exécuter des tâches sur court préavis.

### 2. QUALIFICATIONS ET EXPÉRIENCE

#### ACQUIS ESSENTIELS

La/Le titulaire du poste doit :

- être diplômé(e) d'une université ou d'un établissement de valeur reconnue ;
- avoir au moins trois ans d'expérience à un poste similaire, en particulier l'expérience des processus de gestion de personnel et de l'administration d'un budget ;
- avoir de solides compétences en informatique, et notamment une connaissance approfondie de Word, d'Excel, de PowerPoint et d'Outlook, ainsi que la connaissance d'un outil ERP ;
- avoir une expérience de la création et de la gestion de sites SharePoint ;
- aimer le travail en équipe et avoir d'excellentes compétences en matière de coordination ;
- avoir une bonne aptitude à la communication et des compétences en rédaction ;
- avoir au minimum le niveau de compétence V (« avancé ») dans l'une des deux langues officielles de l'OTAN (anglais/français), et le niveau III (« intermédiaire ») dans l'autre.

#### ACQUIS SOUHAITABLES

Seraient considérées comme autant d'atouts :

- une connaissance des structures, des pratiques et des procédures de l'OTAN ;
- une expérience professionnelle dans une organisation internationale et/ou un environnement international ;
- une expérience de la mise en œuvre d'initiatives dans le domaine de la gestion du personnel ;

- une certification reconnue dans l'un des référentiels de gestion de projet/programme (par exemple PRINCE2, PMBOK ou MSP).

### 3. RESPONSABILITÉS PRINCIPALES

Voir la version anglaise.

### 4. STRUCTURE ET LIAISONS

La/Le titulaire de ce poste relève de l'administratrice exécutive/administrateur exécutif de la Division Gestion exécutive et entretient des relations de travail étroites avec tous les membres de la Division. Elle/Il est amené(e) à travailler en étroite collaboration avec les autres divisions, bureaux indépendants et experts à l'échelle de l'OTAN, en particulier avec le Bureau de sécurité de l'OTAN et le Bureau du contrôle financier. En outre, elle/il est en rapport avec les responsables administratifs employés à l'OTAN afin d'échanger des idées et de faciliter l'adoption de bonnes pratiques dans l'ensemble de l'Organisation.

Nombre de subordonné(e)s direct(e)s : sans objet.

Nombre de subordonné(e)s indirect(e)s : sans objet.

### 5. COMPÉTENCES

La/Le titulaire du poste doit faire preuve des compétences suivantes :

- Clarté et précision : contrôle le travail d'autres personnes dans une optique de clarté.
- Souci du service au client : s'engage personnellement à résoudre les problèmes.
- Empathie : détecte les indices non verbaux et en comprend la signification.
- Flexibilité : s'adapte à des situations imprévues.
- Initiative : fait preuve de décision dans les situations où il faut agir sans attendre.
- Compréhension organisationnelle : comprend le climat et la culture de l'Organisation.
- Travail en équipe : sollicite des contributions et encourage les autres.

### 6. CONTRAT

**Contrat proposé (hors détachement) : contrat d'une durée déterminée de trois ans ; renouvelable pour une période de trois ans maximum, au cours de laquelle le/la titulaire pourra demander qu'il soit transformé en contrat de durée indéterminée.**

Clause contractuelle applicable :

Conformément à la politique des contrats, il s'agit d'un poste auquel il est souhaitable, pour des raisons politiques, d'assurer une rotation de manière à pouvoir répondre au besoin qu'a l'Organisation d'exécuter les tâches qui lui sont confiées par les pays dans un environnement en constante évolution, notamment en préservant la souplesse nécessaire à l'adaptation de son profil de compétences, et de veiller au degré de diversité approprié à son caractère international.

La durée de service maximale prévue à ce poste est de six ans. La personne retenue se verra offrir un contrat d'une durée déterminée de trois ans, qui pourra être reconduit pour une période de trois ans maximum. Toutefois, conformément à la procédure décrite dans la politique des contrats, elle pourra demander, au plus tard un an avant l'expiration de la deuxième période, que son contrat soit transformé en contrat de durée indéterminée.

Si la personne retenue est détachée de l'administration d'un État membre de l'OTAN, elle se verra offrir un contrat d'une durée déterminée de trois ans, qui, sous réserve de l'accord des autorités nationales concernées, pourra être reconduit pour une période de trois ans maximum. À ce poste, la durée de service d'un agent détaché n'excède pas six ans.

Les agents en fonction se verront offrir un contrat conforme aux dispositions du Règlement du personnel civil de l'OTAN.

## 7. PROCESSUS DE RECRUTEMENT

On notera que seules les candidatures de ressortissant(e)s de pays de l'OTAN pourront être acceptées.

Les candidatures doivent être soumises via l'un des liens suivants :

- Pour les membres du personnel civil de l'OTAN seulement : veuillez postuler via le portail interne de recrutement;
- Pour tous les autres candidats : [www.nato.int/recruitment](http://www.nato.int/recruitment)

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On voudra bien noter que le concours pour ce poste est programmé provisoirement comme suit :  
Épreuve pré-sélective fin août 2022;  
Épreuves sélectives septembre 2022, en ligne.

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Veuillez noter : Au moment des entretiens, les candidat(e)s seront invité(e)s à présenter des justificatifs de leur formation et de leur expérience professionnelle pertinentes pour ce poste.

La nomination se fera sous réserve de la délivrance d'une habilitation de sécurité par les autorités du pays dont le/la candidat(e) retenu(e) est ressortissant(e) et de l'approbation de son dossier médical par le/la médecin conseil de l'OTAN.

Pour plus d'informations concernant le processus de recrutement et les conditions d'emploi, veuillez vous référer au site suivant. <http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>.

La nomination se fera sous réserve de la délivrance d'une **habilitation de sécurité** par les autorités du pays dont le/la candidat(e) retenu(e) est ressortissant(e), de l'approbation de son **dossier médical** par le/la médecin-conseil de l'OTAN et de l'achèvement du processus d'**homologation** et de notification par les autorités compétentes.

## 8. INFORMATIONS COMPLÉMENTAIRES

Voir la version anglaise.