



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 210296

Vacancy Number: B04/0221

Post Number: OSC RHCR 0030

Job Title: Assistant (Relations & Staff Development)

NATO Grade: G8 (Previously ABCL Grade : B-3)

Basic Monthly Salary (12 x per year): 3.498,71 €, tax free

Closing Date: Sunday 25 April 2021

SHAPE is looking for an Assistant to support the Relations and Staff Development Section. If you have at least 3 years of experience in human resource management or personnel administration, a good command of English and French and enjoy working in fast-paced international environment, this post is for you.

GENERAL BACKGROUND:

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Division: J1

Post Context/Post Summary

SHAPE provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Strategic Enablement (STREN) Directorate is responsible for directing, monitoring and co-ordinating the implementation of Integrated Resource Management (IRM) activities and staff functions at all levels of command across Allied Command Operations (ACO).

The J1 Division is responsible for ensuring capable manpower and personnel directives and management across Allied Command Operations (ACO).

The SHAPE Civilian Personnel Branch is responsible for performing Human Resources (HR) management with respect to all internationally funded civilian personnel for whom it is administratively responsible.

The Civilian Human Resources (HR) Relations and Staff Development (RSD) Section is responsible for the proper conduct of relations and staff development activities.

The Assistant (Relations & Staff Develop) is responsible for providing day to day administrative support to the Section. The Assistant is also the prime person responsible for the Branch-level related administrative issues.

Principal Duties

The incumbent's duties are:

1. To prepare, type and proof-read correspondence to assist the Cell Chief, and for a Branch-wide issue the Branch Head.
2. To provide general information to inquiries from staff concerning training and assist in procedures.
3. To administer the Ceremonies and Awards activities for civilian personnel according to SHAPE policies.
4. To support the implementation of SHAPE Internship Programme.
5. To support the implementation of NATO Performance Management System (NPMS).
6. To support the implementation of the Discrimination and Harassment and associated policies. To deliver the brief on this topic during Induction Training.
7. To maintain files and records, and to reproduce and route documents.
8. To open and dispatch documents and correspondence (both manually and electronically) for the Branch and ensure control of classified material.
9. To monitor daily programme and appointments and co-ordinate changes as required for the Branch Head.
10. To maintain the Branch Tasker Tracker + System, to track suspenses and to check that documentation uploaded complies with applicable directives and policies.
11. To prepare VAT exemption and attestation documents for civilian staff.
12. To act as the Branch' Functional Administrator for the Enterprise Document Management System (EDMS).
13. To act as the person responsible to maintain the SHAPE Civilian HRM Branch information on the SHAPE Web and NATO Information Portal current.
14. To initiate Travel Orders and to coordinate the Travel Budget for the Branch.
15. To provide administrative support to the ACO/NATO Association of Retired Civilian Personnel (ANARCP).
16. To act as the Branch coordinator for physical and IT issues such as security, maintenance and repair.
17. To collect, complete and process all the Branch's requests related to supplies and furniture.

Special Requirements and Additional Duties

The employee 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

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 30 days.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No Risk.

Essential Qualifications

a. Professional/Experience

1. Minimum 1 year of recent experience of providing assistance in the areas of staff relations, performance management and employee training, development and awards within a multinational environment.
2. Minimum 3 years experience in a human resource management or personnel administration assistance role.
3. Experience with coordination of official travel, to include organization of travel arrangements and budgeting.
4. Minimum 1 year of experience in supporting compensation and pay processes or budgeting and financing activities.
5. Organisational skills to handle the entire range of administrative support requirements, to include: managing calendars, organizing meeting venues, filing, preparing correspondence and reports, managing office supplies.
6. Solid communications skills, both oral and writing.
7. Knowledge of user level information systems to include personal computers and Microsoft Office software products (Word, Excel, Power point, etc); working knowledge of Microsoft SharePoint.
8. Skill in user level troubleshooting for personal computers and office printers operating within an established network.

b. Education/Training

Secondary education and basic vocational training in human resources management, business administration, law, social sciences, or related field, public administration or related discipline for specific task related skills, with 3 years experience.

c. Language

English - SLP 3322 (Listening, Speaking, Reading and Writing)

French - SLP 3322 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Desirable Qualifications

a. Professional Experience

1. Familiarity with NATO.
2. Knowledge of advanced user level information systems to include personal computers and Microsoft Office software products (Word, Excel, Power point, etc); working knowledge of Microsoft SharePoint.
3. Experience in a military headquarters or in an international organisation.

b. Education/Training

CIS Coordinator training or equivalent.

c. Language

English - SLP 3333

French - SLP 3333

Attributes/Competencies

a. Personal Attributes

The incumbent must have good inter personal and communication skills as well as diplomacy when dealing with civilian staff members. In its administrative support of NATO International Civilian Personnel and Local Wage staff he/she must be able to

apply directives and regulations without supervision and be able to judge when to refer exception to supervisor.

b. Professional Contacts

Has professional contacts with others working in the same unit, with NATO International Civilian and LWR personnel at SHAPE. In addition, he/she has contact with personnel in other NATO/ACO Headquarters.

c. Contribution To Objectives

The work consists of the day-to-day administrative support of the Section and the Civilian Staff.

This post reports to OSC RHCR 0010 - Section Head (Civ HR Relations and Staff Develop) – Grade 15 (previously known as A-2).

There are no reporting responsibilities.

REMARKS:

The candidature Grade 8 redundant NICs will be given priority consideration provided their CHRM notifies the redundancy to SHAPE Recruitment Section by not later than the vacancy's closing date.

Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

Given the COVID19 situation the selection process for this post will proceed in phases at dates to be fixed according to the evolution of current limitations.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using 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) are not accepted.

NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment.

Essential information must be included in the application form. Particular attention should be given to Education and Experience section of the application form. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English (preferably) or in French.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:

- A) Only nationals from the 30 NATO member states can apply for vacancies at SHAPE.
- B) 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.
- C) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy's closing date.
- D) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.