



VACANCY NOTICE

Assistant Office Support (multiple openings) (241867)

Primary Location: Italy-La Spezia

NATO Body: Centre for Maritime Research and Experimentation (CMRE)

Schedule: Full-time

Application Deadline: 19 January 2025

Salary (Pay Basis): 3,586.64 EUR (Monthly)

Grade NATO SSS Grade G8 (ABCL B3)

Clearance Level NS

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

We are seeking a passionate and talented Assistant Office Support to join our innovative team at CMRE. If you are proactive and organized and you would like to support streamline operations in a cutting edge research environment, apply now!

1. POST CONTEXT

This is a position within the Centre for Maritime Research and Experimentation (CMRE), an organization of the North Atlantic Treaty Organization (NATO).

CMRE is an established, world-class scientific research and experimentation facility that organizes and conducts scientific research and technology development, centred on the maritime domain, delivering innovative and field tested Science & Technology (S&T) solutions to address defence and security needs of the Alliance.

The position is within the Administrative Offices of the Centre. The Assistant Office Support, will be responsible to provide administrative support and operational assistance as well, to ensure the smooth functioning of the Office. The work will be done in close collaboration with other organizational elements, interacting as well with the various office support assistants within CMRE or external stakeholders.

2. PRINCIPAL DUTIES

- Provide general administrative support;
- Draft, edit, format and proof-read correspondence, reports, presentations, and other documents;
- Maintain organize, manage and update electronic and physical documents, records and databases, ensuring proper archiving, in accordance with CMRE standards;

- Manage schedules and coordinate appointments, meetings, and conferences to include videoconferences and telephone conferences;
- Prepare, coordinate and distribute agendas, minutes and reports;
- Assist in day-to-day management
- Assist in implementing policies and procedures in line with NATO standards;
- Handle classified or sensitive documents in compliance with NATO and CMRE policies and protocols;
- Act as the point of contact for internal and external stakeholders, redirecting as necessary;
- Enter information and purchase requests into the NATO automated financial systems;
- Enter and handle visitors in the visitors management system;
- Handle travel arrangements, including accommodation and transportation, as required;
- Support with on-boarding activities;
- Assist with the organization of visits, meetings and conferences as required, to include requests for security and accommodation, social activities and on-site support during the events;
- Serve as back-up for other office support assistants.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

a. Flexibility Clause

The incumbent may be required to perform other related duties as directed.

All other related duties should correspond with the required competencies for the job.

b. Deployment/Travel

The incumbent may be required to undertake TDY assignments within and outside NATO boundaries.

4. ESSENTIAL QUALIFICATIONS

a. Professional/Experience

- Qualifications and/or experience that align with the principal duties
- Proficiency in Microsoft Office
- Excellent organizational and time management skills
- Experience in drafting documents, minutes, reports etc.
- Thorough understanding of office management procedures

b. Education/Professional experience

- A higher vocational training in a relevant discipline with 1 year post-related experience
or
- A secondary educational qualification with 3 years post-related experience in a similar role

c. Language Requirements

A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.

English SLP 3333

NOTE: Most of the work of CMRE is conducted in the English language.

5. DESIRABLE QUALIFICATIONS

- A Bachelor degree in a relevant discipline.
- A professional working experience as an office administrative assistant of more than 3 years.
- A professional working experience as an executive assistant of at least 1 year.
- Working experience in the public sector, preferably in an international organization.
- Knowledge of computer tools (SharePoint, Time Accounting and Leave Management software)
- English SLP 4444
- Italian SLP 2222
- French SLP 2222

6. ATTRIBUTES/COMPETENCIES

The successful candidate possesses the following competencies / personal attributes:

- Processing, gathering and decoding information, efficiently within the given timeframe
- Structuring work of different tasks, by making priority lists, efficiently within the given timeframe
- Excellent communication skills, both oral and written - able to communicate at all levels
- Very good interpersonal skills. Solicits inputs and encourages others
- Innovative and driven. Always displaying sound judgement
- Excellent time management and organizational skills

All CMRE personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

7. REMARKS

The duties are performed in an office environment.

About Us:

The Centre for Maritime Research and Experimentation (CMRE) is part of the NATO Science and Technology Organization (STO). The mission of the STO is to help position both national and NATO science and technology investments as a strategic enabler and technology advantage for the defence and security posture of NATO Allies and partners. The Centre conducts scientific research and technology development and delivers innovative field-tested S&T solutions to address the defence and security needs of the Alliance. CMRE has more than 60 years of experience and has produced a



cadre of leaders in ocean science, modelling and simulation, acoustics and other disciplines, as well as producing critical results and understanding that have been built into the operational concepts of NATO and the Nations.

What we offer:

- Salary (Pay Basis): 3,586.64 (EUR) Monthly. Salary value as per 2025. Subject to future adjustments in accordance with North Atlantic Council decisions.
- Grade ABCL grade B3 / NATO grade G8
- A world class research facility located in the sea port of La Spezia, Italy supported by two specialised research vessels.
- An exciting place in which to work situated at an ideal location, the port of La Spezia, Italy, enabling synergy with regional and global academic institutes and industry.
- Salary and conditions of employment will be in accordance with the NATO Civilian Personnel Regulations (NCPR), which includes a rewarding salary and a comprehensive system of allowances, supplements and insurances to support families and, in case of expatriated staff, offers an interesting “expatriate” package.
- A generous annual leave and, (where eligible) home leave.
- The successful candidate will be offered a three years’ definite duration contract which may be renewed for subsequent periods subject to business needs, satisfactory performance and the need to rotate skills and talent within the Organization.
- Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment to another post of a similar nature, which might become vacant in the near future, albeit at the same or a lower grade, provided they meet the necessary requirements.

Our recruitment process:

- Please note that we can only accept applications from nationals of NATO member countries.
- Applications (including the most relevant publications, the diplomas - stating the highest level of education - and a CV) for this vacancy are to be submitted using the E-recruitment system;
- 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 CMRE Medical Adviser.

Additional information:

- CMRE values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications of nationals from all Member States and strongly encourage women to apply.
- Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.



For more information on how to apply:

[How to apply for posts within NATO](#)

[6 tips to apply for posts within NATO](#)

NOTE:

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.

HOW TO APPLY:

Applications are to be submitted using the NATO Talent Acquisition Program (NTAP)

<https://nato.taleo.net/careersection/2/jobdetail.ftl?job=241867&lang=en>

Applications submitted by other means are not accepted. NTAP allows adding attachments. Essential information must be included in the application form. Particular attention should be given to Education and Experience section. Each question should be answered completely. Expressions such as "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 French.