

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

VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

HR Coordinator (250564)

Primary Location: Belgium-Brussels

NATO Body: Battlefield Information Collection and Exploitation System (BICES)

Schedule: Full-time

Application Deadline: 27-Apr-2025

Salary (Pay Basis): 4,565.36Euro (EUR) Monthly

Grade: NATO Grade G10-G12

Clearance Level: NS

Description

SUBJECT TO BUDGETARY APPROVAL

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/Head of Administration, the Human Resources Office supports the Director in the efficient and effective management of BGX's human resources functions. The HR Office is responsible for day-to-day HR management and administration, including overseeing recruitment, employee relations, performance management, and the development of policies and procedures to foster a positive and compliant work environment. They work closely with all divisions to provide guidance on workforce planning, training, and professional development, while ensuring compliance with NATO Civilian Personnel Regulations (NATO CPRs) and other relevant policies.

The incumbent reports to the HR Officer and manages the full range of human resources activities, including full-cycle recruitment, employment contracts administration, and HR

operations. The role requires managing administrative, and organizational tasks related to staff contracts and recruitment for both international civilian and temporary personnel. The HR Coordinator ensures compliance with NATO Civilian Personnel Regulations (CPRs), HR policies, directives and other applicable regulations, provides first-line HR expertise, and handles various HR projects.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- have a University degree in Human Resources, Organizational Psychology, Law, Business Administration, or any other related field;
- possess at least 5 years of experience in administration;
- have at least 3 years' experience in HR and/or law, with a strong focus on full-cycle recruitment, contract administration, and HR operations;
- be familiar with HR policies, and recruitment processes, including the use of Applicant Tracking Systems (ATS);
- proficiency in using HR tools, MS Office Suite (Word, Excel, PowerPoint), and database management;
- possess proven experience in managing employment contracts, including renewals and terminations;
- possess excellent organizational and time-management skills, with the ability to manage multiple tasks under time pressure;
- demonstrate strong customer service orientation, with experience in handling sensitive personnel issues with discretion and tact;
- possess level V (Advanced) of the English language.

DESIRABLE

The following would be considered an advantage:

- experience of working in an International Organisation and/or environment;
- knowledge of the NATO organization's internal structure and resultant relationships;
- working knowledge of the policies and procedures outlined in NATO CPRs;
- possess level II ("Elementary") of the French language.

3. MAIN ACCOUNTABILITIES

Expertise Development

Assist in the management and coordination of recruitment processes for both permanent and temporary positions. This includes drafting and refining job descriptions, posting vacancy notices, and screening applications to ensure compliance with NATO CPRs.

Information Management

Collaborate with other HR units NATO-wide to manage personnel information and generate reports for contract renewals and other HR metrics. Organize and schedule interviews, communicate with candidates, and administer any necessary assessments during the selection process. Conduct thorough reference checks and oversee onboarding procedures to ensure a seamless transition for new hires. Generate periodic HR reports related to recruitment, contracts, and employee turnover.

Knowledge Management

Manage candidate records and applications using the Applicant Tracking System (ATS) and ensure accurate documentation throughout the recruitment process. Prepare HR reports and maintain databases related to contracts, recruitment, and employee administration.

Organisational Efficiencies

Identify opportunities for process improvement in HR operations and recruitment workflows.

Planning and Execution

Act as the administrator and coordinator for employment contracts for international civilian staff and temporary personnel while assisting in preparing, managing, and renewing contracts while ensuring compliance with NATO CPRs, HR policies and other relevant guidelines. Follow up on contract renewals, probationary periods, medical and security clearances, and assist with separation formalities. Assist the onboarding process by preparing employment contracts, organizing new hire in-briefings, and ensuring completion of required documentation. Support the out-processing. Maintain accurate employee records, including personnel files, time-off tracking, and attendance records.

Project Management

Participate in HR projects related to the development of HR digital systems, process automation, and policy changes. Provide administrative and organizational support for HR initiatives, including talent acquisition, process improvements, and the management of special programs like internships and temporary personnel.

Stakeholder Management

Support the coordination of communication between national delegations, other HR offices within NATO bodies, and external service providers on matters related to employment conditions, recruitment, and personnel administration. Assist in managing employee inquiries and facilitate the flow of information, ensuring smooth and effective collaboration across all stakeholders, while providing essential support to the HR Officer.

Perform any other duty as required.

4. INTERRELATIONSHIPS

The incumbent reports to the Human Resources Officer. S/He interacts and cooperates with all BGX Divisions.

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 or 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 (if non-seconded): Definite Duration contract of three years with the possibility of extension.

Contract clause applicable:

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 ([link](#));
- 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>). Please note that the BICES Group Executive is not a NATO International Staff (IS) subordinated body and some of the policies applicable to IS members might differ.

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 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.

NATO is committed to fostering an inclusive and accessible working environment, where all candidates living with disabilities can fully participate in the recruitment and selection process. If you require reasonable accommodation, please inform us during your selection process.

Candidates will be required to provide documented medical evidence to support their request for accommodation.

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 organization offers several work-life policies including Flexible Working arrangements (Flexitime), etc., 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.

NATO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. For more info please [click here](#).