NOTIFICATION OF VACANCY
AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

Our Vacancy
Manager (Housing / Referral)
NATO job title: Staff Assistant (Family Support Management)

<table>
<thead>
<tr>
<th>Duty Location</th>
<th>JFC BRUNSSUM, The Netherlands</th>
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<tbody>
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<td>NATO International Civilian Grade</td>
<td>B-5 / NATO Grade 12</td>
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<tr>
<td>NATO Post Number</td>
<td>OJN ZXSW 0070</td>
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<tr>
<td>DUE DATE for receipt of applications</td>
<td>12 July 2020</td>
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Our Organisation
Allied Joint Force Command Brunssum (JFCBS) is one of the operational-level military Headquarters (HQs) in NATO. Our HQ is located in Brunssum, in the most southern part of The Netherlands. Joint Force Command Brunssum provides a Joint headquarters to plan, prepare and conduct operations to support NATO’s core tasks, at the Joint Operational level, as directed by SACEUR. The Management Directorate enables the full range of HQ functions through the coordination of services and activities. The Base Support Group is responsible for the coordination of base support operations for JFCBS and collocated entities. The Morale and Welfare branch provides and coordinates welfare and recreational facilities and activities for JFCBS community and supported elements. The incumbent is responsible for the provision and overall administration, planning, programming, supervision, and coordination of International Community Integration services and activities related to Housing/referral for international military, NATO International Civilians, and their dependents, assigned to JFC Brunssum and supported entities.

Our Vacancy
The Manager (Housing / Referral):
✓ Assists the Branch Head in the development of housing policies and makes policy related recommendations.
✓ Annually conducts market surveys and assessments to produce a future working plan for housing NATO members.
✓ Acts as primary International Community Integration Assistant (Housing/referral) for assigned personnel and their families, providing information and housing assistance services in the area. This includes the availability of schooling, mediation with local/municipal and contract authorities, utilities, communications services, health care, and community events.
✓ Organizes and briefs newcomers on all housing related issues, support, and procedures.
✓ Assists JFCBS and supported entities personnel with initiation or termination of their home search, lease, utility paperwork and any other landlord-, utility-, or telecommunications-related issues that may arise.
✓ Sets up appointments and travel to inspect, review and accept homes into the JFCBS referral program.
✓ Maintains an accurate electronic database of available, approved homes for prospective tenants to review.
✓ Maintains a list, at the direction of the Branch Head, of those properties and/or landlords with whom any nation in the international community has an issue, and ensures such homes are not rented by JFCBS or supported personnel.
✓ Liaises with the US Army Garrison (USAG) BENELUX Housing Office to ensure the most-complete listing of homes is available to NATO personnel.
✓ Maintains amicable and co-operative relationship with national, provincial, and municipal authorities concerning accommodation, with tax officers concerning taxes and with the
officers of the utility companies concerning gas, water, and electricity
connections/disconnections, bills and tariffs.

✓ Maintains amicable and co-operative relationships in the private sector with landlords,
prospective landlords and housing associations.

✓ Informs local and government authorities, as well as the Alien registration Authorities
about the accommodation requirements for JFC personnel.

✓ Conducts the day-to-day office administration which includes: typing, filing, copying of
general correspondence, temporary duty orders, vehicle request, printing and graphics
requests, and distribution of official mail, and attendance at staff meetings. Orders,
maintains, and monitors supplies for Housing Office.

✓ Will be required to perform official driving duties as well as support any other Base
Support Group activity or task.

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 work is normally performed in a normal NATO Office environment. Normal Working
Conditions apply. The employee may be required to undertake deployments in support of
military operations and exercises, and/or other duty travel (TDY) assignments, both within
and without NATO boundaries. Such operational deployment may exceed 30 days duration
up to 183 days in any period of 547 days, and may be on short notice. For NATO
International Civilian Staff, acceptance of an employment contract linked to this post
constitutes agreement to deploy in excess of 30 days if required.

The successful candidate has the following qualifications:

Essential qualifications

Professional Education / Knowledge / Experience

✓ Higher Secondary education and completed higher vocational training in business
administration, public administration or related discipline with 3 years related experience,
or Secondary education and completed advanced vocational training in that discipline
leading to a professional qualification with 5 years related experience.

✓ 3 years professional experience in rental property management.

✓ Demonstrable knowledge of and experience with Dutch rental property legislation
concerning resolution of tenant / landlord issues.

✓ Formal technical or professional certification, such as: KEMA certified registered
VastgoedCert (A-RMT/K-RMT) A or DNV registered SCVM Registered Makelaar.

✓ Experience in dispute-management.

✓ Practical experience in an administrative role.

✓ Proficient with databases and online management tools.

✓ Professional Command of English (SLP3322 - Listening, Speaking, Reading and Writing)
in accordance with NATO standard agreement (STANAG) 6001.

✓ Knowledge of the HQ Host nation language Dutch.

Preferred qualifications

✓ Experience in rental appraisals

✓ NRVT Registered certified appraiser (Kamer Wonen).

Personal Attributes/Competencies

The successful candidate:

✓ Has very good communication skills (verbal and written)

✓ Has very good interpersonal skills

✓ Has judgement, takes initiative, is responsible

✓ Is able to prioritize work

✓ Is able to work under pressure

✓ Uses courtesy, tact and is diplomatic

✓ Has good negotiating skills.
Please note:
Applicants must be aware that they cannot engage in any outside occupation or hold any outside office which, in the opinion of the Head of the NATO body employing them, is incompatible with the proper discharge of their duties with the Organization or with their status as member of the international civilian personnel. As such the successful candidate will be required to discontinue any commercial real estate management / broker activities in the local area and sign a declaration to that effect.

The successful selected candidate needs to complete a NATO medical examination and obtain a NATO security clearance before an employment offer will be released. The medical examination will take place with our medical consultant and is required to determine if the recommended candidate is fit to perform the duties of the position and is deployable to NATO’s regional areas of operation. Newly recruited staff members will be offered a definite duration contract of 3 years, including a 6 months probationary period. Unless organisational reasons prevent and assuming satisfactory performance, after the 3 year contract has expired staff members will normally be offered an indefinite duration contract.

DUE DATE for receipt of applications: 12 July 2020

Applicants are required to apply electronically through following link to NTAP:

https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en

Results of the initial screening for this post may be expected end of July 2020. Interview will normally be organized in Brunssum, The Netherlands, date to be TBD. This might be amended due to COVID-19 measures. Process might include a HireVue interview.