



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241255

Vacancy Number: G116/24

Post Number: OSC RHCC 1010

Job Title: Senior Assistant (Recruitment)

NATO Grade: G10

Basic Monthly Salary (12 x per year): 4,319.16

Closing Date: Sunday 15 September 2024

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (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 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 Recruitment Section provides the full cycle of the selection and recruitment services for all the civilian personnel falling under the responsibilities of the Civilian Personnel Branch.

The Senior Assistant (Recruitment) assists the Section Head in the preparation, conduct and administration of the recruitment processes for all staff falling under the responsibilities of the Section.

PRINCIPAL DUTIES

The incumbent's duties are:

- 1) Updates, collaborates, and synthesizes all recruitment data for analysis.
- 2) Initiates the recruitment process by informing the divisions concerned and requesting their inputs on revised Job Descriptions and profiles of the ideal candidates.

- 3) Prepares the advertisement for vacant and new posts and advertises vacancies as requested. Advertises the vacancies via channels available to the recruitment team (TALEO, NATO Clearing House, Social Media, Job Boards, etc.)
- 4) Prepares files of applicants to be screened/tested/interviewed by the Selection Board.
- 5) Recommends to the board evaluation and testing criteria. Develops testing structures based on technology and software available. Curates interview questions and interview evaluation documents based on key competencies.
- 6) When preparing materials and collaborating with colleagues and gaining divisions, takes into consideration and promotes any language, practices, or behaviors that foster diversity, inclusion, and belonging.
- 7) Evaluates and Screens applications as the J1 representative of the board to create a proposed shortlist of candidates.
- 8) Prepares Selection Board reports.
- 9) Initiates pre-employment activities (medical appointments, security clearance requests, etc.) and further processes routine administrative activities for NIC candidates.
- 10) Prepares, as instructed, the transfer of civilian personnel.
- 11) Assist in the preparation, conduct, and administration of the recruitment process for NATO International Civilians in accordance with the NATO Civilian Personnel Regulations (NCPRs) and the relevant Allied Command Operations (ACO), SHAPE and NCISG Directives.
- 12) Prepares and maintains a database of NATO civilian personnel relating to arrivals, post changes, departures and vacancies.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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 180 days. The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

- 1) Experience in recruitment as a recruiter or in support of recruitment
- 2) Experience in administrative work
- 3) Experience in providing customer service/client services

B. Education/Training

Higher Secondary education and intermediate vocational training in human resources management, business administration, law, social sciences, or any related field, public administration or related discipline which might lead to a formal qualification with 3 years experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

C. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) Experience in large volume recruitment as a recruiter or in support of recruitment.
- 2) Experience within an international or military organization.
- 3) Knowledge of, and experience with, modern recruitment tools and techniques
- 4) Knowledge of, and experience with recruitment practices that encourage diversity, inclusion, and belonging

B. Language

French – SLP 3333

ATTRIBUTES/COMPETENCIES

• Personal Attributes: Must be customer oriented and diplomatic when dealing with candidates and staff members. Good inter-personal and communications skills are required. Although there are standard procedures and instructions, work requires judgment and tact in the interactions with candidates, other divisions at SHAPE and other NATO Bodies. As the volume of recruitment can vary depending on priorities, the candidate should be adaptable and able to prioritize their tasks. Must be able to collaborate with other team members across SHAPE. Must be tech savvy.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Related NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

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.

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.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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.

More information to be found on these links:

[6 Tips for Applying to NATO](#)

[Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- A) Only nationals from the 32 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.