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STAFF VACANCY 200726

DIVISION: International Military Staff

TITLE: Senior Assistants and Assistants (ADMIN)

GRADE: B-4 & B-3

Please note that this competition will not only serve to fill current vacancies but also to identify a reserve list for any upcoming B-4 Senior Assistant and B-3 Assistant (ADMIN) vacancies that may arise in the near future. The final competition will take place on line and is provisionally scheduled for March 2021.

1. **Post Context.** Several posts as Senior Assistant and Assistant (ADMIN) in the International Military Staff (IMS) are or will become vacant in the near future. The successful candidates will be responsible for efficiently handling a wide range of support tasks of an administrative and organisational nature and ensuring the smooth operation and information flow in an IMS Division.

2. **Principal Duties may include.**

   - Being responsible for the management and efficient operation of the outer office administration;
   - Maintaining the schedule of workflow and social appointments;
   - Acting as point of contact for initial requests addressed of varying nature, both from IMS and International Staff (IS) channels and maintaining lists of internal and external contacts;
   - Ensuring that preparation and handling of all documents for action or signature is carried out in accordance with appropriate NATO administrative procedure guidelines;
   - Drafting routine correspondence in response to non-technical or administrative inquiries;
   - Providing guidance/training to divisional staff on administrative procedures;
   - Assisting in the preparation of agenda/programmes, meeting summaries and supporting documentation for meetings, working groups and conferences;
   - Providing support in executing the management of all divisional personnel related matters including:
Management of the timely delivery of efficiency reports for military staff and ensuring timely completion of performance assessment tasks of civilian staff;

- Coordinating leave and managing recuperation requirements of civilian staff in order to ensure coverage of all offices in the division;

- Developing and maintaining information exchange with IMS Human Resources (HR) in coordination with other administrative staff in order to keep the Leave System updated (including sick leave/training/TDY) of civilian staff and reporting any other unaccounted for absences of civilian staff to IMS HR;

- Interacting with IMS HR for the implementation of the training policy including requests for courses for military and civilian staff within the division.

- Assisting in the screening of all incoming correspondence, documents and messages, inviting the attention of the leadership to items of special interest and in consultation with them, assigning responsibility for action as appropriate and following up on deadlines, as required;

- Assisting in the management of divisional information, knowledge and workflows;

- Being responsible for the preparation of travel arrangements using the NATO Financial System (FinS) and the NATO HQ travel agency, preparing booking of hotel accommodation and processing the reimbursement of incidental expenses after travel has been completed;

- Preparing travel detailed agendas and hospitality expenses when needed;

- Assisting in the preparation of divisional social events inside and outside of NATO HQ (lunches, dinners and other such gatherings);

- May be called to act as the divisional alternate fund manager and support the executive officer in preparing the yearly budget, maintaining oversight of funds and managing the travel funds requirements for the division;

### 3. Special Requirements and Additional Duties

- Performing additional related duties, albeit in a different organisational element to which the individual normally works;

- Replacing other divisional administrative staff in their absence whenever necessary;

- Traveling both within and outside of NATO boundaries;

- Working irregular hours and overtime whenever necessary;

- Performing a role in the NATO HQ Crisis Management Organisation during exercises and in times of tension, crisis and war;

### 4. Essential Qualifications

#### Professional/Experience

- At least four years’ experience in comparable duties;

- Excellent secretarial, administrative and communication skills;

- Experience in the organization of conferences, meetings and social events and/or programme administration and financial matters;

- Ability to work independently on day-to-day tasks with minimal supervision;

#### Education/Training

The successful candidates must be educated to at least higher secondary level (at least to ISCED level 3, category 34 subcategories3/4) or to secondary level and have completed advanced secretarial training (at least to ISCED level 3, category 35 subcategories 3/4).
Languages. Candidates must have an advanced level of spoken and written English. The working language in the IMS is English and therefore candidates will be required to pass a one-hour multiple choice computer-based test in English at the required level as well as to demonstrate their abilities in the written test and interview.

Computer Literacy. Use of MS-Office applications is crucial to the effective and successful execution of daily duties. In-depth knowledge and advanced working user experience with Word, Excel and Outlook, and intermediate working knowledge of PowerPoint. Candidates will be required to pass the NATO HQ Microsoft Proficiency Test in these four applications at the required level. Candidates must also have working knowledge of information management applications such as SharePoint and basic working user experience with web-based administrative applications.

5. Desirable Qualifications.

Professional/Experience.

- Good knowledge of the NATO structure and in particular NATO HQ;
- Previous working experience in an international organisation, preferably comprising both military and civilian staff;
- Clear and detailed understanding of the IMS and the IS and its procedures;
- Administrative vocational training/secretarial school qualification;
- Diploma/university degree level education (at least to ISCED level 6, categories 64 and 65, subcategories 5/6).

Languages. A good level of spoken and written French.

6. Personal Attributes.

- Have a high degree of integrity, tact, a keen sense of judgement and a sound personality;
- Be stress resistant, able to fit in a close-knit team and able to work in harmony with others in a multinational environment;
- Be able to deal effectively with other administrative staff with the IMS and NATO HQ;
- Be self-confident, discreet and comfortable in dealing with a wide range of senior staff and visiting VIPs;
- Have good planning and organizational skills;
- Have the ability to perform independently, quickly and effectively under pressure;
- A readiness to work overtime at short notice to complete urgent assignments.

- Candidates must demonstrate the following competencies:
  
  o Clarity and Accuracy: Monitors others’ work for clarity;
  o Customer Service Orientation: Takes personal responsibility for correcting problems;
  o Empathy: Read non-verbal cues and understands meanings;
  o Flexibility: Acts with flexibility;
  o Initiative: Is decisive in a time-sensitive situation;
  o Organizational Awareness: Understands organizational climate and culture;
  o Teamwork: Solicits input and encourages others.
7. **Professional Contacts.** On a routine basis, Senior Assistants and Admin Assistants have working contact with their divisional Director, the Deputy Director and the Executive Officer, the offices of the Chairman of the Military Committee, Director General of the IMS and the Executive Coordinator, HR and other Branches in IMS, the Front Offices of other divisions in IMS and IS, as well as military authorities and NATO Agencies to exchange information.

8. **Contribution to the Objectives.** Senior Assistants and Assistants (ADMIN) contribute directly to the effective performance of the duties of the Division by providing support/advice across the full range of administrative activities.

9. **Remarks.**
   
   - Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
   - Work Environment – Normal office environment.

10. **How to apply.**

    Applications must be submitted by **3 December 2020** (23:59 Brussels time) using one of the following links, as applicable:
    
    - For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
    - For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

    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, resubmit the application.

11. **Additional Information.**

    The successful applicants will be offered a three-year definite duration contract which may be renewed. If successful candidates are seconded from a national administration, public institution or the armed forces of a NATO member state, they will be offered a three-year definite duration contract which may be renewed for a further period of up to three years. The maximum time of service in post for seconded staff is six years. Serving NATO international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

    Appointment will be subject to the deliverance of a NATO SECRET security clearance by the national authorities of the selected candidates and approval of the candidates’ medical file by the NATO Medical Adviser.

    A written test will be held as part of the selection procedure.

    Applicants who meet the necessary requirements and who prove to be competent for these posts but who are not successful in this particular competition, will be placed on a reserve list to be considered for posts of a similar nature which might become vacant in the near future.
NATO as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

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.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The IMS at NATO Headquarters in Brussels, Belgium, is committed to providing equality in working opportunities regardless of sex, race or ethnic origin, religion, disability, age or sexual orientation.

The IMS is a non-smoking environment.