



VACANCY NOTICE (ID-250029)

Senior Staff Assistant (Payroll & Human Resources) - NDC ZXHH 0020

NATO Body: NATO Defense College, Rome, Italy

Schedule: Full-time

Closing Date: 13 February 2025, 11:59:00 PM

Basic Salary: 4,599.62 EUR Monthly

NATO Grade: G-12

Qualified candidates are invited to apply through the e-recruitment system, which can be accessed [here](#).

Serving NATO International Civilian staff will be offered a contract according to the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a definite duration contract of normally 2(two) plus 3(three) years in duration and followed by an indefinite duration contract. If the successful applicant is seconded from a national administration, he/she will be offered a two-year definite duration contract which may be renewed for a further period not exceeding 5 years and/or the length of the approved secondment.

Applications from NATO redundant staff members of the same grade will be considered according to the terms of art. 57.2, Chapter XII to NATO Civilian Personnel Regulations.

Additional information

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 study(ies) and work experience, and the successful completion of the accreditation and notification process by the relevant authorities.

Please note that only applications from nationals of NATO member countries can be accepted. Current and previous civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

NATO UNCLASSIFIED

Candidates are kindly requested **NOT** to upload their Curriculum Vitae on the NATO Talent Acquisition Platform. Only attachments specifically asked for as part of the application process will be considered. All applications must include an uploaded copy of the qualification/certificate covering the highest level of education required by the job description.

[Click here](#) for useful information on the application and recruitment process.

[Click here](#) for a video containing the information you need to successfully submit your application on time.

In order to follow the status of the vacancy please refer to NDC webpage:

www.ndc.nato.int/about/jobs.php

For any queries, please contact the NDC Recruitment Team at

personnel@ndc.nato.int

NATO is an equal opportunities employer, and does not discriminate on the grounds of gender, race or ethnic origin, religion, nationality, disability, sexual orientation or age, according to the NATO Civilian Personnel Regulations.

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.

This vacancy will close on 13 February 2025, at 11:59:00 PM (CET).