



## **SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

**TALEO Job Number: 250625**

**Vacancy Number: G79/24**

**Post Number: OSC LXXX 1091**

**Job Title: Staff Assistant (Administration)**

**NATO Grade: G10**

**Basic Monthly Salary (12 x per year): 4,565.36€, tax free**

**Closing Date: Sunday 4 May 2025**

### **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 the Supreme Allied Commander Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Office of Legal Affairs (OLA) provides full spectrum expert legal advice, technical guidance and other legal assistance to SACEUR, the SHAPE Command Group and ACO Staff.

The Office of Legal Affairs (OLA) provides general staff support, coordination, management, administrative service, and specialists' advice to SACEUR, DSACEUR and COS. The OLA is responsible for providing advice, guidance and information of a legal nature to SACEUR, SHAPE staff and to the Legal Advisors of subordinated HQs, in all relevant matters of national or international nature.

### **PRINCIPAL DUTIES**

The incumbent's duties are:

1. Provide NATO missions support to justice in-theatre hiring. ACO-wide management and administration of the Mission Appeals Tribunal orders, judgment and cases. Support to the judges and register on behalf of SHAPE and designated subordinate headquarters at the NCS.
2. Providing day-to-day coordination and administrative assistance to the Legal Management Branch in general and more specifically, to Mission Appeals Tribunal (MAT) related issues.

3. Providing administrative support for the MAT cases, to include arranging schedules, agendas, and coordination of hearings and other administrative matters regarding the functioning and meeting of the Panels of the MAT.
4. Drafts routine correspondence and types and proof-reads memoranda, letters, reports, talking papers, legal documents and other forms of correspondence including tables of figures, using the standard software packages used by NATO (Word, Excel, PowerPoint, SharePoint).
5. Carries out research of legal documents and jurisprudence.
6. Assistance in the preparation and development of protocol/conferences, when required, and prepared to receive and assist visitors of all levels. Maintain all lists of internal and external contacts.

### **SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

- 1) 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 an administrative capacity in a legal office.
- 2) Experience in a legal office performing legal research.

#### **B. Education/Training**

Higher Secondary education and intermediate vocational training in library, information science, management information systems, computer science or related discipline which might lead to a formal qualification with 4 years-experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 3 years post related experience.

#### **C. Language**

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

### **DESIRABLE QUALIFICATIONS**

#### **A. Professional Experience**

1. Legal assistance and research experience in a major military headquarters or international organisation.

2. Sound knowledge of the NATO and ACO structure, organisation and mission.

## **B. Language**

French - SLP 2222 - (Listening, Speaking, Reading and Writing)

## **ATTRIBUTES/COMPETENCIES**

1. **Personal Attributes:** The incumbent must show courtesy, diplomacy, mental alertness, negotiating skills and service mindedness. Must possess good interpersonal and communication skills, poise and tact. Uses initiative to propose solutions for unexpected problems and determine which issues to refer to supervisor. The incumbent must show initiative and judgement in dealing with a variety of tasks and issues. Must be able to quickly assimilate information and can handle last-minute requests. Uses own initiative to propose solutions for unexpected problems and determine which issues to refer to supervisor.
2. **Professional Contacts:** Routinely reports to the Head of Legal Management. The incumbent directly interrelates Mission Civilians, EUFOR personnel, claimants, their potential legal counsels, the MAT Registrar, the MAT President and the MAT College of judges.
3. **Contribution to Objectives:** The incumbent plays a key role in the functionality and operability of the MAT and ensures the efficient run of ACO-led operations/activities/missions. The incumbent's work impacts NATO's ability to efficiently utilise personnel hired in-theatre.

## **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.
- D) 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.