

NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT AT JOINT FORCE COMMAND BRUNSSUM HEADQUARTERS



Our Requirement:

Title: Staff Assistant (Information Management)

Grade: 10

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 6 July 2025

Our organisation

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR).

The Command Group (CG) provides and sustains operational level joint command and control capabilities at designated readiness states.

The Commander (COM) JFCBS is responsible to SACEUR for contributing to the deterrence of aggression against NATO.

The Office of the Political Advisor and Strategic and International Affairs (OPOLAD&IA) is the principle link of the Commander to the civilian/political authorities of NATO, governments of nations, to International Organizations and Agencies as part of a Comprehensive Approach.

The incumbent is responsible for providing office and information management support to the Political Advisor (POLAD), and for coordinating the staff work process and administration of the Office of the POLAD.

The duties of Staff Assistant (Information Management) are:

- Acts as the Information Manager for POLAD Office.
- Manages all staff functions, tools and processes, for monitoring the timely completion of Command Group Staff work and for the information flow into and out of the Office.
- Responsible for the efficient administrative operation of the POLAD Office.
- Assists the digitalization of the POLAD Office.
- Ensures that the preparation and handling of all documents for action or signature by the POLAD are carried out in accordance with appropriate NATO administrative procedure guidance documents.
- Acts as the Office focal point for Tasker Tracker.
- Liaises routinely with outer offices of JFCBS leadership.
- Assists in Division Security Officer (DSO) and Document Control Officer (DCO) duties, on all matters relating to document security and NATO Security routine tasks.
- Drafts routine correspondence in response to non-technical enquiries.

- Assists in the preparation of agendas, programmes, minutes, supporting documentation for meetings, working groups and conferences chaired, administered or attended by POLAD.
- Manages NATO Travel processes for the POLAD Office as NAFS travel manager.
- Undertakes work as part of a project team or working group as directed or assigned.

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. 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.

Required Qualifications are:

- English – good – NATO Standard Language Proficiency 3322. (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.
- Secondary education and completed vocational training in related field / discipline.
- Minimum 3 years professional experience in an information management role.
- Professional experience using broad spectrum of office and project management software.
- Experience in management and administration of a team supporting planning, directing and operating the functions and activities of an organization.
- Minimum 3 years professional experience in an office supporting senior management.

Desirable Qualifications are:

- Professional experience in a political environment in a national or international organisation.
- Experience working in NATO.
- Completion of for this position relevant courses / training.

The successful candidate possesses following personal attributes:

- ✓ Good communication skills, both oral and written - able to communicate at all levels;
- ✓ High level of organizational and coordination skills;
- ✓ High level of interpersonal skills including tact and diplomacy;
- ✓ Possess high degree of confidentiality;
- ✓ Ability to work as part of a team.

The successful selected candidate needs to have a NATO security clearance and is required to pass a medical examination before an employment contract offer will be released. The medical examination will take place with our medical consultant, is required to determine if the recommended candidate is fit to perform the duties, and is deployable to NATO's areas of operation.

Due date for receipt of applications: Sunday 6 July 2025, 23:59.

Candidates have to apply electronically in NATO Talent Acquisition Program:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences (*Attachments are supporting documents and should not be referred to in the job submission*).

Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates.

Results will be communicated by end of July 2025; test and interviews will be organised in Brunssum, The Netherlands beginning of September 2025.