

# Staff Assistant (Travel) (250822)

Status  
Draft

Recruiter  
Turco, Sabrina

Status Details  
Draft

Hiring Manager  
Carbone, Antonella

Primary Location \*  
Italy > Naples

Requisition Type  
Professional

Hired Candidates  
0 out of 1

## Vacancy Notice

### Internal Description

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#### Description - Internal

TITLE: Staff Assistant (Travel)

LOCATION: Headquarters Allied Joint Force Command Naples; Naples (ITA)

GRADE: G8

SECURITY CLEARANCE: NATO S E C R E T

VACANCY N ° : OJS BXFT 0041

#### 1. POST CONTEXT

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO ' s three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR ' s Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Finance Directorate is responsible for all financial management operations, the safeguard and the correct application of all appropriated and non-appropriated funds approved for use by JFCNP.

The Finance and Accounting Branch is responsible for all financial and accounting activities related to international, multi-national credits, NATO Security Investment Programme (NSIP) projects and reimbursable activities; including the HQs disbursing activities.

The Travel Office is responsible for the provision of travel services/arrangements, the overall coordination of transportation services for personnel travelling on official duty provided either by BSG Transportation (Motorpool) or by commercial sources.

The J8 Travel Office is responsible for the provision of travel arrangements as well as the overall coordination of transportation services for personnel traveling on official duty. Within the Travel Office the incumbent is responsible for ensuring that all aspects of the Travel process within his/her control are actioned

The incumbent reports to OJS BXFT 0010 - Office Head (Travel Office) - B4/G10.

#### 2. DUTIES

Processes all travel request applications for Headquarters personnel that require NATO funded transportation.

Liaises with customers for travel arrangements and ensures timely exchange of information.

Responsible for providing correct booking information to the Travel Agency.

Procures and distributes air, rail and sea tickets or requests NATO vehicles from BSG Transportation section.

Maintains control of financial records and archives.

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

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

### 3. QUALIFICATIONS AND EXPERIENCE

#### ESSENTIAL

Higher Secondary education and intermediate vocational training which might lead to a formal qualification with 2 years experience, or Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience

Experience in marketing and advertising tourist destinations and events.

Experience in ticketing and reservation practices.

Experience in recreational and leisure activities for individuals and groups.

Must have an English Standard Language Proficiency level of “ professional ” in Listening, Speaking, and good in Reading and Writing (SLP 3322 based on NATO standards).

Host nation language is required.

#### DESIRABLE

A Secondary education and basic training for specific task related skills, with 2-3 years experience.

Previous experience in the booking of travel for military and civilian requirements.

Preferred experience within mobility based environment (Movements Section on a Main Operating Base or part of specialist Movements squadron/Troop/Flight).

Working Knowledge of the NATO automated financial system (FinS)

Previous experience of actual deployment and the movement of large group of personnel and bulk-materials.

#### COURSE

Travel Agent certification

### 4. POSITION AND CANDIDATE PROFILE

#### Personal attributes

Assists in developing and implementing innovative administrative policies and procedures directed at ensuring the highest level of organizational efficiency and productivity. Analyses problems, devises forms and methods to meet changing requirements. Contributes to formulation or revision of directives and policies for JF HQ and other NATO entities on the HN territory. Uses own initiative to determine which course of action is necessary to resolve unexpected problems. Sound judgment and initiative are also required to establish priorities and identify the most effective method to utilize funds allocated for duty travel. The incumbent is required to display creative thinking in proposing the adaptation of existing rules or creation of new procedures to comply with exercises and/or crisis operations/missions (including out-of-area operations/missions). Experience must enable the incumbent to undertake work in which considerable independence of thought and actions are required. Good health, stress tolerance and ability to work long hours when required. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others. Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. Performs a range of work activities in varied environments. May contribute to routine issue resolution. Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organised approach to work. Identifies and negotiates own development opportunities. Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorbs new information when it is presented systematically and applies it effectively.

#### Professional contacts

Must be capable of working in a demanding environment and have the necessary tact and personality to be able to work with staff, both military and civilian, at all levels and of different nationalities. The position involves professional contacts with managerial counterparts in JFCNP and outside immediate organization with commercial carriers and various providers. Due to the nature of this post, the incumbent may have frequent contacts throughout the Command up to OF4/ OF5 level on travel activity-related matters.

#### Contribution to the objectives

Responsible for contributing to a crucial enablement function, ensuring that operational requirements and target dates are met by coordinating transportation requirements with military and commercial agencies. The provision and procurement of travel services is not a purchasing activity, but a complex logistics support function, which falls under the responsibility of the incumbent. The incumbent's performance, guidance and knowledge have a significant financial impact on the JFCNP HQ travel budget. In addition to ensuring financial controls and protections are in place to avoid misuse or abuse, the incumbent is involved in many exceptional needs that arise. Ensuring that such needs, particularly those that have operational significance, are properly met, is an important part of the responsibilities of this post. The incumbent's

performance has a material impact on the travel budget and as such is critical to maintaining JFCNP HQ military capabilities.

## 5. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite contract. NATO International Civilians will be offered a contract in accordance with the provision of the NCPRs. The basic entry-level monthly salary for a NATO Grade 8 (B-3) in Italy is Euro 3,586.64 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.

## 6. INSTRUCTIONS TO APPLY:

JFC Naples uses NATO Talent Acquisition Platform. In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ JFC Naples with duty location Naples, Italy.

Please attach relevant certificates to the application.

Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

Please note:

Staff members are appointed to and hold posts on the establishment of a NATO body only on condition that:

They are nationals of a NATO member country

They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

## ADDITIONAL INFORMATION:

A NATO security clearance and approval of the candidate ' s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates ' national authorities. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit <https://www.nato.int/cps/en/natolive/86790.htm>

## External Description

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