

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



Our Requirement:

Title: Staff Assistant (Administration) - Office of the Commander

Grade: 8

Duty Location: Brunssum, the Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 4 May 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. Within the Office of the Commander the incumbent is responsible for providing office and personal staff support to the COM and the office of the COM.

The main duties of Staff Assistant (Administration) are:

- Conduct administration management of COM's office and maintain the workflow schedules.
- Process all office correspondence.
- Ensure that the preparation and handling of all documents for signature by COM are carried out in accordance with appropriate NATO administrative procedure guidance documents.
- Handle all telephone calls, electronic mails, video conference systems and other communication means for the COM.
- Maintain COM's calendar in close coordination with Aide de Camp (ADC) and Admin NCO's of the Front Office.
- Process all invitations; prepare guest lists, seating plans, coordinate support service and finance for social events hosted by COM.
- In absence of the Officer (ADC), take over all his/her daily duties in coordination with the Military Assistant (MA).
- Maintain appropriate links and contacts with NATO and civilian authorities (international, national and local), incl. other personal staffs/executive offices.
- Contribute to hosting high-ranking visitors and official guests of the COM.
- Act as Assistant Travel Clerk.
- Be responsible for office supplies/stationary.
- Undertake work as part of a project team or working group as directed by the COM or Executive Officer (XO) to COM on his behalf.
- Be financial responsible for social events and purchases as directed by COM.

- Maintain the NATO Representation Funds.

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 secretarial, office administration or management or related discipline.
- Minimum 3 years of professional experience in a personal secretarial and administrative role at an appropriate level being minimum 1* general / comparable CEO level in an Organization / company with more than 500 FTE.
- Professional experience using Microsoft Office tools.

Desirable Qualifications are:

- Professional experience in a higher administrative / secretarial role in a NATO HQ at 3-star level and above.
- Professional experience using Microsoft 365 including SharePoint.
- Experience using Financial System(s).
- Familiarity with protocol rules.
- Good Italian / German / Dutch language skills.

The successful candidate possesses following personal attributes:

- ✓ Excellent communication skills, both oral and written - able to communicate at all levels;
- ✓ Excellent interpersonal skills including tact and diplomacy;
- ✓ Very good judgement and organizational skills;
- ✓ Takes initiative - discrete - flexible - adaptive - attention to detail - stress resistance;
- ✓ Ability to work under pressure and outside normal working hours;
- ✓ Analytical thinking.

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, 4 May 2025 23:59.**

Candidates have to apply electronically in NATO Talent Acquisition Program:

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

Results will be communicated in the week starting 12 May 2025; Test & Interviews for shortlisted candidates will be organised in Brunssum on 2 and 3 June 2025.

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.