



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241686

Vacancy Number: G76/24

Post Number: OSC ZOAX 1010

Job Title: Staff Assistant (Administration)

NATO Grade: 10

Basic Monthly Salary (12 x per year): 4,319.16€, tax free

Closing Date: Sunday, 05 January 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 Management Directorate (MGT) primary focus is to provide all the necessary staffing and real-life support functions to enable SHAPE to deliver its critical outputs as a Strategic Military HQ. The Directorate acts as the HQ's conduit to member nations (through NMRs) and to host nation authorities.

The Information Management and Business Continuity Branch (IMBC) provides the information management and staffing tools, directives and processes necessary for the efficient functioning and resilience of SHAPE as a Military Strategic HQ.

The Staff and Workflow Management Section (SWM) is the centralised 'control room' for the management of all Command Group taskers, and for the assessment of all official correspondence received by SHAPE.

The Director of Staff (DoS), on behalf of Director Management (DirMGT), is Chief of Staff's principal advisor on the SHAPE Battle Rhythm including related staff processes, implementing COS' staff priorities and synchronizing and directing associated staff effort at SHAPE. The DoS is the officer responsible for Battle Rhythm Management and the synchronization of all events supporting the (operational) Decision Making Process at SHAPE and ACO-wide in general and Command Group related events in particular. Furthermore, the DoS is in control of the governance of HQ processes and the coherence of the (operational) outputs of the HQ. The DoS on behalf of the DirMGT acts as the Release Authority for Orders that have been properly processed and initiated by respective empowered personnel.

The Staff and Workflow Management Section (SWM) is the centralized 'control room' for the management of all Command Group taskers.

The Administrative Assistant is responsible for all administrative requirements of the Section as well as the preparation of all hard copy packages for the Command Group.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Provide administrative support to the Staffing and Workflow Management (SWM).
2. Ensure that all electronic workflow packages for submission to Command Group (CG) are correctly completed (markings, formatting, numbering) and all relevant documents are attached.
3. Prepare all workflow packages in suitable format, usually hard copy, for CG.
4. Ensure all relevant documents to workflow packages are available for CG.
5. Coordinate with the action officers to get all the information needed to finalise the products.
6. Update the task tools (Tasker Tracker, Outlook, Spreadsheet, ...) according to the current status of the package.
7. Coordinate with Central Registry to ensure the documents are sending out properly.
8. Within the area of responsibility the incumbent is responsible for ensuring that strategic risk to the achievement of CG priorities are managed in accordance with ACO Enterprise Risk Management framework.
9. Manage publications (directives, manuals and associated forms).

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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. Professional experience in a clerical/administrative role in an office setting. Possess first-rate writing and editing skills.
2. Be proficient with IKM tools and software (e.g. MS Excel, Word, Outlook and PowerPoint).
3. Possess sound organizational and communications skills.

B. Education/Training

Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years post related experience, or Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

C. Language

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

DESIRABLE QUALIFICATIONS

A. Professional Experience

1. Possess an analytical mind and an eye for detail.

2. Proven ability to communicate effectively with all levels of staff.
3. Familiarity with the structure and activities of the Organization.
4. Experience of working in a military headquarters/international Organization.
5. Have a very good understanding of SD 025-001, AD 025-004, BiSCD 015-020, AD 030-001 and AD 035-004

B. Education/Training

NATO Information Knowledge Management (IKM) Course provided by NATO - School Oberammergau (NSO).

ATTRIBUTES/COMPETENCIES

Personal Attributes:

The post requires considerable initiative and judgment and a high degree of flexibility and autonomy in order to deliver against the set target dates. Failure to do so results in reputational damage.

Professional Contacts:

The incumbent has extensive contacts with staff officers from all of the SHAPE command group, directorates, divisions. They must therefore be able to inspire their trust and confidence and must exercise a high degree of tact, coupled with polite perseverance.

Contribution to Objectives:

The staff assistant will be an enduring source of expertise and advice for SWM and act as an SME for SHAPE staff in preparation of staff work and preparation of publications.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Linked 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.