HEADQUARTERS, ALLIED MARITIME COMMAND

NOTIFICATION OF AN “B” GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Post Number: OMC ZXZW 0040
Job Title: Staff Assistant (Archives/Registry Records)
NATO Grade: B-4
SECURITY CLEARANCE: COSMIC TOP SECRET
Basic Monthly Salary: £ 3,597.92 tax free
Closing Date: 23 February 2020

1. POST CONTEXT

Allied Maritime Command is the Maritime Theatre Component Commander delivering 360 degree maritime focused awareness and connectivity while planning and commanding the full range of maritime operations.

The Management Directorate (MGT) is responsible for the daily workflow and process management that allows HQ MARCOM to function.

The Information Management and Resilience (IMR) Branch is responsible for providing robust risk management and change management policies whilst also contributing to Business Continuity.

The Information Knowledge Management and Staff Workflow Management (IKM & SWM) Section is responsible for development of Information and Knowledge Management framework to MARCOM HQ.

The Workflow Management (WM) Cell provides all activities relating to MARCOM HQ’s official correspondence including archiving all relevant communique.

Staff Assistant Archives/Registry Records assists the Records Centre Manager for administration assistance in delivering the missions and objectives of the Branch and wider staff support for the DOM organization as directed.
2. DUTIES

The incumbent is the official archivist of the HQ, responsible for the proper archiving of inactive records of permanent value. For that purpose he/she helps create awareness through the HQ about the management of NATO records.

He/she is the first point of contact for NATO HQ archivist.

Deputises for the functions of HQ Document Manager, HQ Records Admin Officer, Document Control Officer, Terminal Area Security Officer, HQ Documentary Security Officer, Control Officer (Cosmic Top Secret Atomal alias CTSA officer) for NATO Secret documentation (maintains, controls, destroys and accounts for all NATO Secret documents, keeping up-to-date records and ensuring that musters are carried out at the correct time and the results sent to HQSO.

Performs daily CG administration support duties including:

- Document management;
- Records and Archives management;
- Control and accounting for documents received, prepared, and/or dispatched by the CG Staff;
- Management of incoming and outgoing mail on Enterprise Document Management System (EDMS);
- Provision of administrative, clerical and secretarial support and advice;
- Distribution and dispatching of official correspondence throughout the HQ;
- Reviews incoming and outgoing correspondence for format, administrative sufficiency and compliance with administrative and security directives prior to sending forward to the CG Staff;
- Maintains Hard Copy Registry;
- Is a Functional Administrator for the EDMS.

He/she is a Portal Content Manager for Workflow webpages.

Assists the Workflow Manager in:

- Issuing policies, instructions and guidance to HQ Staff on Correspondence; management of the Workflow into, out of and within the Command Group; Records and Archives Management.
- Developing a Workflow infrastructure and best practices within the HQ. Implementing, coordinating and maintaining the Workflow education, training and awareness programmes for all personnel within the organization.
- Animating and coordinating a network of divisional secretaries within the HQ. Supporting and advising Divisions in the implementation of Workflow.
- During operations the incumbent will perform the same duties but within the Command Group Support Functional Group.
• Submits observations in his/her area of expertise and contributes to the Lessons Learned process.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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.

The incumbent may be required to undertake operational deployments and/or TDY assignments, both within and without NATO’s boundaries for up to 183 days in any period of 547 days.

This post has been identified as a source of manpower to fill a Crisis Establishment post in line with tiered reinforcement needs of ACO CEs.

The work is normally performed in a normal NATO office working environment / Secure office environment with artificial light and air (e.g. Bunker).

Normal working conditions apply.

The risk of injuries is categorized as: No risk / risk might increase when deployed.

3. QUALIFICATIONS AND EXPERIENCE

Essential

Higher Secondary education and intermediate vocational training in information science, management information systems or related discipline which might lead to a formal qualification with 2 years’ experience or Secondary education and complete advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

Prior experience and/or training in administration and management. Previous duties as an Admin/Coordination Officer is essential.

At least two years’ experience in a National or International Archives/Registry Records position.

Knowledge of descriptive cataloguing principles.

Experience with SharePoint.

At least one year experience as a Divisional Security Officer or similar job.

Language
English – SLP 3322 – (Listening, Speaking, Reading and Writing)
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Desirable

Familiar with NATO operations and administrative procedures.

Knowledge of NATO administrative tools (EDMS, TT+).

Standard Automatic Data Processing Knowledge, good skills in Word Processing and Spreadsheet.

4. ATTRIBUTES/COMPETENCES

A. Personal Attributes

This position requires being very well organized and meticulous. In addition, medium level skill regarding the use of Word, Excel and SharePoint are also required.

B. Professional Contacts

In this position the incumbent needs to be able to work with other divisions in the HQ or across NATO.

C. Contribution to Objectives

The appropriate execution of this job provides to all users in the HQ and also in NATO the capability to find and keep track of documents and tasks received by or sent to this HQ.

This post reports to OMC ZXZW 0030 – Registry and Records Manager – OR-5

5. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade B-4 in UK is £3,597.92 (tax free) which may be augmented by allowances based on the selected staff member’s eligibility

6. HOW TO APPLY
HQ MARCOM uses NATO Talent Acquisition Platform. In order to apply for this vacancy, please visit the platform at: https://nato.taleo.net/carrersection/2/jobsearch. ttl?lang=en, and search for vacancies within HQ MARCOM.

Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as "please see attached CV", or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application form must be filled out in English.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgment please make sure the submission process is completed or, re-submit the application.

Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of University diplomas listing the exams sustained, transcripts (that is, list of courses and grades and dates), for all pertinent university and vocational training courses.

Candidates' individual telephone and email inquiries about the submission of their applications cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to the job title) and specify the name of employing NATO body or Coordinated Organization.

Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than the vacancy's closing date.

**Employment pre-requisites:**

Candidates are invited to submit their application if:
- They are national 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 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 of the level required by the position, 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 must be eligible for a clearance. HQ MARCOM will take action to obtain the required security clearance from the successful candidate's national authorities.

Candidates must meet all the essential qualifications in order to be considered qualified. Should no qualified candidates are found, candidates not possessing all the essential qualifications may be considered. If such candidates are selected, they will be appointed at a lower grade and their employment contract will stipulate the conditions under which the grade attached to post can be granted and the employment contract confirmed.