



# ALLIED LAND COMMAND



**Job/Post Number:** Staff Assistant (Archiving)

**Title:** OLC ZXOX 0060

**Division:** Management Directorate

**Clearance Level:** NATO SECRET

**Salary (Pay Basis):** 14,870 TRY

**Grade:** NATO Grade 10

**NATO Body/Post Location:** ACO / Land Command Headquarters, Izmir (TUR)

**Closing Date:** 09.08.2021

## 1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The Management Directorate integrates and coordinates the Directorates and Divisions, their activities and workflow for the efficient operation of LANDCOM.

The Staff and Workflow Management Branch is responsible for the effective and efficient archiving and transmission of external incoming and outgoing correspondence, Command Group (CG) decisions, actions and requirements within the LANDCOM staff as well as affiliated and higher HQs.

The Staff Assistant (Archiving) is responsible for properly organizing, filing and maintaining the documents of current and historical value and for providing advice to staff on retention, classification, distribution, filing, weeding and retrieving LANDCOM documents.

## 2. Principal Duties

The incumbent's duties are:

- Official archivist of the HQ, the incumbent is responsible for the proper archiving of non-current records of permanent value. For that purpose he/she helps create awareness through the HQ about the management of NATO records.
- Maintains direct functional contacts with NATO HQ archivists.

- Assists the Workflow Managers in drafting policies, instructions and guidance on Records and Archive Management.
- Evaluates records for preservation, retention and weeding.
- Prepares record-keeping systems and procedures for archival and for the retention or destruction of records.
- Catalogues collections and manages information and records.
- Advises users on best practices on access, use and interpretation of archives, often through internal courses.
- Facilitates training sessions on archiving procedures.
- Drafts and maintains HQ LC directives on records management and archiving.
- Executes policy and issues guidance on all matters regarding archiving within the HQ and supported elements.
- Functional Administrator for the EDMS.
- Portal Content Manager for Staff and Workflow Branch webpages.

### **3. Special Requirements and Additional Duties**

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 incumbent may be required to undertake deployments in support of military operations and exercises and/or TDY assignments, both within and without NATO boundaries for up to 183 days in any period of 547 days.

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

### **4. Essential Requirements**

#### **a. Professional/Experience**

##### **(1) Documentation**

Library, information and archival studies is the study of the methods of selecting, acquiring, organizing and storing collections of information, and facilitating the use of information. Museum and library studies are included here.

### **Skill Level (Apply)**

Works under general direction. Uses discretion in identifying and responding to complex issues and assignments. Usually receives specific instructions and has work reviewed at frequent milestones. Determines when issues should be escalated to a higher level. Interacts with and influences colleagues. Has working level contact with customers, suppliers and partners. May supervise others or make decisions which impact the work assigned to individuals or phases of projects. Performs a range of work, sometimes complex and non routine, in a variety of environments. Applies methodical approach to issue definition and resolution. Demonstrates an analytical and systematic approach to issue resolution. Takes the initiative in identifying and negotiating appropriate personal development opportunities. Demonstrates effective communication skills. Contributes fully to the work of teams. Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures. Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client.

### **Experience**

Three year's experience as archivist, records manager or similar for the public administration or a big company.

### **(2) Information content publishing**

The evaluation and application of different publishing methods and options, recognising key features, including open source and proprietary options. The management and tuning of the processes that collect, assemble and publish information, including in unstructured and semistructured forms, for delivery to the user at the point at which it is needed. The management of copyright, data protection and other legal issues associated with publishing and re-use of published information and data.

### **Skill Level (Apply)**

Specifies and creates content management processes to meet the needs of users. Selects appropriate platforms for publishing, applying the concept of customer journey. Uses content publishing systems and publishing content across different channels, including mobile and social media. Takes account of the implications of copyright, data protection and other legal issues associated with publishing. Contributes to achievement of search engine optimisation.

### **Experience**

Experience with commercial IS document archiving systems and WEB-technologies.

## **b. Education/Training**

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.

**The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.**

### **c. Language**

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

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

### **5. Desirable Qualifications**

#### Language

French SLP 2222- (Listening, Speaking, Reading and Writing)

### **6. Attributes/Competencies**

- Personal Attributes: The incumbent must be methodical, skillful in handling details and strict in the application of the rules.
- Professional Contacts: The incumbent's main contacts are Coordination Officers, document originators in general and archiving staff at NATO HQ and SHAPE.
- Contribution To Objectives: Records are invaluable, some of them classified. Maintaining existing records and retrieving them quickly as needed are an essential part of LANDCOM work.

This post reports to

- OLC ZXIX 0010 - Branch Head (Information and Knowledge Management) - OF-4

There are no reporting responsibilities.

### **CONTRACT**

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract.

### **HOW TO APPLY:**

Allied Land Command 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 Land Command HQ.

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

### **EMPLOYMENT PRE-REQUISITES:**

Candidates are invited to submit their applications only if:

- 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.

***Notice for candidates: LANDCOM is undergoing a reorganisation that might affect the job description of this post.***