



Job/Post Number: OLC OOPX 1010

Title: Staff Assistant (IKM/TOPFAS/NCOP Operator)

Division: G3 Division

Clearance Level: NATO SECRET

Grade: G12

Basic Salary: 134,103.54 TL

Additional Benefits: For other allowances, privileges & tax exemptions see Section 7

NATO Body/Post Location: ACO I Land Command Headquarters, Izmir (Türkiye)

Closing Date: 07 June 2025

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 Operations Directorate is responsible to Chief of Staff (COS) for monitoring and coordinating operational staff functions.

The G3 Division recommends all actions related to Operational Command and Control (C2) of subordinated formations and maintains a list of targets and assets of significant value.

The Current Plans/ Battle Space Management Branch supports G5 in the development of operations plans, proposes Operational Orders to the Command and supports G7 in the production of Exercise Plans and Exercise Orders.

The Staff Assistant (IKM/TOPFAS-NCOP Operator) is responsible for the routine collection and distribution of information, for operating the G3 Functional Area Services and helping G3 staff in their use.

2. Principal Duties

The incumbent's duties are:

As IM:

- Collects and disseminate all Current Plans tasks related information internally and externally
- Develops and maintains internal information sharing board/portal for IM
- Coordinates Current Plans IM issues externally.
- Coordinates with IKM/DOM
- Coordinates all Current Plans tasks, taskers status

As TOPFAS/NCOP operator:

- Contributes the RGP (Recognized Ground Common Operational Picture)
- Contribute to plans/orders development
- Develops BSM annex
- Coordinates BSM with HHQ and sub-ordinate commands (NCOP/LC2IS)
- Contributes to Targeting BR events
- Coordinates with ALE and GLE
- Coordinates with G2/GEO
- Collects and disseminate map materials within the branch
- Contribute to land activities synchronization

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

May have to travel on duty or deploy within and without NATO area for up to six months in any eighteen month period.

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 Qualifications

a. Professional/Experience

NATO UNCLASSIFIED

(1) Land Operations (Combined Arms) Planning

Activities related to the planning in all aspects of Land Operations.

Skill Level (Assist)

Works under routine direction. 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.

(2) Information governance

The overall governance of how all types of information, structured and unstructured, whether produced internally or externally, are used to support decision-making, business processes and digital services. Encompasses development and promotion of the strategy and policies covering the design of information structures and taxonomies, the setting of policies for the sourcing and maintenance of the data content, and the development of policies, procedures, working practices and training to promote compliance with legislation regulating all aspects of holding, use and disclosure of data.

Skill Level (Assist)

Works under routine direction. 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.

b. Education/Training

(auto-generated based on the grade and the NATO Occupational Codes)

Higher Secondary education and completed higher vocational training in library, information science, management information systems, computer science or related discipline leading to a formal technical or professional certification with 3 years

NATO UNCLASSIFIED

function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 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)

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

d. NATO Occupational Codes

5MLB - Land Operations (Combined Arms) Planning

50322I - Information governance

5. Desirable Qualifications

a. Professional Experience

b. Education/Training

Experience/deployment in NATO led operations

Work experience in NATO staff

- LC2IS Information Management (CCC-ET-32269) provided by NATO Communications and Information Academy (NCI Academy)

c. Language

None specified

6. Attributes/Competencies

a. Personal Attributes

The incumbent must be very logical and capable of handling a myriad of details. (S)he must be tidy, rule-abiding and adaptable to changing directions. The post holder must also be resistant to stress and able to work overtime when needed.

b. Professional Contacts

The post holder has to maintain regular contacts with all users of Functional Area Services in G3 and functional contacts with IKM at staff level.

c. Contribution to Objectives

NATO UNCLASSIFIED

This post is essential to the proper and efficient operation of G3 as facilitator of information and helpdesk for FAS.

d. Supervisory Responsibilities

There are no reporting responsibilities.

e. Position Reporting

This post reports to:

OLC OOPX 0010 - Branch Head (Current Plans and Battle Space Management) - OF-4

This post does not deputises anybody.

This post is not deputised by anybody.

7. Additional Information

a. Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate allowances/supplements. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of [the Civilian Personnel Regulations](#) for details.

b. Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various privileges and tax exemptions (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

c. Contract

This vacancy notice is for a NATO-2030 agenda project-linked NATO International Civilian (PLN) post. This post is limited to a three-year definite duration project.

d. How to Apply

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.

e. Employment Pre-Requisites

NATO UNCLASSIFIED

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 reorganization that might affect the job description of this post.

f. Allied Land Command

LANDCOM 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; stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](https://nato.int)

g. Izmir

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate.

For more information: [Izmir - Wikipedia](https://en.wikipedia.org/wiki/Izmir)

8. Additional Remarks

- a) All applicants are reminded that if hired, to reside here, all members including their dependents must comply with Host Nation requirements and definitions regarding residency.
- b) 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.
- c) 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

NATO UNCLASSIFIED

related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

- d) 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.
- e) 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.