

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



### **Our Requirement:**

Title: Staff Assistant (Information Management LOGFAS)

Grade: 12

Duty Location: Brunssum, the Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 18 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 Support Directorate is responsible for planning, directing, monitoring, assessing and coordinating Support staff functions.

The J4 Division is responsible for the operational level logistics requirements for the JTF HQ and assigned Areas of Interest.

The incumbent is the functional expert and is responsible for the operation, implementation and development of logistics modules within the Logistic Information Systems Section, and is one of the Functional Area Systems (FAS) Manager for LOGFAS in JFCBS.

### **The main duties of Staff Assistant (Information Management LOGFAS) are:**

- Act as main point of contact for the NATO Logistic Information Systems and tools, especially for LOGFAS family of management, reporting and sustainment tools.
- Be a functional expert for the operation of the LOGFAS User Management Module (UMM) and Sustainment software applications as required.
- Assist in analysing sustainment impact and conducting sustainment feasibility calculations in support of Joint Operational Planning Groups in all phases of the NATO Crisis Response Planning using the LOGFAS software tools.
- Develop, analyze and update LOGFAS Database as well as sustainment plans using the LOGFAS Sustainment software tools.
- Add, update and track the execution of sustainment in real time using the LOGFAS sustainment tools.
- As Functional Area Systems (FAS) Manager of LOGFAS in JFCBS, assist in planning, analysing and managing the profiles and access to the LOGFAS Database using User Management Module (UMM) software tool as well as the set-up of LOGFAS Database for plans, operations, exercises and activities.
- Assist in the visualization of Logistics data in NATO Common Operational Picture (NCOP) as well as provide visibility of LOGFAS data in NCOP as required.
- Assist in conducting LOGFAS training in support of Allied Command Transformation (ACT) activities and courses.

- Participate in Allied Command Operations (ACO) led exercises related to the use of NATO Logistics Systems.
- Assist in conducting staff training on the use of LOGFAS User Management Module and Sustainment family of tools.
- Participate as LOGFAS Sustainment functional area expert in movement planning conferences.
- Liaise with higher/subordinate HQs and NATO agencies in the preparation of sustainment plans and software development, and management of LOGFAS Database.
- Liaise with operational HQ's in preparation of LOGFAS Database and sustainment visibility.
- Perform tasks as foreseen in official version of Statement of Instructions (SOI) 428 during exercises and operations for J4 Situational Awareness Cell.
- Assist with implementation of movement planning tools within Area of Responsibility.
- Provide recommendations to the movement and operations planning staff on deployment plans.

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 related field/ discipline.
- Minimum 3 years' professional experience as advanced user of Logistic Functional Area Systems (LOGFAS).
- Minimum 1-year professional experience as a user of LOGFAS sustainment module (SPM/SDM).
- Recognized certification in LOGFAS Sustainment Planning and Distribution (SPM/SDM).

**Desirable Qualifications are:**

- Experience assisting LOGFAS course / training
- Completion of other for this position relevant courses /training including national equivalents

**The successful candidate possesses following personal attributes:**

- ✓ Good communication skills, both oral and written - able to communicate at all levels;
- ✓ Ability to work in a team and collaborate with different stakeholders;
- ✓ High level of interpersonal skills including tact and diplomacy;
- ✓ Analytical skills - ability to analyse complex data and extract key insights;
- ✓ Problem-solving skills - aptitude for identifying problems, developing solutions and implementing changes;
- ✓ Possess resilience and experience managing a workload and maintaining calmness under pressure.

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: **18 May 2025**

Candidates have to apply electronically in NATO Talent Acquisition Program:

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

**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.**