

NOTIFICATION OF A CIVILIAN PERSONNEL POSITION
AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

Our Requirement:

Title: Staff Assistant (Life Cycle Administration)

Grade: 10

Duty Location: Brunssum, The Netherlands

Requirement filling date: as of 1 April 2025 (prior to this date a temporary contract could be awarded in anticipation of the retirement date of current incumbent on 31 March 2025)

Closing date for applications: 15 September 2024

Please note that a similar position was advertised earlier this year; that position required specific experience assuring readiness for Crisis Response Operations in addition to the requirements of this position. Qualified candidates that applied for this position are required to re-apply when interested in this new vacancy.

Our organisation:

Joint Force Command Brunssum (JFCBS) provides a Joint Headquarters (HQ) 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 J1 Division is responsible for developing, planning, preparing, and executing the HQ's human resource plans and programs.

The Civilian Personnel Branch is a shared services provider for developing, planning, executing and implementing policies and procedures pertaining to all activities on civilian staff administration.

The incumbent supports the execution and management of the HR Life Cycle for all assigned (categories) civilian personnel.

The main duties of Staff Assistant (Life Cycle Administration) are:

- Implements human resources programs by providing human resources services, including organization and position management, staff acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, transfer of staff, employee relations and retention, labor relations, completing personnel transactions.
- Assists in the development of human resources solutions by collecting and analyzing information; recommending courses of action.
- Assists in the improvement of manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.

- Assists in the completion of special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Assists in managing client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
- Assists in preparing reports by collecting, analyzing, and summarizing data and trends.
- Protects organization's value by keeping information confidential.
- Complies with international and national legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Assists in the proper management and administration of all matters related to NATO Security Clearances or Certificates of Conducts for new and serving civilian staff.
- Assists in the digitization of personnel files (and other administrative files) in accordance with standing instructions and in compliance with privacy regulations.
- Assists in the identification and clarification of Entitlements, Privileges and Immunities related to the geographic tri-border location of the HQ.
- Additionally can be tasked by the Staff Officer Life Cycle Management on a project basis with administrative/operational support to 'other' CPB responsibilities such as Budget & Pay, Crisis Response Operations and Recruitment.

The work is normally performed in a normal NATO office-working environment. Normal Working Conditions apply.

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. 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:

- 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.
- Higher Secondary education and intermediate vocational training in human resources management, business administration, law, social sciences, public administration or related discipline which might lead to a formal qualification with 2 years' experience **OR** Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years related experience.
- Minimum 2 years' professional experience in personnel administration and personnel management including staff acquisition, performance management, training management.
- Professional experience in office/general administration practices.
- Minimum 1 year professional experience in application of Personnel Regulations.

Desirable Qualifications:

- Advanced vocational training in Host Nation Labour Law and Host Nation Social Security Legislation.
- Experience in application of NATO Civilian Personnel Regulations (NCPR's), Allied Command Operations (ACO) Directives and relevant NATO publications.
- Good knowledge of host nation language Dutch.
- Experience using HR specific software within personnel branch and staffing (eg SAP, Workday, AFAS, Taleo).
- Completion of for this position relevant courses / trainings.

The successful candidate possesses following personal attributes:

- ✓ Excellent communication skills, both oral and written - able to communicate at all levels
- ✓ Excellent interpersonal skills – interacts with tact and diplomacy
- ✓ Analytical thinking - sees basic relationships
- ✓ Clarity and accuracy - monitors others' work for clarity
- ✓ Conceptual thinking - sees patterns based on life/work experience
- ✓ Customer service orientation - takes personal responsibility for correcting problems
- ✓ Flexibility - acts with flexibility
- ✓ Self-Control - responds calmly
- ✓ Teamwork - expresses positive attitudes and expectations of team or team members

The successful selected candidate needs to complete a NATO medical examination and have a NATO security clearance before an employment 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: Sunday 15 September 2024

Candidates have to apply electronically in NATO Talent Acquisition Platform:

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

Results will be communicated by end of September 2024; Test & Interviews will be organized in Brunssum in second part of October 2024.

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.