JWC VACANCY NOTICE 200037

Job Title: Staff Assistant (Manpower & Personnel)

NATO Body: Joint Warfare Centre (JWC)
Primary Location: Stavanger, Norway
Schedule: Full-Time
Salary (Pay Basis): 46,304.00NOK Monthly
Grade: B-4
Clearance Level: NATO Secret (NS)

Application Deadline: 1 March 2020

Description
The Joint Warfare Centre (JWC) is looking for a versatile human resources administrator to join our team. The Staff Assistant (Manpower & Personnel) will undertake a wide variety of tasks to support organisational design and the management of HR data. The successful candidate will be a self-starter with strong administrative and interpersonal skills.

Summary
The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness. The Human Resources Management (HRM) Branch is responsible for the maintenance and development of the JWC Peacetime Establishment (PE); providing military and civilian human resources management and administration; and to coordinate, manage and implement the JWC individual training program.

The Staff Assistant (Manpower and Personnel) provides analysis and assistance with the development, maintenance and coordination of the Joint Warfare Centre Peacetime Establishment (PE) and related manpower and personnel requirements.
REPORTS TO
Branch Head (HRM)

PRINCIPAL DUTIES
The incumbent's duties are:

- Provides manpower support and analysis to the development, review, coordination and implementation of Initial State Peacetime Establishment (ISPE), and End State Peacetime Establishment (ESPE) of JWC.
- Primary user of Establishment Review Tool (ERT), principal duties include:
  - Maintains and ensures data accuracy in ERT.
  - Extracts data to create organisational charts, job descriptions, statements of functions and reports for leadership and higher headquarters as required.
  - Liaises with HQ SACT counterparts as required.
- Using Automated Personnel Management System (APMS), develops the JWC NATO Annual Manpower Plan (NAMP) (Strength and Ceiling Report) in accordance with AAP-16 for submission to HQ SACT.
- Maintains and initiates periodic reviews of all JWC PE Job Descriptions (JD). Coordinates with Civilian Human Resources to ensure information pertaining to recruitment and classification procedures is accurate. Inputs the JDs into ERT.
- Coordinates with national representatives to ensure that assigned nations/services are able to source proposed military job requirements and participates in preparing military reorganisation plans.
- Prepares and coordinates PE change requests as directed.
- Assists with the development of Statement of Functions (SOF) for new or revised organisational structures and inputs them into ERT.
- Provides staffing assistance to Branch Head (HRM) in the development and maintenance of JWC HR directives and implementing instructions as required.
- Administers the bi-annual calling notice for inputs to the NATO Meritorious Medal and SACT’s Commander’s Commendation award.
- Coordinates and conducts ad-hoc manpower reviews and surveys to ensure organisational effectiveness and efficiency as directed.
- Acts as secretary to the Short-Term Manpower Requirements Board.
- Responsible for creating and maintaining JWC Manpower intranet site.
- Prepares and presents HR-related updates and briefings, background papers, reports and official correspondence as directed.
- Undertakes all principal duties of Staff Assistant (Military Personnel) TWC SHXX 0060 in periods of incumbent’s absence.
- Coordinates the use of Human Resources Data Services (HRDS) systems with ACT HRM and HRDS at SHAPE.
- Manages HRDS system tools implementation in JWC.
• Functional expert and focal point regarding the HRDS systems’ use in the areas of Manpower, Personnel, Entitlement and Privileges.
• HRDS trainer; provides APMS training to JWC APMS Clerks and other staff.
• Coordinates appropriate HRDS access to JWC Staff Members.
• Committee Participation:
  o Human Resources Data Services Working Group - Member/Representative.

**ESSENTIAL QUALIFICATIONS**

**Professional/Experience**

• Experience in manpower and/or personnel management.
• Experience with organisational design and manpower scaling.
• Experience in developing written documents, reports and summaries.
• Experience with HRM software or databases.

**Education/Training**

• Higher Secondary education and intermediate vocational training in human resources management, business administration, law, social sciences, or related field, public administration or related discipline leading to a formal qualification with 2 years’ experience, or
• Secondary education and completed advanced vocational training in human resources management, business administration, law, social sciences, or related field, public administration or related discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

**Language**

• English – Upper Intermediate/Advanced

**DESIRABLE QUALIFICATIONS**

**Professional/Experience**

• Previous relevant experience in an international organisation, preferably NATO.
• Experience with APMS.
• Experience with ERT.

**Education/Training**

• Automated Personnel Management System (APMS), Establishment Review Tool (ERT) and other HRDS Systems such as the NATO System for Tracking Entitlements and Privileges (NSTEP).
• Resource Management Education Programme (RMEP) Course (FIN-FI-2708) provided by NATO - School Oberammergau (NSO)
• NATO Staff Officer Orientation Course (ETE-IT-2834) provided by NATO - School Oberammergau (NSO)
Language
- English – Proficiency

ATTRIBUTES/COMPETENCIES
- **Personal Attributes:** Very good interpersonal and communication skills. Ability to analyse a work requirement and assist with the development of appropriate job descriptions and statements of function. Applies knowledge to identify, evaluate and initiate the resolution of problems and to ensure compliance with prevailing procedures and policies. A methodical approach and attention to detail are important attributes to ensure a high level of accuracy is maintained on tasks. Must be flexible and able to work under pressure.

- **Professional Contacts:** Exchanges information and provides advice regularly on manpower policies to JWC military and civilian personnel from senior officials to junior staff. This may include the requirement to prepare or present briefings. Maintains working-level contacts with HQ SACT HRM staff and occasionally with NATO HQ personnel involved with staffing manpower issues.

- **Contribution to Objectives:** Provides essential analysis and manpower support to the development of detailed proposals concerning the JWC PE. Also provides wider Human Resources administrative support to the HRM Branch.

WORK ENVIRONMENT
The work is normally performed in a typical office environment.

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

HOW TO APPLY FOR A NATO CIVILIAN POST AT JWC:
JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) ([https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en](https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en)). Applications submitted by other means (e.g. mail, e-mail, fax, etc) will not be accepted.

NTAP allows for the adding of attachments. Candidates are advised to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.
Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed or re-submit the application.

**Applications will not be accepted after the deadline.**

**Remarks:**

**Notes for candidates:** The candidature of NATO redundant staff at grade B-4 will be considered before any other candidates.

**Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade B-4, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

**Contract:**
The successful applicant will be offered a three year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**Salary:**
Starting basic salary is NOK 46,304.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at [civ.recruitment@jwc.nato.int](mailto:civ.recruitment@jwc.nato.int)