Job Title: Staff Assistant (Online Content)

NATO Body: Joint Warfare Centre (JWC)
Primary Location: Stavanger, Norway
Schedule: Full-Time
Salary (Pay Basis): 44,225.00NOK Monthly
Grade: B-4
Clearance Level: NATO Secret (NS)

Application Deadline: 19 June 2019

Description
The Joint Warfare Centre is seeking a Staff Assistant (Online Content) to design, create and manage online media and information environment simulation platforms in support of operational-level exercises and training events. You need to be an effective communicator who can work with minimal supervision whilst under pressure to specific deadlines involving dynamic inputs. You must have solid technical and time-management skills to manage multiple online media simulation platforms supporting concurrent exercise delivery timelines.

Summary
The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness. The Media Simulation team is responsible for synchronising the delivery of the exercise information environment across all stakeholders and providing a realistic media environment for exercises. The Staff Assistant (Online Content) designs, develops, populates, maintains, and troubleshoots the platforms to deliver online print and social media content during the planning and execution phases of multiple computer-assisted
exercises, contributing to the consistency and coherency of the exercise information environment.

**REPORTS TO**
Branch Head (PAO – Media Simulation)

**PRINCIPAL DUTIES**
The incumbent's duties are:

- Creates and maintains the online media simulation and information environment websites in close consultation with the Information Environment Manager including print, social media, and OPFOR media websites.
- Develops websites to support the Exercise Information & Media Plan for multiple platforms, including International, Regional, National, and Local outlets with both print and social media products.
- Coordinates daily with all stakeholders and actively participating in relevant meetings.
- Designs, updates, and populates news and social media platforms using web content management software.
- Administers the social media content approval process including user training to ensure all content is in accordance with JWC exercise media guidelines, terms, and conditions.
- Manages media platforms and quality control in addition to troubleshooting content and technical issues.
- Creates online media content library and manages archive for online media content.
- Identifies and projects trends in online media news delivery and proposes options to keep JWC current in JWC media simulation capability.
- Provides information expertise/input as needed during MEL/MIL Strategy, Incident Development, and Scripting Workshops.
- Provides instruction, advice, and assistance to website users, augmented scripters, and the JWC Multimedia Specialists.
- Advises scripters on coordinating potential information activities and provides alternative solutions and guidance to requests that do not contribute to the event’s training objectives.
- Serves as the Online Media Content Manager during exercises (Phase IIIB) and provides dynamic synchronization of Response Cell input into the online environment.
- Role-plays journalist, engages with Training Audiences, and attends exercise press conferences.
- Serves as a Subject Matter Expert on online media publishing.
• Participates in relevant meetings, conferences, and supported events, both internally and externally within NATO’s area of operations as tasked by the branch head.

ESSENTIAL QUALIFICATIONS
Professional/Experience
• Previous professional experience in organisational web management, employing digital journalism/social media techniques and platforms, specifically online content management systems such as Joomla!, WordPress or Drupal on Microsoft Windows servers.
• Previous experience developing websites using HTML, CSS and PHP.
• Previous experience designing and managing content platforms involving high volumes of data.

Education/Training
• Higher Secondary education and intermediate vocational training in information science, management information systems, information technology, digital publishing 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 post related experience.

Language
• English – Proficiency

DESIRABLE QUALIFICATIONS
Professional/Experience
• Experience using professional camera equipment.
• Experience using graphic design and video editing software.
• Previous Public Affairs experience in an International Organisation.
• Experience with media asset management software.

Education/Training
• University degree or equivalent in a multimedia-related subject

ATTRIBUTES/COMPETENCIES
• Personal Attributes: Works with minimal supervision within own field. Considerable maturity and professional judgment is required to facilitate and execute media simulation services during exercises and training events and is regularly required to use tact and persuasion when dealing with senior officials. Excellent interpersonal and communication skills are required. Good health and
the ability to cope with stress. There is a requirement to work under pressure within specified deadlines with high workload and some irregular working hours. Must be able to travel on temporary duty. Ability to work as a productive member of a small team.

- **Professional Contacts:** Coordinates closely with JWC Information Environment Managers and other exercise functional planners. Supports PAO as required. Maintains external contacts to stay up-to-date with developments in his/her field.

- **Contribution to Objectives:** Incumbent is directly responsible for the design, creation, management and delivery of professional and realistic multimedia simulation platforms and their content. The design and delivery of the online media environment is a critical element of the overall information environment, and is essential to the JWC’s ability to deliver high-quality, realistic training to its Training Audiences. The JWC’s media simulation capability is unique within NATO and is highly demanded by the NATO Command Structure, NATO Force Structure and component commanders as they train to face today’s threat environment. JWC media simulation products are highly visible, and have the potential to showcase the culmination of planning work at all levels, within the JWC and externally.

**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:**
Only nationals from the 29 NATO member states can apply for vacancies with NATO.

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: Pending approval this post has been graded at B-4. 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 44,225.00 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