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

Our Vacancy:
Job Title: Staff Assistant (Protocol Operations Coordination)
Post Number: OJN ZXUX 0100
NATO Civilian Grade: B-3 – NATO Grade 8
Duty Location: Brunssum, The Netherlands
Post filling date: as soon as possible
Closing date for applications: 17 January 2021

As of 1 April 2021 NATO will implement a new remuneration structure, known as the single salary spine. Therefore the new single salary spine references (“NATO grades”) are advertised next to the current ABCL grades.

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 Command Europe (SACEUR). The Management Directorate enables the full range of HQ functions through the coordination of services and activities. The Protocol Branch is responsible for planning, organizing and executing all international protocol related matters at Command Group (CG) Level. The incumbent co-ordinates protocol related visits and conference room support services.

The Staff Assistant Protocol Operations Coordination:
- Assists in all protocol tasks during planning, preparation and execution.
- Develops and maintains a Command Group Database which includes key military, political and social contact information and visitor lists with correct name/title/address/contact information for official functions.
- Deals with security related issues in regards of visitor's lists in house and deployed, keeps track of VIP badges from HQ Security.
- Escorts visitors on request.
- Returns money receipts to J8 coming from the collection of conference fees during high level conferences and exercises.
- Co-ordinates conference room support services.
- Provides routine admin support in the main Protocol Office by maintaining correspondence and message files in accordance with in place regulations.
- Drafts military and non-military correspondence messages, orders, recurring and special reports, requisitions, forms, regulations/directives and related documents.
- Is the main operator handling the computer based unclassified invitation management tool.
- Works as part of a project team or being a member of a working group as directed.

Special Requirements
The work is normally performed in a normal NATO office working environment. Normal Working Conditions apply. The candidate has to be deployable.
The employee 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 of duration up to 183
days in any period of 574 days, and may be on short notice. For NIC staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

**Required Qualifications**
- 3 years' professional experience in a clerical/administrative role in a Protocol or equivalent office setting.
- Experience working with common IT programs.
- Secondary education
- Basic vocational training related to the duties of the position
- 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.*

**Desirable Qualifications**
- Professional experience in management and administrative services
- Professional experience in information and document management
- Previous experience in a military headquarters or international organisation.
- Experience in a conference-support function, including operation of an audio-visual support system
- Host nation language Dutch
- Business Administration education

**Personal Attributes**
The successful candidate possesses following competencies:
- Achievement – works to meet standards;
- Analytical Thinking – breaks down problems;
- Clarity and Accuracy – checks own work;
- Customer Service Orientation – responds appropriately, maintains clear communication;
- Flexibility – accepts the need for 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 and is required to determine if the recommended candidate is fit to perform the duties and is deployable to NATO's regional areas of operation.

Due date for receipt of applications: 17 January 2021
Candidates have to apply electronically in NATO Talent Acquisition Program: [https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en](https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en)

Salary advertised is the 2020 salary, 2021 salaries are subject to NATO Council approval.
Please be aware that a Selection Board will assess the information provided in the application form. Attachments are supporting documents and should not be referred to in the application form.

Results of the initial screening for this post may be expected early February 2021. Test and interviews for those invited are planned in the second half of February 2021. Prior to the test and interview there may be a Hire Vue interview.