

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

Our Requirement:

Title: Staff Assistant (SA) (Public Affairs – Social Media)

Grade: 10

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 05 January 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 Communication Directorate coordinates and synchronizes information activities and communications activities in support of Commander (COM) JFCBS missions and objectives.

The Military Public Affairs Branch supports the commander by communicating accurate information in a timely manner to improve public awareness and understanding, enhancing organizational credibility and community support.

The incumbent will provide project support as necessary, and assist in researching, monitoring, strategizing and disseminating content on JFCBS social media platforms.

The main duties of Staff Assistant (Public Affairs – Social Media) are to:

- Support the planning, development and execution of social media campaigns / activities conducted via official JFCBS, and subordinate Headquarters (HQs'), social media platforms
- Contribute to the development of social media messaging and strategies for key events under the direction of the Social Media Staff Officer and in coordination with stakeholders in the JFCBS Communications Directorate
- Draft social media posts for JFCBS social media platforms as directed by the Social Media Staff Officer
- Provide the technical expertise necessary to post engaging multi-media social media content to JFCBS official platforms
- Work closely with communications stakeholders to ensure robust collaboration and cohesion of JFCBS messaging on official social media platforms
- Create novel / engaging micro-content that is synchronized with the content strategy, channel strategy and HQs NATO messaging guidance
- Manage JFCBS social media accounts and their engagements with other accounts.

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.*
- Higher Secondary education and vocational training in communication, social media or related discipline with 2 years related experience **OR** Secondary education and completed advanced vocational training leading to a professional qualification or accreditation with 4 years related experience.
- Minimum 3 years professional experience of editorial production and management on major enterprise social platforms e.g. Facebook, X, Instagram, LinkedIn, YouTube.
- Professional experience in scripting and messaging of multi-media content in support of organisation communication objectives.
- Professional experience providing social-media coverage of major events.
- Professional experience working with social media management tools (e.g. Canva / Hootsuite/ Brandwatch).

Desirable Qualifications are:

- Experience in a military or joint multi-national environment public affairs role.
- Experience in communication activities in military and/ or international organisations.
- Completion of for this position relevant courses/ trainings.

The successful candidate possesses following personal attributes:

- ✓ Very good communication skills, both oral and written - able to communicate at all levels;
- ✓ Proven ability to communicate creatively with a varied audience and to relate to; and engage with an audience;
- ✓ Organizational awareness;
- ✓ Very good interpersonal skills including tact and diplomacy;
- ✓ Creative, innovative, judgement and problem solving skills;
- ✓ Ability to work as part of a team.

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: Sunday 05 January 2025

How to apply for a NATO Civilian Positions in JFC Brunssum HQ:

Candidates have to apply electronically in NATO Talent Acquisition Program:

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

Useful information can be found through:

- [6 Tips for Applying to NATO](#)
- [Application Process](#)

Please be aware that a Selection Board will assess the information provided in the job submission form including the answers to the pre-screening questions. Attachments are supporting documents and should not be referred to in the application form. Only candidates meeting ALL required qualifications will be considered.