

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

Our Requirement:

Title: Staff Assistant (Recruitment/Life Cycle Management) – NATO 2030

NATO International Civilian Grade: 10

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 3 November 2024

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 programmes.

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 contributes in the management and organisation of the civilian recruitment process for all assigned categories and locations of civilian personnel in support of the NATO 2030 additional workforce effort.

Staff Assistant (Recruitment/Life Cycle Management) duties are:

- Ensures proper management and administration (by coordination and support) of all matters related to recruitment of the JFCBS NATO 2030 positions with a minimum of supervision expected.
- Ensures proper management and administration of all matters (by coordination and support) related to the in-processing of the NATO 2030 position incumbents with a minimum of supervision expected.
- Initiates and maintains relationships with external search-, test- and/or (temporary) employment-agencies as far as relevant for the NATO 2030 process.
- Authorized to make decisions within the assigned sub-functional area. Such decisions should be also coordinated within the functional area.
- Ensures proper management and administration of all matters (by coordination and support) related to the out-processing of the NATO 2030 position incumbents with a minimum of supervision expected.
- Formulates recommendations and suggestions within the functional area regarding e.g. labor market, test tools, etc.
- Produces and manages reports regarding the status of the recruitment and onboarding of the NATO 2030 incumbents.

- Assists in advising activity chiefs on matters pertaining to recruitment and employment of the NATO 2030 incumbents.
- Reports on the effects of the NATO 2030 implementation in the incumbent's area(s) of responsibilities.
- Interprets policy updates, Civilian Personnel Policies, ACO and financial regulations and directive, and local directive and proposes policy update and changes in own functional area.
- Assists in proper management and administration of all matters related to NATO Security Clearances for the NATO 2030 incumbents.

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 3333 (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 completed higher vocational training in human resources management, business administration, law, social sciences, or related field, public administration or related field / discipline leading to a certification with 3 years related experience OR
Secondary education and completed advanced vocational training related field / in that discipline leading to a professional qualification or accreditation with 5 years related experience.
- Minimum 2 years' professional experience recruiting international staff
- Proven knowledge of common web-based Recruitment system(s)
- Professional experience in Personnel Management
- Professional experience working with and applying Personnel Regulations

Desirable Qualifications

- Professional experience in multicultural organization
- Professional experience in competency assessment
- Professional experience onboarding international staff
- Experience applying NATO Civilian Personnel Regulations (NCPRs), Allied Command Operations (ACO) and other NATO directives and regulations
- Knowledge of various national education systems

The successful candidate possesses following personal attributes:

- ✓ Very good communication skills, both oral and written - able to communicate at all levels
- ✓ Very good interpersonal skills including tact and diplomacy
- ✓ Ability to collaborate and work with different stakeholders
- ✓ Organisational awareness (understands organisational climate and culture)
- ✓ Customer Service Orientation
- ✓ Flexibility
- ✓ Initiative

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.

This requirement is in support of the [NATO 2030](#) agenda.

The successful candidate will be offered a 3 years definite duration contract as NATO International Civilian (NIC); remuneration will be exempt from taxation and allowances will be applied whenever applicable. For serving NATO international Civilians: contract will be offered in accordance with the NATO Civilian Personnel Regulations and the additional Nations' guidance (MCM-0061-2023 for NATO 2030 Project Linked NICs). The selected staff member will get a definite duration contract regardless of the current contract, with the exception of the case when they have more than 10 years of service, in which case they will receive an indefinite duration contract.

Due date for receipt of applications: **Sunday 3 November 2024**

Candidates have to apply electronically in NATO Talent Acquisition Program through following link:

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

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.

