

## **NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT**

AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

### **Our Requirement:**

Title: Staff Assistant (Requirements Coordination - Inspections - Electrical) – NATO 2030

Grade: 10

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 10 March 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 Management Directorate enables the full range of HQ functions through the coordination of services and activities.

The Base Support Group (BSG) is responsible for the coordination of base support operations for JFCBS and collocated entities.

The Infrastructure, Storage and Supply Branch is responsible for managing engineering, infrastructure, maintenance and supply functions for JFCBS and supported elements.

The Infrastructure Management Section provides oversight of conference services, engineering and maintenance functions, including civil works and utilities procurement.

The incumbent prepares requirements/technical specifications and cost estimates, conducts coordination of inspection for assigned projects and infrastructure works executed "in house" or by Host Nation with primary competences in **electrical engineering**.

### **The duties of Staff Assistant (Requirements Coordination / Inspections) are:**

- Prepares requirements / technical specifications for all assigned building and remodeling projects and when directed will conduct site visit
- Executes inspection of work sites and suggests corrective action in the case of faults or defective workmanship, assists contractors in execution of projects
- Ensures that designs and Scope Of Requirements (SORs) for Infrastructure are in line with Host Nation and NATO legislation
- If required, provides inputs for the preparation of the yearly maintenance program and project plan
- Coordinates the timeline of execution of assigned works and projects, ensuring timely implementation and execution
- Provides relevant data to their Supervisor for the preparation of project status reports for projects assigned to them

- Ensures the relevant technical project data (technical drawings) are properly filed
- Collects and keeps data files on installed materials and equipment
- Provides cost estimates for projects or structural input for infrastructure projects to be executed either "in house" or by Host Nation
- Certifies on correctness of invoices (Host Nation included) by confirming completion of execution in accordance with contractual requirements
- Interfaces with Contractors, suppliers and partners in host nation language if required, and with customers in English
- Liaises with Host Nation in the electrical engineering sector (Low Voltage/High Voltage), on a regular basis
- Decides on minor/extra works within authorized project budget
- Undertakes work as part of a project team or working group as directed or assigned

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 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.*
- Dutch – level B2 - independent user - in accordance with Common European Framework of Reference
- Higher Secondary education and intermediate vocational training in electrical engineering **OR** Secondary education and completed advanced vocational training in electrical engineering leading to a professional qualification or accreditation
- Minimum 4 years of experience filling a technical services position within an industrial infrastructure environment
- Experience working as part of a team comprised of multiple engineering disciplines
- Recent and relevant experience working with and preparing technical drawings and specifications used to develop estimates and procurement documents

**Desirable Qualifications:**

- Thorough knowledge of safe working practices according to Host Nation regulations
- VCA\*\* - Host Nation (Dutch) official certificate for Health & Safety issues, mandatory for personnel supervising engineering projects
- Experience in extracting quantities out of technical drawings and in the field
- Experience in facility maintenance in the field of electrical installations (Low Voltage /High Voltage)

**The successful candidate possesses following personal attributes:**

- ✓ Good communication skills, both oral and written - able to communicate at all levels
- ✓ Good interpersonal skills including tact and diplomacy
- ✓ High level of organizational skills
- ✓ Ability to collaborate with different stakeholders
- ✓ Result orientated
- ✓ Flexibility
- ✓ Adaptability

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 10 March 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. Attachments are supporting documents and should not be referred to in the application form.**