HQ SACT VACANCY NOTICE 200595

Applications are now invited for the post of Staff Assistant (Legal) – TSC GSLX 0060, NATO Grade B-4 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made on line: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en

Closing date for applications: 23 August 2020

Location: Norfolk, Virginia, USA

- Notes for candidates: 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, please advise the HQ SACT Civilian HR Manager no later than the closing date.

Contract: Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Salary: Starting basic salary (effective 1 January 2020) is USD 5164.43 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int
Staff Assistant (Legal) - TSC GSLX 0060

NATO Body: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

Schedule: Full-time

Basic Salary: 5164.43 USD per month. Salary values as per 2020 pay scales. Subject to future adjustments in accordance with North Atlantic Council decisions.

Grade: B-4

HQ SACT vacancy notice 200595

Are you a Legal Assistance professional? If so, this position offers you a unique opportunity to support the NATO Alliance at its Warfare Development Command.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO’s posture, military structures, forces, capabilities and doctrines.

The Command Group provides general support, coordination, management, administrative service and specialist advice to Supreme Allied Commander Transformation (SACT), Deputy Supreme Allied Commander Transformation (DSACT) and Chief of Staff (COS).

COS is responsible to SACT and DSACT for the staff activity necessary to execute ACT’s mission. It is the focal point for the implementation of the Commander’s direction and guidance as well as the initiation and co-ordination of all ACT staff efforts.

The Staff Advisory Group (SAG) is comprised of different competencies grouped into several offices (Political Advisor, Legal Advisor, Gender Advisor, Financial Controller, Command Auditor, Communication Branch and Pentagon Liaison). It works under the direction and guidance of COS and provides general staff support, coordination, management, administrative service, and specialists’ advice to SACT.

As part of the SAG, the Legal Affairs Office at HQ SACT has two main functions:

1. To organize, oversee, and provide for the delivery of legal services throughout Allied Command Transformation, including HQ SACT and subordinate activities at the Joint Warfare Centre (JWC), Norway, the Joint Force Training Centre (JFTC), Poland, the Joint Analysis and Lessons Learned Centre (JALLC), Portugal as well as the ACT Staff Element (SACT SEE), Mons, BE and SACT Representative Europe (SACTREPEUR), Brussels.
2. To provide advice, analyses and implementing documents to SACT and his headquarters staff and subordinate activities regarding the applicability of NATO policy and regulations and also international and national laws and regulations that affect the responsibilities, functions, and activities across ACT.

A Staff Assistant (Legal) serving in the Office of the Legal Advisor at HQ SACT provides a broad range of legal support for the legal assistance and employment authorization document programs, and general administrative support.

**Reports to:** ACT Legal Advisor

**Principal Duties:** He/she will

a. Serve as initial point of contact for legal assistance matters for Command personnel. Responsible for assisting clients or referring matters, as appropriate, to Section Head (Legal Liaison), Legal Advisor or other appropriate sources.

b. Perform general legal assistance duties for ACT personnel and their dependents, such as explaining U.S. Federal and State laws and policies with respect to immigration, visa, customs, driver's licenses, powers of attorney, vehicle registrations and related issues, visa renewals, and documentation for all U.S. Federal and State agencies. Prepare follow-up correspondence as required.

c. Provide notary services to authenticate and explain documents such as affidavits, depositions, leases and court documents from any U.S. Federal or State jurisdiction, as well as materials from international legal sources.

d. Review and process employment authorization documents (work permits), to include serving as the reviewing and endorsement agent for all NATO dependents in the United States. Liaise with U.S. Federal officials in resolution of all NATO dependent-related employment issues.

e. Interact with U.S. Federal and State officials and agencies as well as consumer agencies to resolve problems affecting Command personnel. Propose recommendations and draft correspondence to Federal, State and consumer authorities in resolution of issues.

f. Monitor web sites of U.S. Federal and State agencies for policy changes potentially affecting Command personnel. Actively participate in discussions regarding effect on this HQ and its personnel; draft advisories announcing implementation of, or changes in, policy.

g. Conduct basic and computerized research of legal materials; analyze issues to formulate appropriate queries for computerized legal databases and draft summaries of research.

h. Administer Office of the Legal Advisor check-in process and individualized legal orientation for newly arrived Command personnel, providing information and guidance on insurance, visa status, banking, housing, employment, licenses, and
other issues critical to establishing a household in the United States. Present Office of the Legal Advisor newcomer’s brief, as required.

i. Maintain and update information in the topical information sheets, the Legal Transition Series and related information published on the Office of the Legal Advisor web sites on the NSWAN and NUWAN.

j. Screen, route, and control files and maintain custody of classified material. Maintain legal database of files, the archive of legal agreements generated by HQ SACT, and office tracking system of action items and deadlines.

k. Maintain updated law and research library and reference materials by ensuring that all changes to source materials are made correctly and promptly, and orders replacement volumes and new materials as necessary.

l. Assist in the preparation of flag-level briefing and attorney presentations at international symposia, the NATO School and other significant fora.

m. Assist with office administration as needed, and provide administrative support as required by legal advisors.

n. Screen incoming calls, prepare correspondence in final form and perform routine office functions, to include oversight of office automation equipment.

**Essential Qualifications**

Higher Secondary education and intermediate vocational training with 2 years post related experience.

**Experience**

1. Minimum two years experience of providing office support and performing administrative duties.

2. Two-four years experience as a Legal Assistant in a legal assistance environment involving direct problem-solving interaction with clients.

3. Experience conducting computer-based legal research.

4. Ability to handle sensitive information in a confidential manner.

5. Good oral and written communication skills.

6. Strong organizational, interpersonal and administrative skills.

7. Practical experience using modern office equipment.

8. Completion of post-secondary vocational training or education and certification as a legal assistant, or equivalent.
Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

Desirable Qualifications

Professional Experience

1. Familiarity with conducting research within NATO community to locate documents and publications.
2. High energy and ability to manage multiple tasks and projects.
3. Previous experience working at a large international organization, preferably in a joint or NATO environment.
4. Eligibility for certification as a Notary Public for Commonwealth of Virginia
5. Previous experience as a Notary.

Education/Training

Former military administrative or legal training/experience and knowledge of military command structures and organization.

Attributes/Competencies

Personal Attributes: He/she must be capable of working harmoniously in a fast-paced, multi-national environment.

Professional Contacts: He/she must be able to liaise effectively, internally, with NATO military and civilian personnel, and externally with U.S. Federal, state and local governmental officials, as well as consumer agency officials. Excellent interpersonal and communication skills are essential to this position. He/she will be required to interact daily with international military and civilian personnel and their dependents in resolution of host nation issues such as immigration, legal presence, visas, customs, insurance, medical care, and taxation. Assistant (Legal) serves as the liaison with U.S. Federal agencies, including Citizenship and Immigration Services, Departments of State, Defense and Homeland Security (particularly Citizenship and Immigration Services and Customs and Border Protection), Social Security Administration, Internal Revenue Service; State agencies such as Department of Motor Vehicles, Department of Taxation, Bureau of Insurance; and local City Treasurers and Commissioners of Revenue, as well as officials from various embassies and representatives of consumer organizations.

Contribution To Objectives: He/she will provide specialized legal assistance support to handle the current and anticipated volume of legal assistance support throughout HQ SACT, National Liaison Representatives (NLR) and Partner NLR (PNLR) offices, Communications Support Unit (NCIA CSU), Norfolk, and (CJOS COE). The HQ
SACT Office of the Legal Advisor is the main source of legal assistance for the revolving staff of 600 assigned international personnel and their families representing more than 30 nations. This support is a primary building block in HQ SACT’s program to assist international staff members and their families understand and manage the legal and administrative aspects of residence in the United States.

**Work Environment**

He/she will be required to work in a normal office environment.

**Contract**

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

**Notes for Candidates**

The candidature of NATO redundant staff at grade B-4 will be considered with priority.

**Notes for NATO Civilian Human Resources Managers**

If you have qualified redundant staff at grade B-4, please advise the HQ SACT Civilian HR Manager no later than the closing date.

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