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

Our Vacancy:

Job Title: Staff Assistant Civilian Personnel Administration (Life Cycle Administration)
Contract: Part-time 50%
Post Number: OJN RHCX 0120
NATO Civilian Grade: B-3 – NATO Grade 8
Duty Location: Brunssum, The Netherlands
Post filling date: as soon as possible
Closing date for applications: 30 October 2020

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 Support Directorate is responsible for directing, monitoring and coordinating support staff functions & assists and advises regarding support planning & execution. 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 executes administrative functions in support of life cycle management for all assigned civilian personnel.

The Staff Assistant Life Cycle Administration:
- Executes administrative functions in support of HR life cycle management for all assigned civilian personnel.
- Assists in in-and-out processing services for all assigned civilians.
- Provides logistical and clerical support for the administration of assigned civilians including retired staff.
- Collects background information, as requested, in support of proposal to change to civilian personnel policies and directives relating to employment conditions, privileges and immunities, staff performance, development, and training.
- Applies civilian personnel policies and directives in relation to all aspect of life cycle management, as directed.
- Provides general information regarding life cycle management issues to assigned civilians.
- Provides general information to line supervisors, when directed.
- May be directed to act as Terminal Area Security Officer (TASO), Divisional Information Manager Officer (DIMO), Travel Clerk, Leave and Attendance recorder.
- May be directed to perform other collateral duties in support of the Branch or Division, such as supply clerk, inventory control, etc.
- May be directed to input information into human resources management databases.
- Assists in the implementation of human resources programs by providing Human Resources services.
**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**
*Professional/Experience*
Experience in Personnel Administration.
Basic experience in Personnel Regulations.

*Education/Training*
Secondary education
Completed basic vocational training in Human Resources Management, business administration, law, social sciences, public administration or similar relevant training
2 years related experience.

*Language*
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 A2 Basic user - in accordance with Common European Framework of Reference.

**Desirable Qualifications**
Professional experience in a clerical/administrative role in an office setting.
Experience working in a military headquarters / international organization or environment.

**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: 30 October 2020
Candidates have to apply electronically in NATO Talent Acquisition Program: https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en
Results of the initial screening for this post may be expected in the second half of November 2020. Test and interviews for those invited are planned in the beginning of December 2020. Prior to the test and interview there may be a Hire Vue interview.