

DISCLAIMER: Please note this Project Linked NATO (PLN) International Civilian Agenda 2030 post is pending Budget Committee's approval.

TITLE: PLN Agenda 2030 Staff Assistant (LCM/Recruitment)

GRADE: G-10 (B-4)

DIVISION: J1

DIRECTORATE: SUPPORT

SECURITY CLEARANCE: NATO S E C R E T

EMPLOYMENT CONTRACT: 3-year definite duration contract

1. Post Context/Post Summary

Headquarters Allied Joint Force Command Naples is a Joint Headquarters, operating at the Operational Level, capable of executing effective command and control over assigned forces in order to achieve Operational effects in an assigned Joint Operating Area. As a Joint Force Command the relationships with other NATO Command Structure and NATO Force Structure Component Command Headquarters will change between baseline activities, crisis and conflict. It also provides Joint competencies to assigned NATO Force Structure Headquarters tasked to deploy as Joint Task Force Headquarters

The Support Directorate is responsible for planning, directing, monitoring, assessing and coordinating support staff functions.

The J1 Division is responsible for planning, preparing, executing and developing the human resources plans and programmes for JF HQ and supported organizations.

The Civilian Personnel Branch is a shared services provider for NATO bodies, units, and/or activities, for which it plans, executes, develops and implements policies and procedures pertaining to procurement, life-cycle management, training, remuneration, deployment and separation of their civilian human resources.

The incumbent supports HQ JFCNP and served organizations by supporting the recruitment and administration of all civilian personnel in support of the NATO 2030 additional civilian workforce effort.

2. Principal Duties

The incumbent's duties are:

1. Supports the Life-Cycle Management (LCM) Cell in the execution of the full recruitment process for JFCNP NATO Agenda 2030 positions.
2. Fosters the use of technology to streamline recruitment processes, from designing seamless onboarding experiences to using data to gain insights into candidates performance thus increasing the capacity to attract top talents.
3. Supports the LCM Cell in the administration of all matters related to the life-cycle management of NATO Agenda 2030 civilians.
4. Supports the LCM Cell with regards to contract administration and performance of NATO Agenda 2030 civilians.
5. Assists in completing joining procedures pertaining to newly appointed/assigned NATO 2030 civilians.

6. Ensures the proper management and administration of all matters related to in and out processing of the NATO 2030 positions.
7. Utilizes and updates APMS and local CHRM databases with the information pertaining to NATO Agenda 2030 civilians, in order to produce ID card requests, certificates of employment reports, statistical data, etc.
8. Ensures that the statements of employment for NATO Agenda 2030 civilians, required for official purposes such as obtaining a security clearance, visa, sojourner permit, are in order and properly issued.
9. Oversees NATO Agenda 2030 civilians' entitlement to privileges, etc.
10. Supports education and training initiatives of administered NATO Agenda 2030 civilians, and assists with needs assessment, selection of training methods, and evaluation of outcomes.
11. Assists in advising functional areas on matters pertaining to the employment of NATO Agenda 2030 civilians.

3. Special Requirements and Additional Duties

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 TDY assignments both within and without NATO's boundaries and be willing to work unsocial hours. The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and outside NATO's 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.

The work is normally performed in a Normal NATO office working environment. Normal Working conditions apply. The risk of injury is categorised as No risk / risk might increase when deployed.

4. Essential Qualifications

Education and Professional experience

Higher Secondary education and intermediate vocational training in human resources management, business administration, law, social sciences, or related field, public administration or related discipline which might lead to a formal qualification, with 2 years of post-related experience, OR, Secondary education and completed advanced vocational training in a post-related discipline leading to a professional qualification or professional accreditation, with 4 years or post-related experience.

- Two years of recent professional experience in personnel administration.
- Two years of experience of recruitment of international staff
- Professional experience using technology to improve and streamline HR processes and services
- Professional experience in office/general administration practices.
- Experience in the application of Personnel Regulations.

Language

English - SLP 3322 - (Listening, Speaking, Reading and Writing). NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

5. Desirable Qualifications

Professional Experience

Professional experience working in multicultural organisation.

Professional experience on-boarding international staff

Experience in the application of NATO Civilian Personnel Regulations (NCPR's), ACO Directives, and relevant NATO publications.

6. Attributes/Competencies

- **Personal Attributes:** Uses judgment in prioritizing responsibilities, planning and organizing own tasks, such as contracting and maintenance of employment life-cycle suspenses. Uses own initiative, recommends improvements in office administrative policies and procedures. Integrity, discretion and interpersonal sensitivity are called for, as the incumbent handles private personal information and interacts with staff on actions of a reserved and delicate nature, such as personal/private circumstances of staff, staff evaluations, grievances, and proposed disciplinary actions. Strong teamwork skills, planning, organizing, critical thinking, commitment, and energy will allow the incumbent to administer the employment life-cycle function effectively and efficiently. Adherence to established deadlines and suspenses requires the ability to handle details and to exercise judgment in setting priorities. If and when deployed to an unspecified remote location, the work environment and the associated operational working conditions may require exceptional flexibility in terms of working hours, high stress tolerance, maturity, significant open-mindedness in working in different cultural contexts.

- **Professional Contacts:** Apart from work associates, the incumbent has frequent professional contact with civilian staff and their raters, with officers and higher ranked civilian raters and/or complaint committee/ disciplinary board members. External contacts include co-ordination with supported collocated commands and higher headquarters at various levels, with (host nation) authorities/agencies such as labour office and social security agencies and with nominated candidates for employment, Participates in working groups on execution of NATO/Host Nation policies. Contacts may involve providing information, advice or low level guidance on routine issues. May also be required to discuss and negotiate at own level.

- **Contribution to Objectives:** The incumbent's role in performing the assigned duties is crucial for the execution of the acquisition process and for the maintenance of the employment life-cycle management program. The incumbent is required to perform the assigned duties diligently as they have legal and personnel management implications for the organization and will have an impact on the headquarters' activities and associated reputation. The work requires the incumbent to evaluate and solve varying problems resulting out of dissimilar or totally new issues. Unique problems of a wide variety require analytical, constructive and even innovative thinking and judgment. The work covers many dissimilar subjects that require different level of intellectual skills. The work would be based on a wide range of broad policies, procedures and minimum supervision. Consequently, analytical, constructive thinking, evaluation are required for the determination of best courses of action.

There are no reporting responsibilities.

This post reports to: Cell Head (Life Cycle Management) - A3/G17

This post does not deputises anybody. This post is not deputised by anybody.

CONTRACT

The successful candidate will be offered a 3-year definite duration contract within the NATO Agenda 2030. On expiry of this term the PLN will exceptionally be considered for extension, be deleted, or absorbed into the ceiling, pending approval. The basic entry-level monthly salary for a NATO Grade 10 (B-4) in Italy is Euro 4,192.44, which is exempt from national taxation, and which may be augmented based on the selected candidate's personal status.

INSTRUCTIONS TO APPLY:

HQ JFC Naples uses NATO Talent Acquisition Platform. In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ JFC Naples with duty location Naples, Italy.

Please attach relevant certificates to the application. Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

Please note:

Staff members are appointed to and hold posts on the establishment of a NATO body only on condition that:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

ADDITIONAL INFORMATION:

A NATO security clearance and approval of the candidate's medical file by the NATO Medical Advisor are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities.

The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS) system. For information, please visit <https://www.nato.int/cps/en/natolive/86790.ht>