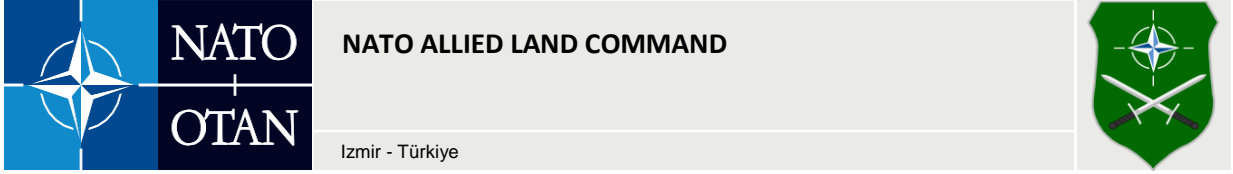


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**Job/Post Number:** OLC OOOX 1010

**Title:** Staff Officer (Coordination)

**Division:** G3 Division

**Clearance Level:** NATO SECRET

**Grade:** G15

**Basic Salary + Special Allowance:** 176,981.24 TRY

**Additional Benefits:** For other allowances, privileges & tax exemptions see Section 7

**NATO Body/Post Location:** ACO Land Command Headquarters, Izmir (Türkiye)

**Closing Date:** 16 October 2024

### 1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The Operations Directorate is responsible to Chief of Staff (COS) for monitoring and coordinating operational staff functions.

The G3 Division recommends all actions related to Operational Command and Control (C2) of subordinated formations and maintains a list of targets and assets of significant value.

The incumbent performs or supervises divisional administrative functions such as document control, information management, workflow, coordination of activities, implementation of internal administrative policies and procedures, etc.

### 2. Principal Duties

The incumbent's duties are:

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- Assist in the direction, management and supervision of the G3 Division
- Develop and implement internal G3 administrative policies and procedures to ensure the efficient and effective execution of all operations.

Provides executive support to the ACOS consisting of:

- overseeing the calendar of the ACOS and Division
- managing for the day-to-day running of the ACOS's programme
- overseeing/coordinating ACOS transportation requirements.

Ensures coordination of G3 activities and is responsible to ACOS G3 for providing overall management/coordination of G3 administrative functions including:

- development and implementation of internal administrative policies and procedures
- provision of division registry service and executive administrative support, including the management of division-wide records and files
- managing the Division Suspense file.

Reviewing content and format of correspondence submitted for ACOS G3 signature. Monitoring and controlling letters, messages and other correspondence through the G3.

Coordinating all G3 standard operating plans, manuals, operations orders, annexes, attachments and enclosures for all external and internal strategic and tactical documents.

Supervising the Leave programme and personnel records. As Division Security Officer, maintains the security programme. Advises and assists with the Division classified accountability and destruction programme.

Acts as focal point and fund manager for divisional TDY funds.

Coordinates property accountability within the Division.

Coordinates all divisional ceremonies.

Acts as planning manager for major meetings and conferences, and is the minute taker for ACOS chaired meetings.

### **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 perform like duties elsewhere within the organisation as directed. The incumbent is required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries

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in support of crisis operations in accordance with national policy. Notice to Move is 180 days

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.

### **4. Essential Qualifications**

#### **a. Professional/Experience**

##### (1) Secretarial and office work

Secretarial and office work is the study of administrative procedures and practices, office technology and clerical, shorthand and keyboard skills. Specialised secretarial programmes (bilingual, medical, law, accounting etc) are included if the programme has secretarial work as its objective, rather than work as specialised assistants.

Skill Level (Enable)

Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes. Influences customers, suppliers and partners at account level. May have some responsibility for the work of others and for the allocation of resources. Participates in external activities related to own specialism. Makes decisions which influence the success of projects and team objectives. Work includes a broad range of complex technical or professional activities, in a variety of contexts. Investigates, defines and resolves complex issues. Selects appropriately from applicable standards, methods, tools and applications. Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets. Rapidly absorbs new information and applies it effectively. Maintains an awareness of developing technologies and their application and takes some responsibility for driving own development.

#### **b. Education/Training**

University Degree and 2 years function related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

#### **c. Language**

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

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NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

### **d. NATO Occupational Codes**

50415 - Secretarial and office work

### **5. Desirable Qualifications**

#### **a. Professional Experience**

Experience working in a military headquarters/international organisation.

#### **b. Education/Training**

#### **c. Language**

See Above

### **6. Attributes/Competencies**

- **Personal Attributes:** Inter-personal skills highlight the type of personal and professional communications capabilities that the analyst needs daily in a military headquarters. Much of the output depends on the ability to work with staff officers to acquire an understanding of problems and situations and develop creative solutions for the staff for implementation. Must have a sound scientific background as well as an inquisitive mind to come up with creative solutions to vexing problems.

Works well under pressure and can cope effectively in a demanding multinational operational military headquarters. Is poised, tactful, cheerful and adaptable.

- **Professional Contacts:** Post requires regular professional contacts within and outside the HQ and the organization. The incumbent solicits and provides information as well as advice. The job involves working with contacts within NCS and NFS Commands, as well as civilian organization/stakeholders, and requires high level of maturity, understanding of sensitivities within an international environment and diplomatic tact when dealing with others.

- **Contribution to Objectives:** The incumbent contributes directly to the readiness of the HQ in all its functions and the wider NCS and NFS HQs and units.

There are no reporting responsibilities.

This post reports to:

OLC OOX 0010 - Assistant Chief of Staff (G3) - OF-5

This post does not deputise anybody.

This post is not deputised by anybody.

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### 7. Additional Information

#### a. Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate allowances/supplements. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of the Civilian Personnel Regulations for details.

Note on the Special Allowance: The granting of a temporary and pensionable special allowance equivalent of 100% of the basic salary is applicable on a monthly basis as from 1 January 2024, until a long-term solution is proposed for the salaries of A and L grades in Türkiye.

#### b. Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various privileges and tax exemptions (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

#### c. Contract

This vacancy notice is for a NATO-2030 agenda project-linked NATO International Civilian (PLN) post. This post is limited to a three-year definite duration project.

#### d. How to Apply

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 Land Command HQ.

Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

#### e. Employment Pre-Requisites

Candidates are invited to submit their applications only if:

- 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.

**Notice for candidates:** LANDCOM is undergoing a reorganization that might affect the job description of this post.

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### **f. Allied Land Command**

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY; stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](https://nato.int/allied-land-command-history)

### **g. Izmir**

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate.

For more information: [Izmir - Wikipedia](https://en.wikipedia.org/wiki/Izmir)

## **8. Additional Remarks**

All applicants are reminded that if hired, to reside here, all members including their dependents must comply with Host Nation requirements and definitions regarding residency.