



ALLIED LAND COMMAND



Job/Post Number: Staff Officer (Recruitment)

Title: OLC RHCX 1010

Directorate: Support Directorate

Clearance Level: NATO SECRET

Grade: NATO Grade G15

Basic Salary: 176,981.24 TRY

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

Closing Date: 21 Feb 2025

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 Support Directorate is responsible for providing LANDCOM with organizational structures, personnel, logistics, communications and information systems and base support.

The G1 Division proposes and maintains LANDCOM establishments, provides and manages civilian and military personnel and monitors the personnel at subordinate formations.

The Civilian Personnel Branch is responsible for the management of all civilian personnel contracted by LANDCOM and supported units from selection and contracting to separation.

The Staff Officer (Recruitment) is responsible for organising and supporting the advertisement of civilian vacancies, the selection of qualified candidates and their in-processing.

2. Principal Duties

The incumbent's duties are:

1. Drafting job advertisements in an attractive way to candidates.
2. Organising public advertisements, finding the best media and making the purchase request to G8.
3. Drafting the financial requisitions for travel and removal of candidates.
4. Planning for selection tests and interviews, including questions and psychological profiles.
5. Conducting the correspondence with candidates informing them of their rights and obligations.
6. Helping in the test and interviews, normally as a member of the selection board.
7. Drafting the administrative documentation implicit in the selection process, including point papers and reports to the Command Group.
8. Organising and coordinating the medical examinations of selected candidates.
9. Requesting the security clearance certificates of selected candidates.
10. Drafting the employment contracts.
11. Informing candidates of the progress of their respective applications.
12. In-processing successful candidates.

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.

May have to travel on duty or deploy within and without NATO area for up to six months in any eighteen month period

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) Personnel management

Military personnel operations typically include distribution and assignment of military personnel; professional development; promotions; retention; and separations.

Civilian personnel operations typically include staffing; employee relations advisory services; qualification determinations; classification of positions; retirement counseling and processing; employee development; labour relations; and administration of performance management process.

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 in human resources management, business administration, law, social sciences, or related field, public administration or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline 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 (essential) - SLP 3333 - (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

a. Language

French SLP 2222 - (Listening, Speaking, Reading and Writing)

6. Attributes/Competencies

- Personal Attributes: The incumbent must be able to analyse the responses and behaviour of candidates in order to identify their strong and weak points and to rank them according to their adequacy for the respective post.

Inter-personal sensitivity and strong communication skills, both oral and written, maturity, poise, tact, firmness and persuasion are crucial to successful performance of duties, which involve extensive interaction with a wide range of interlocutors.

Must also be able to handle concurrent commitments with short time suspense dates, thus requiring decisiveness and high tolerance for stress.

The incumbent must display motivation, initiative, identification with management

objectives, and capabilities for planning, organising, coordinating and controlling a variety of activities with short deadlines.

Considerable professional judgment is required to make decisions on personnel matters within the general framework of available procedural guidance.

- Professional Contacts: Internal co-ordination with other sections, branches and divisions, up to LANDCOM Command Group level.
- Contribution to Objectives: This post is crucial in the provision of workforce for both the Project and the Peacetime Establishment.

This post reports to:
OLC RHCX 0010 - Branch Head (Civilian Personnel) - A3/G17

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

6. Remarks

1. 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.

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.

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://www.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)

2. Additional Remarks

- a. 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.
- b. NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.
- c. Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.
- d. Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.
- e. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to Chatbots, such as Chat Generative Pre-trained

Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.