

NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT
AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

Our Requirement:

Title: Staff Officer (Workforce / Recruitment) - NATO 2030

NATO International Civilian Grade: 15

Duty Location: Brunssum, The Netherlands

Requirement filling date: 1 January 2025 or as soon as possible after

Closing date for applications: 15 September 2024

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 SACEUR. The Support Directorate is responsible for planning, directing, monitoring, assessing and coordinating Support staff functions. The J1 Division is responsible for developing, planning, preparing, and executing the HQ's human resource plans and programmes. The Workforce Branch examines workforce requirements in Baseline Activities & Current Operations (BACO) through Crisis up to Maximum Level Effort (MLE); developing, implementing, maintaining and reviewing organisational force structures. The incumbent coordinates and guides the implementation of new structures and Project Linked NATO International Civilian (PLN) posts deriving from the NATO 2030 Initiative in all Key Requirements Areas (KRAs) within JFCBS in line with all other ongoing Workforce processes and the JFCBS WFHQ Transition Plan. Additionally supports the Staff Officer Recruitment in the hiring of NATO 2030 posts.

The Staff Officer (Workforce / Recruitment) duties are:

- Coordinates and guides the implementation of new structures and PLN posts deriving from the NATO 2030 Initiative in all Key Requirements Areas (KRAs) within the future PE in line with all other ongoing Workforce processes.
- Supports the development and management of assigned Peacetime Establishment - provides high-level architectural guidance and direction relating to Workforce Organisational Reviews and organisational structure sustainment. Programmes PE workforce requirements.
- Develops and staffs new or revised organisational structures. Evaluates effectiveness of existing organisational structures, facilitates, and recommends improvements. Programmes and implements activation and inactivation of organisational structures.
- Assists leadership to develop unit mission and functional statements.
- Directs, revises and evaluates effectiveness of workforce organisational management programmes.
- Advises commanders and staffs on equitable distribution of workforce resources.

- Analyses and evaluates the effectiveness of existing organizational structures for continuity of operation and related standard operating procedures - facilitates and recommends improvements.
- Manages and controls PE workforce authorizations and contributes to the development of workforce documents and allocation reports. Contributes to the development of workforce budget requirements.
- Contributes to the application, operation and utilization of the APMS & ERT data systems as the corporate tools and common repository for all PE data and post-line details.
- Participates in deliberate and operational planning and contingency and exercise operations on request.
- Within the NATO 2030 Programme Implementation, participates in Working Groups and Development Teams tasked to conduct NATO Command Structure PE Reviews, Long-term Studies, Functional Reviews, Further workforce Savings Studies, PE cross-walk studies, workforce Utilisation Studies and to develop and implement Transformation and Transition Management Plans.
- Within the NATO 2030 Programme Implementation, supports/executes efficient recruitment for all assigned civilian (permanent and temporary) categories of personnel / staff at JFCBS and for supported organisations. Entailing the complete cycle of recruitment including all aspects of management, administration, facilitation, and execution.
- Proposes changes/updates to civilian job descriptions as result of recruitment actions.

The work is normally performed in a normal NATO office-working environment. Normal Working Conditions apply.

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 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 duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

Required Qualifications

- English – good – NATO Standard Language Proficiency 3333 (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.
- University Degree in human resources management, business administration, law, social sciences, public administration, accounting, finance, management or

related field / discipline and 2 years related experience OR Higher Secondary education and completed advanced vocational training in that field / discipline leading to a professional qualification or accreditation with 4 years related experience.

- Minimum 3 years' professional experience in a workforce and personnel management role within a large international organization.
- Qualification and technical professional experience using personnel and structure management tools.
- Professional experience supporting review of organizational structures and job descriptions.
- Minimum 3 years' professional experience recruiting staff.

Desirable Qualifications

- Knowledge of the NATO Command Structure, NATO Responsibilities and Organisation.
- Experience working in NATO or in an international environment comprising military and civilian elements.
- Knowledge of and/or experience with the NATO recruitment process and procedures.
- Trained to the appropriate level in Automated Personnel Management System (APMS) and Establishment Review Tool (ERT).

The successful candidate possesses following personal attributes:

- Very good communication skills, both oral and written - able to communicate at all levels;
- Very good interpersonal skills including tact and diplomacy;
- Ability to collaborate and work with different stakeholders;
- Good negotiation skills;
- Analytical Thinking (sees basic relationships);
- Organisational awareness (understands organisational climate and culture);
- Customer Service Orientation (takes personal responsibility for correcting problems);
- Flexibility (acts with flexibility);
- Initiative (is decisive in a time-sensitive situation).

The successful selected candidate needs to have a NATO security clearance and is required to pass a medical examination before an employment contract offer will be released.

This requirement is in support of the [NATO 2030](#) agenda.

The successful candidate will be offered a 3 years definite duration contract as NATO International Civilian (NIC); remuneration will be exempt from taxation and allowances will be applied whenever applicable.

For serving NATO international Civilians: contract will be offered in accordance with the NATO Civilian Personnel Regulations and the additional Nations' guidance (MCM-0061-2023 for NATO 2030 Project Linked NICs). The selected staff member will get a definite duration contract regardless of the current contract, with the exception of the case when they have more than 10 years of service, in which case they will receive an indefinite duration contract.

Due date for receipt of applications: Sunday 15 September 2024

Candidates have to apply electronically in NATO Talent Acquisition Program (NTAP) through following link:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Results will be communicated by end of September 2024; Test & Interviews will be organized in Brunssum in second part of October 2024.

Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences (*Attachments are supporting documents and should not be referred to in the job submission*).

Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates.