
	<p>NORTH ATLANTIC TREATY ORGANIZATION ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD</p> <p>NATO DEFENSE COLLEGE COLLEGE DE DEFENSE DE L'OTAN</p>	
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Post Number: DFC APA 0090

Location: NATO Defense College, Rome, Italy

Division: Academic Planning & Policy Division,
Curriculum Planning Branch

Title: Assistant

Grade: B-3

1. Description of duties

The Curriculum Planning Assistant is responsible for:

- Working in close cooperation with FAs in the preparation of Study Periods, providing overall assistance and support, showing a marked sense of organisation, responsibility and initiative.
- Keeping direct contacts with visiting lecturers, assisting in arrangements concerning the lecture, accommodation, transportation, financial and reimbursement issues.
- Preparing drafts of official Dean/Commandant invitation letters to lecturers for FAs review and further processing; despatching them by email and courier.
- Preparing "Information to Lecturers", signed by Faculty Advisors, applying NDC and NATO financial regulations related to lecture fees and per diem.
- Assisting FAs in the production of the academic material (Guides) related to the Study Period, coordinating language check, preparing draft for translation into French, formatting as bilingual document for further publication on the wise and on Senior Course internet portal. Coordinating reproduction and distribution to Course Members and staff.
- Editing list of readings, after selection by FAs. Preparing final Required Readings for reproduction and distribution.
- Preparing all administrative memoranda related to the organisational and execution phases of the Study Period, maintaining liaison with other staff elements involved in the academic activity of the College.
- Updating DHS database with lecturers' biographies; updating NDC-shared folders with power-point presentations of lecturers, in accordance with their authorization.

- Following the overall process of lecturers' payment and reimbursement in coordination with the BudFin Branch, including the preparation of expenditure vouchers.
- Drafting evaluation documents on Study Periods; editing them according to feedback received by FAs.
- Requesting and dispatching thank-you cards to lecturers.
- Organizing and assisting with the in- and out-processing of participants to Modular Short Courses and GFOAC.
- Collecting nominations from nations' POCs.
- Developing and maintaining a contact database for course participants.
- Maintaining the Courses Portals updated with all administrative and academic information in cooperation with the Web Site Manager, if necessary.
- Performing all administrative functions related to the organisation and execution of the Course in order to ensure its smooth running, liaising with other staff elements involved.
- Drafting official documents for publication on the Courses' Portals.
- Acting as point of contact for course participants.
- Dealing with hotel block bookings.
- Inserting course members details in CSMS database.
- Arranging social and cultural events related to the courses.
- Dealing with subsidization requests and responding in accordance with PrAO's instructions.
- Preparing lists of participants according social/cultural activities.
- Preparing, in cooperation with the web manager, the electronic version of the required readings for publication on the course portals.
- Providing BudFin with details on payment of participants for the registration;
- Organizing and running course registrations while assisting Disbursing Officer during the payment process.
- Preparing Information Folders for participants on arrival.
- Preparing Graduation Folders with course pictures and certificates signed by the Commandant at the end of the course.
- Collecting evaluation forms from participants and prepare evaluation charts.
- Assisting FA i/c of Field Study Guides with preparation of the guide: editing, organizing reproduction and distribution.
- Acting as receptionist/interpreter and administrator for NDC sponsored symposia, seminars, workshops and other elements of the College programme.
- Distributing incoming correspondence to FA i/c of SP.
- Undertaking other duties as directed.

2. Essential qualifications

- a. Professional/Experience: Experience in NATO or similar office environment.

- b. Education/Training: Good education to a higher secondary level.
- c. Security Clearance: NATO Secret
- d. Language: English SLP 4444, French 2222 (STANAG 6001, 3rd edition).
- e. Standard Automated Data Processing (ADP) Knowledge
 - Word Processing: working knowledge
 - Spreadsheet: working knowledge
 - Graphics presentation: working knowledge
 - Database: basic knowledge

3. Desirable qualifications

- a. Professional/Experience: Several years in a NATO or similar office environment.
- b. Education/Training: Training and practice in organisations/institutes dealing with international and/or multinational education.
- c. Language: Good working knowledge of French and Italian.

4. Personal Attributes

The Assistant must have a pleasant personality and be able to receive and deal with visitors/staff members at all levels. He/she should have good communication skills and be able to work harmoniously with colleagues. Tact and discretion are paramount requirements in view of the nature of the position. The incumbent must also possess a high degree of initiative and sense of responsibility, and be sufficiently flexible to respond reliably and competently to changing requirements.

5. Managerial Responsibilities

N/A

6. Professional Contacts

Ability to maintain professional contacts with high-ranking personalities, visiting lecturers and personnel.

7. Contribution to the Objectives

To assist organizing all the necessary work in the preparation of a Study Period and of short courses in a smooth and professional way contributes importantly to the core activity of the College and enhances its credibility and visibility.

8. Work Environment: normal working environment.

9. Contract

Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a two year initial contract which may be followed by a further contract.

10. Deadline for applications: FRIDAY, 28 SEPTEMBER 2012 (1700hrs Rome local time).

Applications from qualified candidates, indicating the job title and staff vacancy number, MUST be submitted using the official NDC application form available at www.ndc.nato.int/download/forms/applicationformndc.doc

Application form and supporting documents must be compressed in one single Zip file (file such as .rar or 7z will be rejected) named with the applicant's surname only (e.g. smith.zip) and sent via email to: Recruitment@ndc.nato.int

Applications submitted after the date limit may be considered provided they arrive in time for the candidates to be considered for the interview.

Applications from NATO redundant staff members of the same grade will be considered according to the terms of art. 57.2, Chapter XII to NATO Civilian Personnel Regulations.

For further information please contact the Human Resources Manager by mail: Recruitment@ndc.nato.int or by telephone: +39 06 50 525 304.

Please note that we accept applications electronically without a photograph and without a signature at this stage in the process.

Please note that we can only accept applications from nationals of NATO member countries.

Applications from candidates who do not meet the essential qualifications will not be taken into consideration and will receive no reply.