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Duty Location: **Brussels, Belgium**

VACANCY NOTICE

Assistant

Agency Supervisory Board Secretariat

Grade: **B5**

Reference Number: **B5-ASB-12-BEL**

The NATO Communications and Information Organisation (NCIO) is a subsidiary body of the North Atlantic Council established pursuant to Article 9 of the North Atlantic Treaty to meet collective requirements of NATO Allied Nations in the field of capability delivery and service provision related to Consultation, Command and Control as well as Communications, Information and Cyber Defence functions.

The NCIO comprises of an Agency Supervisory Board, supreme governing body of the Organisation, and of an Executive body, the NATO Communications and Information Agency (NCIA).

The Agency Supervisory Board (ASB) is composed of a representative for each NATO member Nation and is responsible for directing, administering and controlling the NCIA and for enabling it to accomplish its mission, functions and tasks.

The Board is chaired by a national Chairperson assisted by a small, independent Secretariat whose mission is to support the Board and its substructure ensuring a proper and expeditious decision-making and follow-up.

Duties:

Under the direction of the Secretary of the ASB, but largely on his/her own initiative with a high degree of autonomy, the incumbent is responsible for:

Administrative Duties:

- Assist with the day-to-day administration: arrange meetings and handle related details, such as travel arrangements and mission coordination, as well as coordination of leave plans;
- Organise own workload to ensure the accurate and timely execution of duties;
- Handle security issues related to the organisation of visits to / from the Secretariat offices;
- Maintain Security Instructions, monitor and enforce compliance with these Instructions, and carry out periodic checks related to security;
- Maintain an effective follow-up and/or reminder system for pending actions within the Secretariat;
- Assist the Chairperson and the Secretary, and make appointments as required;
- Administer all arrangements relating to the ASB Chairman representational activities, in particular arrange lunches, dinners and receptions to be given for official visits and occasions;
- Oversee and coordinate all office space and IT requirements for the Secretariat;
- Draft memoranda and cover letters to documents. Format all kinds of documents, including tables or figures requiring careful presentation using the standard software packages used by NATO (mainly Word, PowerPoint, and Excel). Take minutes at meetings as necessary;
- Oversee the paper flow into and out of the office including retrieving and organising correspondence/documents (including classified information);
- Maintain filing systems, screen and distribute incoming correspondence, proofread and ensure the correctness and format of outgoing correspondence;
- Support the Secretariat in facilitating efficient and effective information management in both paper and electronic formats and processes;
- Screen visitors and calls to the Secretariat and respond as appropriate.

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Financial Management

- Prepare the necessary financial documents, follow up on activities to ensure that financial files are correctly processed and maintain records of all financial transactions. Support the preparation and execution of the Secretariat's annual budget;
- Monitor the budget of the Secretariat and work in close coordination with the Financial Controller on the administration of the budget, ensuring that proper financial procedures are being implemented.

Other duties

- Collect, categorise, and track relevant information required for various tasks and undertakings. Retrieve and organise correspondence/documents (including classified information) and maintain well-structured paper and electronic filing systems;
- Manage information sharing and distribution among NATO bodies, national agencies, nations and industry. Update the Points of Contact database using an Electronic Document Management System.
- Proactively develop skills in areas such as planning and organising, new technology, languages and effective communication.
- Provide constructive suggestions to improve office procedures and actively contribute to existing organisational structure and procedures to maximise use of resources and encourage innovation. Find ways to be faster, better and more effective in managing information and using office tools.
- Perform any other duty as assigned.

Experience and Education:

- Vocational training at higher administrative level in a relevant discipline, or equivalent combination of qualifications and experience.
- At least eight years professional experience in international committee secretarial administrative work;
- In-depth working knowledge of Electronic Document Management Systems;
- Capability to assist in organizing and executing high level international meetings;
- Ability to communicate with clarity, and perform tasks with accuracy and in a flexible manner;
- Proficiency in using Microsoft Office suite of software.
- Highly developed sense of responsibility, good initiative and ability to work with minimum supervision;

Desirable Experience and Education:

- University degree from a University or an Institute of recognized standing;
- Experience in an international and multi-cultural organisation;
- Experience in Personnel Establishment;
- Good knowledge of an additional Member nation language;
- Good knowledge of NATO Agencies Reform and NATO Command Structure Reform.

Language Proficiency:

- A thorough knowledge of English and French, both written and spoken, is essential at the advanced level.

Competencies or Personal Attributes:

- Integrity and Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics and Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

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- Priority Setting - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- Organizing - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Informing - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- Interpersonal savvy – Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high tension situations comfortably
- Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interested and yet be fair to other groups; can solve problems with peers with a minimum noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers;

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the Hague, the Netherlands, Brussels and Mons, Belgium offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent will be required to:

- Be in contact with the NCIA General Manager' Office, Steering Committees, C&I Partnerships, and their subsidiary bodies as required;
- Maintain working contacts with national delegations to NATO, the International Staff (IS), the NATO Military Authorities and NATO Agencies;
- Liaise with peer-level working contacts across all NATO HQ services and the NATO Communications & Information Agency, on occasion with higher level staff, as required;
- Liaise with points of contact to ensure efficiency in daily management of workload and processes. Be the point of contact for initial requests of various natures. Maintain all lists of internal and external contacts; be prepared to receive and assist visitors at all levels.

Supervisory/Guidance Duties:

Working Environment: Normal office environment. The incumbent might be required to work unsocial hours.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 3.893.10 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "B5-ASB-12-BEL") and send it to recruitment@ncia.nato.int by close of business:

N A T O U N C L A S S I F I E D

Friday, 28 September 2012

It is intended that the interviews will take place in the last week of October 2012.

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.
- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO CI Agency application forms can be downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>