

## How to apply for HQ ISAF positions

ISAF International Civilian Consultants (ICCs) – Civilians employed by ISAF in support of specialized mission requirements, which are normally performed by military personnel or by NATO International Civilians (NICs) in peacetime headquarters. This category of civilians include nationals of [NATO member countries](#) or non-NATO member ISAF [Troop Contributing Nations](#) (TCNs) which can provide NATO recognised security clearances. In case of dual citizenship, the country of actual residence will be the nationality to be accepted. Only candidate coming from nations above are eligible to apply for ISAF International Civilian Consultants (ICC) positions.

For Local Civilian Hires (LCH) posts, only Afghan Nationals are eligible to apply.

Applications for ISAF positions have to be made using the official ISAF Application Form only (**no CV's will be accepted**). Please return your fully completed application form to the e-mail: [vacancies@hq.isaf.nato.int](mailto:vacancies@hq.isaf.nato.int)

ICC recruitment procedures are conducted by e-mail and/or telephone. Local Civilian Hires (LCH) undergo a face to face interview. There is no need to send hard copies of your application form to HQ ISAF Kabul, you will be requested to sign the form during the in-processing, should you be successful.

Please do not attach any diplomas or certificates to your application form.

Please save your application in MS Word or pdf. format only. You can get your application on the main vacancy page.

**Please be informed that attachments larger then 1MB cannot be accepted due to our limited mailbox size.**

### When filling the application form:

1. It is to include the job title and vacancy number you are applying for.
2. Expressions such as: *please see attached resume (CV); duties were confidential; please see attached letter; please look at job description; enclosed document has details etc.*, will not be taken into consideration.
3. Particular attention should be given to boxes 8a (secondary education), 8b (further education) and 15 (employment record) supply your current supervisor's full contact details (including email address) and a full summary of work duties and for which, if necessary, continuation sheets may be added (max. 2 pages). Kindly concentrate in writing Your functions, tasks, responsibilities and achievements versus leaving the application with explanation on company/organisation mission.
4. Applications submitted after the closing date will not be accepted.
5. All applications received will be confirmed within one week by e-mail. If you do not receive confirmation from this office, please resend your application form.