

**Vacancy Number: B05/0213**

**Post Number: ZSC GSS 0090**

**Job Title: Assistant (Administration)**

**NATO Grade: B-3**

**Basic Monthly Salary (12 x per year): 3 055.12 €, tax free**

**Closing Date: 24 March 2013**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Brussels (Belgium)

**Division:** SACEUR Representative to MC

**POST CONTEXT**

SHAPE is the Strategic Headquarters for Allied Command Operations. The Staff Advisory Group provides general staff support, coordination, management, administrative service, and specialists' advice to SACEUR, DSACEUR and COS. The SACEUR Representative to the MC is responsible for representing SACEUR's views in meetings of the Military Committee. He/she serves as personal assistant and receptionist not only to the SACEUREP but also to SACEUR when in office.

**REPORTS TO**

Executive Officer, ZSC GSS 0020.

**PRINCIPAL DUTIES**

The incumbent's duties are:

1. He/she serves as personal assistant and receptionist not only to the SACEUREP but also to SACEUR when in office.
2. He/she ensures the efficient operation of the office calendar of events, arranging meetings, appointments with senior national representatives and senior members of internal and external agencies resulting in the development and co-ordination of the daily, weekly, monthly and forecast schedules.
3. Takes dictation for reports on all major NATO HQ meetings (NAC, MC, DPC, etc.).
4. Drafts routine correspondence and types and proof-reads memoranda, letters, reports, talking papers and other forms of correspondence, as required.

5. Maintains files, card indexes, rosters or other records; reproduces and routes documents and incoming/outgoing mail as required.
6. Maintains a library of up-to-date forms and publications.
7. Arranges appointments, answers and places telephone calls.
8. Provides full administrative support for meetings.
9. Arranges social activities as required, including transport and accommodation bookings.
10. Co-ordinates and prepares travel orders.

Legal authority is held: None

Budget authority is held: Manages and coordinates the budgetary expenditures for the office.

Decision authority is held: None

Supervisory duties: Coordinates leave, absence or sickness and requirements of staff to ensure administrative coverage of the office of SACEUREP. Maintains efficiency reports.

There are no first line reporting responsibilities.

### **ADDITIONAL DUTIES**

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 up to 30 days.

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.

### **QUALIFICATIONS**

#### **ESSENTIAL QUALIFICATIONS**

##### **1. Professional/Experience**

1. Professional experience in a clerical/administrative role in an office setting.
2. Minimum typing speed of 35 wpm using a word processor.
3. Experience in maintaining records and correspondence.

##### **2. Education/Training**

Secondary education and basic training in library, management information systems, business administration, public administration, computer science, information science or related discipline for specific task related skills, with 2 years experience.

##### **3. Language**

English                    SLP 4343    (Listening, Speaking, Reading and Writing)

French                    PLS 3322    (Ecouter, Parler, Lecture et Ecriture)

The HQ's host nation language is required.

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

##### **4. Standard Automatic Data Processing Knowledge**

Word Processing	:	Working Knowledge
Spreadsheet	:	Working Knowledge
Graphics Presentation	:	Working Knowledge
Database	:	Basic Knowledge
eMail Clients/Web Browsers	:	Working Knowledge
Web Content Management	:	Not Required

## **DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

Specialisations:

- Management and Administrative Services - Information Management - Records and Document Management.

- Experience in maintaining records and correspondence.

Specific Experience:

- Skilled in English and French punctuation and grammar.

- Typing speed of 60 wpm using a word processor.

- Previous experience in a military headquarters or international organisation.

### **2. Education/Training – N/A**

### **3. Language**

English                      SLP 4444                      (Listening, Speaking, Reading and Writing)

French                                              PLS 3333                      (Ecouter, Parler, Lecture et Ecriture)

## **CIVILIAN POSTS**

### **1. Personal Attributes**

The incumbent must have excellent judgment and organisational abilities in order to manage the administrative operations of the Office. Good inter-personal and communication skills are necessary for interaction with colleagues, senior officers and staff. Requires considerable discretion, tact and diplomacy. Must be able to identify and quickly react to critical tasking and determine which issues to refer to supervisor. Must be flexible and adaptive, using own judgement and initiative to resolve conflicts. Capable of handling details.

### **2. Managerial Responsibilities – N/A**

### **3. Professional Contacts**

Daily internal contacts with SHAPE divisions and National Military Representatives and external contacts with national authorities in order to exchange information; to solicit information; to provide or seek guidance on various issues.

### **4. Contribution to the Objectives**

The work consists of a day-to-day support of administrative actions.

### **5. Work Environment**

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No risk / risk might increase when deployed.

## **REMARKS – N/A**

### **NOTE:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.

- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.