

## POST REQUIREMENTS FORM

**Post Title** Recruitment Assistant  
**Reference Number** B3-HR-1405-12-NLD  
**NATO Grade** B3  
**Name**

Dear Applicant,

This form has been specifically designed to aid the NCIA Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy.

This form consists of 2 parts – Essential and Desirable Qualifications. Under column B, please provide factual information stating how you meet the respective essential and desirable criteria.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>).

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NCIA Recruitment Office ([recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int)), together with duly completed NCIA Application Form.

**Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.**

### PART 1 ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
<b>Education/Training</b>	
Good general secondary education;	
<b>Professional Experience</b>	
At least 3 years' administrative experience including some experience within a generalist HR and/or recruitment administration capacity	
Good experience with MS Office applications	

Accuracy and attention to detail	
Excellent organisational skills and the ability to handle a large workload of several recruitment procedures at any given time	

**PART 2**  
**DESIRABLE QUALIFICATIONS**

<b>Desirable Qualifications of Post</b>	<b>Corresponding Qualifications of Applicant</b>
<b>Professional Experience</b>	
Experience in HR and recruitment administration in an international environment	

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NCIA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination.”

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Full Name (in Print)

\_\_\_\_\_

(Date)