

Duty Location: **The Hague, The Netherlands****VACANCY NOTICE****Recruitment Assistant****Shared Resources Segment – Human Resources**Grade: **B3**Reference Number: **B3-HRRC-1405-12-NLD**

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO);

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

The incumbent will be responsible for the provision of administrative assistance within Human Resources (HR).

**Duties:**

Under the direction of Recruitment Manager, and on daily basis under the supervision of Recruiter, the incumbent will perform duties such as the following:

- Perform administrative duties assisting in carrying out all recruitment actions quickly and efficiently. This includes:
  - Maintaining an up-to-date recruitment processing system using the recruitment database;
  - Ensuring all applications are processed; monitoring results of recruitment campaigns;
  - Inputting and circulating applications; completing and monitoring all database entries including acknowledgements, regrets and selections;
  - Assisting in the completion of selection and appointment procedures and documentation;
  - Maintaining a record of selected candidates and ensuring that follow-on actions are completed after selection in order to appoint candidates speedily.
  - Assist in organising interview schedules and invite candidates for interview;
- Prepare correspondence and documents on recruitment;
- Keep up-to-date statistical information on recruitment;
- Brief candidates before interview on the recruitment process;
- Maintain the information flow for recruitment matters within the office;
- Draft memoranda, notes and correspondence;
- File correspondence and documents on a regular and orderly basis;
- Perform any other duties as may be required.

**Experience and Education:**

- Good general secondary education;
- 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;

**Desirable Experience and Education:**

- Experience in HR and recruitment administration in an international environment;

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- Prior experience of working in an international environment comprising both military and civilian elements; (please delete if not applicable)
- Knowledge of NATO responsibilities and organization, including ACO and ACT; (please delete if not applicable.)

### Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

### Competencies or Personal Attributes:

- Drive for result - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- 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.
- 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.
- Planning - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- 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 hinders accomplishing a goal; eliminates roadblocks; creates focus;

### Travel:

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

### Professional Contacts:

The incumbent is responsible for:

- Maintaining efficient contacts with the staff of the Agency, candidates and colleagues in the Human Resources;

### Supervisory/Guidance Duties:

The incumbent will follow the guidance provided by senior staff and HR regulations;

**Working Environment:** Normal office environment.

**Security Clearance Level:** NATO Secret

### Starting Salary and Contract Offer:

- Starting basic monthly salary is 3,086.09 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

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

(quoting reference "B3-HRRC-1405-12-NLD") and send it to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int) by close of business:

**Tuesday, 13 November 2012**

**It is intended that the interviews will take place in the week of 3 December 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>