

Duty Location: **Brussels, Belgium****VACANCY NOTICE****Senior Assistant (Office Manager)****Executive Management (Plans)**Grade: **B4**Reference Number: **B4-EM-12-BEL**

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 is responsible for the day-to-day administrative functions of the NCIA Executive Management (EM) Plans Section.

Duties:

Under the supervision and direction of the head of the EM Plans Section Chief, the incumbent will:

- Coordinate the day-to-day administrative management of the EM Plans Section such as organising, checking, formatting and tracking all documentation relevant to the Executive Battle Rhythm, maintaining the Agency Executive calendar, preparing documentation packages for meetings.
- Support EM Plans staff, organise the staff TDYs, travel purchase orders etc. for the entire EM Group.
- Assist the Plans Section team in screening documents and briefings: check formatting of documents, verify proper coordination, and record for tracking purpose. Upon request from Plans officers, may support work to finalize submissions, provide additional information and perform minor changes.
- Act as the functional administrator for Tasker Tracker for the entire Executive Management Group. Support Head of EM in allocating and coordinating taskers given to EM personnel.
- Track all EM Plans Section tasks, submissions and their status over time.
- Distribute related documents within NCIA based on guidance from the Plans Officers.
- Maintain EM Plans Section of the EM portal page;
- Review and store agendas and decision sheets for the General Manager's Executive Management Board (EMB).
- Maintain the Action List for the EMB and liaise with all areas of NCIA to track actions throughout their delivery.
- Support the Planning Officers in preparing for the EMB and other meetings: gather and organise the documents to be screened based on the agendas, provide background information and, if required, attend meetings to provide support to the Planning Officers.
- Perform basic analyses and compile reports and briefings as directed by Section Chief.
- Prepare project status reports extracting and organising the required information for the Planning Officers to brief NCIA Executives on a regular and frequent basis.
- Perform any other duties as may be required.

Experience and Education:

- Vocational training at higher administrative level in a relevant discipline, or equivalent formal qualifications;
- Recent experience in maintaining an established web page or web portal (SharePoint);
- At least 5 years' recent experience overseeing the operation of small office environments operating under tight-deadlines at high pace;

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- Sound knowledge and experience in the use of Microsoft office automation packages (Word, Excel and PowerPoint);

Desirable Experience and Education:

- Secondary education level;
- Prior experience of working with the NATO Security Investment Programme (NSIP), including implementation management procedures, investment committee authorisation and project closure;
- An understanding of the NATO Committees structure, roles and duties (Military Committee, Defense Policy and Planning Committee, NATO C3 Board, Investment Committee, Budget Committee and Resource Policy and Planning Board)
- Previous experience in working in the NCI Agency or in a position that required frequent contact with the NCIA.
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT;

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.
- 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.
- Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interests 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 peers; encourages collaboration; can be candid with peers.
- 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.
- Process Management - Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources;

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:

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The incumbent is responsible for:

- Promoting and maintaining professional contacts with military and civilian personnel at all levels in the NCIA, NATO Headquarters International Staff, and the NATO military commands;

Supervisory/Guidance Duties:

May be required to give guidance to, assist and train NCIA staff in Agency procedures.

Working Environment: Normal office environment.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 3,478.33 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 "B4-EM-12-BEL") and send it to 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>