

POST REQUIREMENTS FORM

Post Title Senior Administrative Assistant
Reference Number B4-NAGSMA-100-3-11-BEL
NATO Grade B4
Name

Dear Applicant,

This form has been specifically designed to aid the 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. You are required to make entries in **all** blocks in **both** parts under “B” below.

Part 1 lists the Essential Qualifications of the above post. In completing **each** block under “B” in part 1, **you must provide factual information stating how you meet the respective essential qualifications quoted under “A”.**

IMPORTANT: If you do not fulfil ALL Essential Criteria, we strongly advise you not to proceed with your application.

Part 2 lists the Desirable Qualifications of the above post. In completing **each** block under “B” in part 2, you must **either** provide factual information stating how you meet the respective desirable qualification quoted under “A” **or** indicate that you do not meet it.

For more information about this post you are kindly advised to refer to the official advertisement available at our website <http://www.nc3a.nato.int/Opportunities/Subpages/SearchVacancies.aspx>

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NC3A Recruitment Office (recruitment@nc3a.nato.int), together with duly completed application form.

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

Please note that **only nationals of the NATO AGS Participating Nations are eligible to apply for NAGSMA posts.** This includes nationals of: Bulgaria, Canada, Czech Republic, Estonia, Germany, Italy, Latvia, Lithuania, Luxembourg, Norway, Romania, Slovakia, Slovenia and United States of America.

PART 1

ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
General secondary education at higher level, or equivalent;	

Professional Experience	
At least 5 years' experience in a progressively responsible administrative job;	
Vocational training in an administrative discipline and/or relevant experience;	
Competence in use of personal computer office automated packages, currently Microsoft applications including Word, Outlook, Excel and PowerPoint;	
Prior experience of working in an international environment;	
Ability to work on own initiative in a reliable and trustworthy manner in a demanding environment;	
A high degree of oral and written communicational skills.	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Professional Experience	
Experience of taking minutes at meetings and accurately transcribing them;	
Knowledge of the NATO hierarchy, internal structure and resultant relationship;	

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NAGSMA. 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.”

Full Name (in Print)

(Signature)

(Date)