

Notification of a vacancy

Post/Vacancy Number :	B4-NAGSMA-100-03-11-BEL
Grade :	B4
Title :	Senior Administration Assistant
Organisational Element :	Executive Support Office
NATO Body :	NAGSMA
Location/Country :	Brussels, Belgium
Closing Date :	Friday, 3 June 2011
Point of Contact :	Mr J Armstrong (Recruitment Manager)

1. RESPONSIBILITIES OF THE POST:

The NATO Alliance Ground Surveillance Management Agency (NAGSMA) is a NATO body chartered to procure and field the NATO-owned and operated Alliance Ground Surveillance (AGS) core capability. This post is assigned to the Executive Support Office that is accountable to the General Manager for the office support to the senior NAGSMA staff including the office of the Programme Manager and the Financial Controller/Resource Manager. This office support includes the management of their schedules, correspondence, travel arrangements, support for meetings and control of taskings.

Overarching responsibilities:

Responsible to the Executive Officer for the efficient operation of the day-to-day administrative function of the NAGSMA Senior Staff offices.

2. DUTIES:

Under the direction of the Executive Officer, but largely on own initiative, the incumbent will perform duties such as the following:

- Acting in a personal assistant capacity to the Senior NAGSMA Staff (General Manager, Programme Manager and Resource Manager), including making administrative arrangements for their visits and travel;
- Composing correspondence and documents using MS Word, Excel spreadsheets and PowerPoint graphics applications on NAGSMA LAN, in accordance with the NAGSMA official document formatting guidelines;
- Answering enquiries and incoming telephone calls, and assisting in the scheduling of the day

to day business, including maintaining the Senior NAGSMA Staff diaries;

- Disseminating correspondence and documents and keeping suspense dates;
- Controlling and maintaining the information flow including e-mail and fax traffic within the offices of the Senior NAGSMA Staff; monitoring the circulation of documents and information to and from the Agency; ensuring proper co-ordination, accuracy, completeness, clarity and conformity with NAGSMA procedures;
- Initiating all follow up actions as appropriate;
- Maintaining and controlling the Senior NAGSMA Staff's calendar and schedule; co-ordinating with the Staff Absence and Leave calendar and the NAGSMA Staff Calendar accordingly;
- Planning General Manager's official and personal entertainment functions and liaising as appropriate with other administrative and catering staff etc.;
- Controlling and maintaining the booking of the NAGSMA Conference rooms;
- In absence of the Admin Section clerical staff, preparing travel arrangements for the NAGSMA staff;
- Assuming the duties of the Principal Administrative Assistant during periods of his/her absence;
- Performing any other related duties as may be required;
- Contributing to working groups and projects as required.

3. PROFESSIONAL CONTACTS:

Promotes and maintains professional relations with co-workers within NAGSMA, with staff in other NATO organizations and with contacts from external bodies.

The incumbent:

4. SUPERVISORY/GUIDANCE DUTIES:

Give guidance to and/or assist/train co-workers in MS Office Word, Office, Excel and PowerPoint applications.

5. WORKING ENVIRONMENT:

Normal office environment.

6. TRAVEL REQUIREMENTS:

Business travel to NATO and national facilities.

7. QUALIFICATIONS AND EXPERIENCE:

Essential:

- General secondary education at higher level, or equivalent;
- 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.

Desirable:

- Experience of taking minutes at meetings and accurately transcribing them;
- Knowledge of the NATO hierarchy, internal structure and resultant relationship;

8. PERSONAL ATTRIBUTES:

The incumbent should possess the personal qualities of tact, judgement and adaptability as well as good political awareness and motivational and listening skills. In addition, a sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and the NATO nations, as well as with staff from private scientific/industrial organisations is needed.

9. LANGUAGE PROFICIENCY:

The incumbent must have a thorough knowledge of the English language, which is the official working language of the organisation. He/she will be called upon to deal with complex problems and to draw up documents in English.

NOTE: All of the work of the NAGSMA is conducted in the English language.

10. STARTING SALARY:

Starting basic monthly salary is 3,365.82 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.

11. SECURITY LEVEL REQUIRED:

NATO Secret. Security clearance procedures will be initiated after selection of candidate, where necessary.

12. CLOSING DATE:

To apply for this position, **you must complete an application form together with Post Requirements Form** (quoting reference "B4-NAGSMA-100-3-11-BEL") and send it to recruitment@nc3a.nato.int. If you are unable to submit your application electronically, please send a hard copy to: Recruitment Manager, NATO C3 Agency, PO Box 174, 2501 CD The Hague, The Netherlands, by close of business:

Friday, 3 June 2011

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.

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.

German applicants who are active military personnel or civil servants are to submit their applications through the appropriate national authorities. Other candidates who are not one of these categories may send their applications to the German Delegation to NATO l-11-na@brue.auswaertiges-amt.de or Richard.Schell@diplo.de

Italian nationals are to submit their applications through the Italian Ministry of Defence, STATO MAGGIORE DELL'AERONAUTICA, 4° REPARTO 'Logistica", Palazzo Aeronautica, Viale dell'Universita, 4,00185 Roma, Italy.

Applications from candidates who do not meet the required qualifications will not be taken into consideration.

Applications submitted after the closing date will be accepted only if they reach the Human Resources Manager before the shortlist of candidates to be invited for interview has been finalised.

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 C3 Agency application forms and post requirements form can be downloaded from the internet at <http://www.nc3a.nato.int/Opportunities/Subpages/SearchVacancies.aspx>).

13. CONTRACT:

The successful candidate will be offered a definite duration contract of three years, with a possible extension of one or more years.

Information on NATO's contract policy can be found under "Contract Policy" in the Recruitment Section of the NATO HQ Internet website www.nato.int/structur/recruit/working-for-nato.html.

NB: Please note that the NAGSMA is a non-smoking working environment.