

## POST REQUIREMENTS FORM

**Post Title** Senior Assistant (Office Manager)  
**Reference Number** B4-NSIP-12-BEL  
**NATO Grade** B4  
**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

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

Recent experience using enterprise information tools such as financial systems and database;	
Sound knowledge and experience in the use of Microsoft office automation packages (Word, Excel and PowerPoint)	

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

<b>Desirable Qualifications of Post</b>	<b>Corresponding Qualifications of Applicant</b>
<b>Education/Training</b>	
Secondary education level;	
<b>Professional Experience</b>	
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 Resource Committees structure, roles and duties (Investment Committee, Budget Committee and Resource Policy and Planning Board);	
An understanding of the Policy Committees structure, roles and duties (Defence Policy and Planning Committee, NATO C3 board);	
Previous experience in working in the NCI Agency or in a position that required frequent contact with the NCIA.	

“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.”

\_\_\_\_\_  
Full Name (in Print)

\_\_\_\_\_  
(Date)