

Duty Location: **Brussels, Belgium****VACANCY NOTICE****Principal Assistant (Visits)****Office of the General Manager**Grade: **B5**Reference Number: **B5-EM-1005-12-BEL**

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

The NCI Agency 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 and 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 planning and executing visits as well as providing services directly related to developing visit programmes for senior-level official visitors to the NCI Agency; providing assistance for events involving senior management; and undertaking special projects as required.

Duties:

The incumbent is under the direction of the Executive Officer to the General Manager and works closely with the Management Assistant to the General Manager:

- In close coordination with the Executive Officer, External Engagement section of Executive Management, and the Management Assistant to the General Manager, acts as the liaison for any official visits hosted by the General Manager or senior level executive staff.
- Serves as the Agency NATO Protocol expert.
- Develops programmes to support senior level visits.
- Makes recommendations on gift exchanges between the General Manager and senior level visitors.
- Provides event planning and protocol support for all ceremonies, visits or senior level events. When required, acts as project manager for major events.
- Identifies and supervises personnel required to support major events.
- Coordinates support from other Agency sections.
- Makes recommendations and coordinates hospitality planning for events hosted by the General Manager.
- On behalf of the Executive Officer, administer, control and approve hospitality funding requests.
- Develop and maintain the VIP Visits and Conferences calendar making recommendations to senior management for consideration of events/visits to be included.
- Works in close coordination with the Conference Services section regarding conferences or events attended by the General Manager or other senior management staff.
- Maintain contact with other senior assistants throughout NATO and national offices.
- Performs other duties as may be required.

Experience and Education:

- Prior experience in a dynamic, executive office environment with duties involving protocol support and programme development.
- A vocational training at a higher level in a relevant discipline or equivalent.
- At least eight years relevant experience.
- Sound experience with Microsoft Office applications.

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- Excellent organizational and administrative skills.
- Accuracy and attention to detail.
- Ability to express oneself clearly both orally and in writing.
- Aptitude for learning and using new technology.

Desirable Experience and Education:

- Prior experience working in an international environment comprising both military and civilian elements.
- Experience in the administration of official Hospitality Funds.
- 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:

- **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.
- **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.
- **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **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.
- **Interpersonal Savvy** - Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCI Agency offices;
- Travel in support of major events.
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent is responsible for:

- Working closely with the Executive Officer and Management Assistant to the General Manager to ensure that visits hosted by the General Manager and other senior management personnel are supported.
- Maintain contacts with Agency personnel in other sections dealing with senior-level visits to ensure continuity and standardization.
- Promote and maintain professional relations with co-workers within the Agency, with staff in other NATO organizations and with contacts from external business-related entities.

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Supervisory/Guidance Duties: None.

Working Environment: Normal office environment.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 3,998.05 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** (quoting reference "B5-EM-1005-12-BEL") and send it to recruitment@ncia.nato.int by close of business:

Monday, 7 January 2013

It is intended that the interviews will take place in the week of 18 February 2013.

- 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>