

NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT AT JOINT FORCE COMMAND BRUNSSUM HEADQUARTERS



Our Requirement:

Title: Staff Assistant (Workforce)

Grade: 12

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 8 March 2026

Our organisation

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR).

The Support Directorate is responsible for planning, directing, monitoring, assessing and coordinating Support staff functions. The J1 Division is responsible for developing, planning, preparing, and executing the HQ's human resource plans and programmes. The Workforce Branch examines workforce requirements in Baseline Activities & Current Operations (BACO) through Crisis up to Maximum Level Effort (MLE); developing, implementing, maintaining and reviewing organisational force structures. The incumbent is responsible for providing staff coordination, training and technical execution support in workforce matters related to organisational structures.

The main duties of Staff Assistant (Workforce) are:

- Assists in the management, development, testing, evaluation and staffing of new or revised organisational structures (Peacetime and Crisis Establishments)
- Supports in managing daily business requirements of the JF HQ Brunssum Peacetime Establishment (PE) including the development of new Trial Structures
- Supports in managing daily business requirements of assigned missions Crisis Establishments (CE); by maintaining the organisational structure and co-ordinating out-of-cycle change proposals.
- Co-ordinates the assigned missions CE Workforce Organisational Review (WOR)
- Assists with the classification process of civilian positions appearing on the assigned missions CE.
- Participates in operational training activities.
- Provides workforce statistical reports and products.
- Participates in the planning, organising and implementation of the rolling review programme of Job Descriptions.

- Responsible for workforce data management in Automated Personnel Management System (APMS) and Establishment Review Tool (ERT) functional area Systems.
- Assists with the formulation and implementation of workforce and organisation management policy and procedures based on best practice.
- Communicates with management and staff to ensure compliance with NATO workforce standards and to drive continuous improvement to increase productivity and efficiency.
- Assists with the administration of the workforce aspects within the Planning and Exercise processes and manages daily business requirements of the ad hoc JFCBS Exercise Structure.
- Develops and maintains a workforce working level network within the HQ and the supported entities and coordinates workforce tasks within the network.
- Trains the workforce community within the HQ and the supported entities on the use of workforce planning tools (on the job training) in close coordination with the HRDS Administrator.
- Develops, maintains and follows up the newcomer's induction and training programme within the Workforce Branch.
- Composes replies to the routine correspondence as required.
- Undertakes work as part of a project team or working group as directed or assigned.
- Prepares/assists in the preparation of agenda, programmes, minutes, supporting documentation in particular for meetings, working groups and conferences chaired administered or attended by the Branch.
- Acts as ERT Super User for JFCBS, supported entities and assigned missions
- Acts as CE Classification Board Member for assigned missions.

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

Required Qualifications are:

- English – good – NATO Standard Language Proficiency 3322 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.
- Secondary education and completed vocational training in relevant field / discipline.

- Minimum 3 years' professional experience in a related Human Resources Workforce field within a large international organisation.
- Professional experience working with Workforce Data Management.
- Qualification in personnel and structure management tools.
- Professional experience using personnel and structure management tools.
- Professional experience supporting a review of organizational structures including job descriptions.
- Working knowledge of organisational workforce procedures.

Desirable Qualifications are:

- Experience working in a multinational military headquarters in a related functional area.
- Experience with post classification processes.
- Qualified and experienced APMS/ERT practitioner.
- Knowledge of NATO Workforce Policy and Procedures.

The successful candidate possesses following personal attributes:

- ✓ Flexibility – ability to work and react in an unpredictable environment;
- ✓ Clarity and Accuracy – ability to implement clearly and precisely large quantities of data in APMS and ERT, and to follow evolutions of the data;
- ✓ Analytical Thinking – able to figure out complex topics and to resolve issues related to his/her mission;
- ✓ Initiative – ability to anticipate the situations and to take actions in a time-sensitive situation;
- ✓ Teamwork – ability to work independently and/or closely and constructively with personnel inside and outside his/her own cell.

The successful selected candidate must be able to obtain and maintain a security clearance and is required to pass a medical examination before an employment contract offer will be released. The medical examination will take place with our medical consultant, is required to determine if the recommended candidate is fit to perform the duties and is deployable to NATO's areas of operation.

Due date for receipt of applications: **Sunday 8 March 2026, 23:59.**

Candidates have to apply electronically in NATO Talent Acquisition Program:
<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

IMPORTANT:

Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences. Your answers must be comprehensive and stand alone; do not rely on attached documents for essential information (*Attachments are supporting documents and should not*

be referred to in the job submission). For example, if a pre-selection question asks you to justify how you meet the minimum experience requirement, you must explicitly detail in the answer box *how* your experience directly aligns with, or exceeds, the stated requirement. Simply stating you meet the requirement is insufficient; provide concrete examples and quantifiable details. These experiences should also be included in the description of your work experiences.

Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates. Results are expected to be communicated mid-March 2026; Test & Interviews will be in April 2026 and will be organised in Brunssum, The Netherlands.