



ALLIED LAND COMMAND



Job/Post Number: Assistant Supply Storekeeper

Title: OLC RSLW 0050

Directorate: Base Support Group

Clearance Level: NATO SECRET

Grade: NATO Grade G10

Basic Salary: 176,511.97 TRY

NATO Body/Post Location: ACO / Headquarters Allied Land Command, Izmir (Turkiye)

Closing Date: 25 March 2026

1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The Support Directorate is responsible for providing LANDCOM with organizational structures, personnel, logistics, communications and information systems and base support.

The Base Support Group provides LANDCOM with transportation, infrastructure maintenance, air travel support, Morale and Welfare activities, printing, supply and property control and coordinates with the Host Nation the provision of security and safety.

The Logistics Support Branch provides the maintenance of infrastructure and utilities to LANDCOM, procurement, warehousing, supply and transportation services.

The Warehouse/Storage/Supply Section is responsible for the reception, storage, distribution and inventory of the goods required for the normal operation of LANDCOM.

The Assistant (Storekeeper) is responsible for controlling and accounting LANDCOM warehouse property and supplies.

2. Principal Duties

The incumbent's duties are:

- Serves as first reviewer of all requests for purchase of services or supplies and provides initial document control number for requests as well as screening for compliance with NATO standards of the request before submission to Section Head Warehouse Storage and Supply.
- Assist with all administrative duties associated with control and accountability of internationally owned and procured, non-expendable property inside BSG's warehouse or storage site as well as assisting in annual inventories as required.
- Inputs approved requests into the NATO Financial or Logistics software and receives, distributes/issues items procured as NATO funded non-expendable supplies or services in accordance with applicable NATO regulations.
- Assist in providing supply, customer assistance and accounting support to all LC customers.
- Works with and provides initial training for new personnel on NATO Logistics and Financial systems as appropriate.
- Maintains accurate records of requisitions and payments according to applicable NATO Directives.
- Assist in planning and ensuring, under supervision of Technician (Supply) - OLC RSLW 0030, uninterrupted supply service on exercise and in deployment locations.
- Maintain and update files and records annotating those requiring further action and provide input in coordination with Fund Manager for budgetary purposes as required.
- Follows safety directives and Host Nation laws.
- Assist in the preparation of financial or property accounting reports and returns as required by HQ or other NATO entities as directed by Section Head WSS.

3. Special Requirements and Additional Duties

The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract

May be assigned as NATO Purchase Card Holder Primary or Alternate and/or as Blanket Purchase Agreement (SPA) Alternate or Primary.

May be assigned alternate Fund Manager responsibility as directed by Section Head WSS and Commander Base Support Group.

Regularly attend training courses/seminars to maintain functional and professional competence in the field of automated systems administration operations. Should receive training in NATO Financial and Logistics software applicable to the requirements of the post.

The incumbent is required to undertake operation deployments and/or TOY assignments both within and without NATO's boundaries up to 30 days.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorized as No Risk.

4. Essential Qualifications

a. Professional/Experience

(1) Warehousing

Wholesale and retail sales is the study of buying and selling goods and services, including stock management, pricing practices, loss prevention, sales systems and procedures. It includes the study of the workings and current trends of the wholesale and retail industries. Selling of buildings and properties is also included.

Skill Level (Assist)

Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others. Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. Performs a range of work activities in varied environments. May contribute to routine issue resolution. Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organized approach to work. Identifies and negotiates own development opportunities. Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorb new information when it is presented systematically and applies it effectively.

Experience

1. Control assets in one or more significant areas, ensuring that administration of the acquisition, storage, distribution, movement and disposal of assets.
- 2 Produce performance indicators of NATO assets and verifies that all assets are in a known state and location and that there are no unauthorized assets (Ref: SFIA v3 2005: **ASMG**)
3. Knowledge of Supply management.
4. Minimum 2 to 3 years of accounting experience in the fields of logistics and/or finance within a civilian and/or military organization combined with computer administrative tasks.

b. Education/Training

Higher Secondary education and intermediate vocational training which might lead to a formal qualification with 2 years' experience, or Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience has priority over the standard education and training levels and experience described here.

c. Language

English - SLP 3322 - (listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

d. NATO Occupational Codes

50416N - Warehousing

5. Desirable Qualifications

a. Professional Experience

Require driver's license to operate passenger vehicles.

Experience with automated logistics systems.

Experience as storekeeper in a middle to large organization. Extensive experience with stock management, including related automated systems.

b. Education/Training

Experience as storekeeper in a middle to large organization. Extensive experience with stock management, including related automated systems.

- Course: ETE-MW-3834 - NATO Orientation Course

c. Language

None specified

6. Attributes/Competencies

a. Personal Attributes

Ability to work independently in his/her functional area. Able to provide guidance to civilian and military staff. Able to perform other general duties within the Supply office.

Mental alertness, service minded, negotiating skills, courtesy and diplomacy.

Prepared to work extended hours when necessary and to perform TOY missions.

b. Professional Contacts

Able to co-ordinate duty related issues within the different LC account holders and NOSS matters with NSPA.

Frequent contact with commercial companies.

c. Contribution To Objectives

Conducting support to all parts of the HQ LC organization in the program of work on a day-to-day basis.

Contribute to the accounting and management of NATO property in operation at LC.

There are no reporting responsibilities.

This post reports to:

OLC RSLW 0010 - Section Head (Warehouse, Storage and Supply) - OF- 2

This post does not deputize anybody.

This post is not deputized by anybody.

7. Additional Information

a. Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate allowances/supplements. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of the Civilian Personnel Regulations for details.

b. Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various privileges and tax exemptions (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

c. Contract

The successful candidate will receive a three-year definite duration contract, which may be followed by an indefinite duration contract. Also, the first 6 months of the employment is considered as the probationary period during which the performance of the incumbent is assessed. The definite duration contract will be confirmed only after the incumbent receives a "good" or "above good" performance evaluation in the probationary period.

d. How to Apply

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en> and search for vacancies within Land Command HQ. Note that once you have created your profile, you will be

able to use it to apply for other vacancies within NATO.

e. Employment Pre-Requisites

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country.
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Notice for candidates: LANDCOM is undergoing a reorganization that might affect the job description of this post.

f. Allied Land Command

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY. stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](https://www.nato.int/allied-land-command-history)

g. Izmir

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate. For more information: [Izmir - Wikipedia](https://en.wikipedia.org/wiki/Izmir)

8. Additional Remarks

- a. All applicants are reminded that if hired, to reside here, all members including their dependents must comply with Host Nation requirements and definitions regarding residency.
- b. NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.
- c. Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defense and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

- d. Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.
- e. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to Chatbots, such as Chat Generative Pre-Trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.