

Staff Assistant (Dispatch and maintenance) (260432)

Status

Draft

Recruiter

Turco, Sabrina

Status Details

Draft

Hiring Manager

Turco, Sabrina

Primary Location *

Italy > Naples

Requisition Type

Professional

Hired Candidates

0 out of 1

Vacancy Administration

Identification

Requisition Title

Staff Assistant (Dispatch and maintenance)

Post Number

OJS ZSLM 0021

Number of Openings

1

Grade

NATO Grade G8

Clearance Level

NS

Eligibility

All NATO member states

Justification

New Position

Structure

Organization *

Agency

Joint Force Command Naples (JFCNP)

Primary Location *

Country

Italy

City

Naples

Job Field *

Domain

Management and Operations Support

Sub Domain

Administrative and Support Services

Owners

Recruiter

Turco, Sabrina

Hiring Manager

Turco, Sabrina

Recruitment Assistant

De Luca, Marco

User Group

User Group
JFCNP

Candidate Selection Workflow

Candidate Selection Workflow
NTAP Workflow

Profile

Shift
Day Job

Schedule
Full-time

Compensation

Currency
Euro (EUR)

Pay Basis
Yearly

Minimum Salary
3586.64

Budget

Currency - Budget Section
Euro (EUR)

Selection Plan

Selection Tools
Written test, Interview

Vacancy Notice

Internal Description

Description - Internal

LOCATION: ACO/Headquarters Allied Joint Force Command Naples, Naples, Lago Patria (ITA)
DIVISION: Base Support Group
DIRECTORATE: Management Directorate
TITLE: Staff Assistant (Dispatch and maintenance)
GRADE: B3/G8

1. POST CONTEXT

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO 's three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR 's Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable

reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Management Directorate integrates, coordinates and implements services and activities to support, facilitate and contribute to the full JF HQ mission spectrum.

The Base Support Group is responsible for the Real Life Support (RLS) of the HQ and its staff (including families).

The Base Support Management Branch (BSM) provides internal base management and administrative services for JFCNP personnel and supported elements.

The Transportation Section (TP) is responsible for the provision of road transportation services for personnel travelling on official duty utilising either a NATO common funded vehicle or other commercially sourced service.

Within the Section, the incumbent is responsible for providing and managing transportation services and special equipment to ensure the provision of responsive, efficient and economical support.

2. DUTIES

The incumbent's duties are:

- o Receives, reviews, and prioritizes transportation requests, assigning vehicles and drivers accordingly.
- o Manages the dispatch log of all vehicle movements and related schedules.
- o Coordinates special transportation requirements (VIP transport, emergency trips, equipment transport).
- o Tracks vehicle locations and status to ensure timely service delivery.
- o Monitors fuel usage, mileage, and vehicle utilization.
- o Maintains direct lines of communication with drivers.
- o Provide drivers with trip details, route instructions, and updates.
- o Act as the primary POC for transportation-related inquiries, inclusive of Exercises and Conferences.
- o Responsible for the coordination and administration of vehicles ' maintenance.
- o Responsible for the administration of staff and assets of the Transportation Section, maintaining records of trips, fuel consumption, maintenance, and driver assignments, preparing periodic reports on fleet usage, operational efficiency, and costs, and tracking vehicles ' insurance, registration, and inspection validity.
- o Ensures adherence to environmental, health, and safety laws regarding the operation of vehicles.
- o Ensure drivers comply with traffic laws, organizational policies, and safety regulations.
- o Monitor driver licenses and certifications for validity.
- o Report accidents, incidents, or violations and assist in investigations.
- o Manages all aspects of transportation coordination during emergencies or urgent operational needs.
- o Manages complaints or service concerns and propose corrective actions.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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

The incumbent may be occasionally required to work as a driver for duty vehicles as well as special equipment such as material handling equipment, tow truck, etc.

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

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

4. QUALIFICATIONS

ESSENTIALS

Education/Training

Secondary education and basic training for specific task related skills, with 2 years experience.

Professional experience

Experience with Logistic management

2 – 3 years ' experience in fleet operations, dispatching, logistics coordination, or transport administration.

Understanding of work place health and safety requirements

Language

- Must have an English Standard Language Proficiency level of SLP 3322 in Listening and Speaking, and " Functional " in Reading and Writing, based on NATO standards.

DESIRABLE ASSETS

Education/Training

NATO Course: LOG-LG-3848 - NATO Movement and Transportation Course

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

Drivers licence for truck over 3.5 t and trailer (or equivalent to HN license type 'C' and 'C+E')

Certificate to operate a 5 ton forklift and other material handling equipment

Professional experience

Experience in managing and organising personnel with some experience of accounts.

Experience within a government or public sector environment.

Language

Italian language Standard Language Proficiency level of “ Professional ” in Listening, Speaking, Reading and Writing (SLP 3333 based on NATO standards).

5. POSITION AND CANDIDATE PROFILE

Personal attributes

The incumbent have excellent judgement and organisational abilities in order to manage the transportation operations of the Office. Must have good inter personal and communication skills as well as diplomacy when dealing with personnel.

Requires considerable discretion and tact. Must be able to identify and quickly react to critical tasking and determine which issues to refer to supervisor. Must be flexible and adaptive, using own judgement and initiative to resolve conflicts. Capable of handling details.

Professional contacts

The incumbent regularly maintains contact with JFCNP BSG stakeholders involved in transportation management.

Interacts on a daily basis with BSG officers.

Contribution to the objectives

The incumbent ensures the most effective support for JFCNP transportation demands. Performance may have an impact on the efficiency of the headquarters.

There are no reporting responsibilities.

This post reports to: Section Head (Transportation) - OF-2

This post does not deputises anybody. This post is not deputised by anybody.

6. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade G8 in Italy is Euro 3,586.64 which may be augmented by allowances based on the selected staff member ' s eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

7. HOW TO APPLY:

HQ JFC Naples uses NATO Talent Acquisition Platform (NTAP), namely, TALEO.

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 the Headquarters of interest.

Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as “ please see attached CV ” , or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application forms must be filled out in English.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgment please make sure the submission process is completed, or, re-submit the application.

Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of University diplomas listing the exams sustained, transcripts (that is, list of courses with grades and dates), for all pertinent university and vocational training courses.

Candidates ' individual telephone or email enquiries about the submission of their applications cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

Note that once you create your profile, you will be able to use it on NTAP to apply for similar vacancies within NATO.

Additional information:

A NATO security clearance and approval of the candidate ' s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates ' national authorities.

External Description

Description - External

LOCATION: ACO/Headquarters Allied Joint Force Command Naples, Naples, Lago Patria (ITA)

DIVISION: Base Support Group

DIRECTORATE: Management Directorate

TITLE: Staff Assistant (Dispatch and maintenance)

GRADE: B3/G8

1. POST CONTEXT

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO ' s three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR ' s Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Management Directorate integrates, coordinates and implements services and activities to support, facilitate and contribute to the full JF HQ mission spectrum.

The Base Support Group is responsible for the Real Life Support (RLS) of the HQ and its staff (including families).

The Base Support Management Branch (BSM) provides internal base management and administrative services for JFCNP personnel and supported elements.

The Transportation Section (TP) is responsible for the provision of road transportation services for personnel travelling on official duty utilising either a NATO common funded vehicle or other commercially sourced service.

Within the Section, the incumbent is responsible for providing and managing transportation services and special equipment to ensure the provision of responsive, efficient and economical support.

2. DUTIES

The incumbent's duties are:

- o Receives, reviews, and prioritizes transportation requests, assigning vehicles and drivers accordingly.
- o Manages the dispatch log of all vehicle movements and related schedules.
- o Coordinates special transportation requirements (VIP transport, emergency trips, equipment transport).
- o Tracks vehicle locations and status to ensure timely service delivery.
- o Monitors fuel usage, mileage, and vehicle utilization.
- o Maintains direct lines of communication with drivers.
- o Provide drivers with trip details, route instructions, and updates.
- o Act as the primary POC for transportation-related inquiries, inclusive of Exercises and Conferences.
- o Responsible for the coordination and administration of vehicles ' maintenance.
- o Responsible for the administration of staff and assets of the Transportation Section, maintaining records of trips, fuel consumption, maintenance, and driver assignments, preparing periodic reports on fleet usage, operational efficiency, and costs, and tracking vehicles ' insurance, registration, and inspection validity.
- o Ensures adherence to environmental, health, and safety laws regarding the operation of vehicles.
- o Ensure drivers comply with traffic laws, organizational policies, and safety regulations.
- o Monitor driver licenses and certifications for validity.
- o Report accidents, incidents, or violations and assist in investigations.
- o Manages all aspects of transportation coordination during emergencies or urgent operational needs.
- o Manages complaints or service concerns and propose corrective actions.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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

The incumbent may be occasionally required to work as a driver for duty vehicles as well as special equipment such as material handling equipment, tow truck, etc.

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

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

4. QUALIFICATIONS

ESSENTIALS

Education/Training

Secondary education and basic training for specific task related skills, with 2 years experience.

Professional experience

Experience with Logistic management

2 – 3 years ' experience in fleet operations, dispatching, logistics coordination, or transport administration.

Understanding of work place health and safety requirements

Language

- Must have an English Standard Language Proficiency level of SLP 3322 in Listening and Speaking, and “ Functional ” in Reading and Writing, based on NATO standards.

DESIRABLE ASSETS

Education/Training

NATO Course: LOG-LG-3848 - NATO Movement and Transportation Course

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

Drivers licence for truck over 3.5 t and trailer (or equivalent to HN license type 'C' and 'C+E')

Certificate to operate a 5 ton forklift and other material handling equipment

Professional experience

Experience in managing and organising personnel with some experience of accounts.

Experience within a government or public sector environment.

Language

Italian language Standard Language Proficiency level of “ Professional ” in Listening, Speaking, Reading and Writing (SLP 3333 based on NATO standards).

5. POSITION AND CANDIDATE PROFILE

Personal attributes

The incumbent have excellent judgement and organisational abilities in order to manage the transportation operations of the Office. Must have good inter personal and communication skills as well as diplomacy when dealing with personnel.

Requires considerable discretion and tact. Must be able to identify and quickly react to critical tasking and determine which issues to refer to supervisor. Must be flexible and adaptive, using own judgement and initiative to resolve conflicts.

Capable of handling details.

Professional contacts

The incumbent regularly maintains contact with JFCNP BSG stakeholders involved in transportation management.

Interacts on a daily basis with BSG officers.

Contribution to the objectives

The incumbent ensures the most effective support for JFCNP transportation demands. Performance may have an impact on the efficiency of the headquarters.

There are no reporting responsibilities.

This post reports to: Section Head (Transportation) - OF-2

This post does not deputises anybody. This post is not deputised by anybody.

6. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade G8 in Italy is Euro 3,586.64 which may be augmented by allowances based on the selected staff member ' s eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

7. HOW TO APPLY:

HQ JFC Naples uses NATO Talent Acquisition Platform (NTAP), namely, TALEO.

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 the Headquarters of interest.

Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as “ please see attached CV ” , or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application forms must be filled out in English.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgment please make sure the submission process is completed, or, re-submit the application.

Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of University diplomas listing the exams sustained, transcripts (that is, list of courses with grades and dates), for all pertinent university and vocational training courses.

Candidates ' individual telephone or email enquiries about the submission of their applications cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

Note that once you create your profile, you will be able to use it on NTAP to apply for similar vacancies within NATO.

Additional information:

A NATO security clearance and approval of the candidate ' s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates ' national authorities.