

Assistant (Life Cycle Management) (260348)

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 Assistant (Life Cycle Management)	Post Number OJS RHCX 0090	Number of Openings 1
Grade NATO Grade G10	Clearance Level NS	Eligibility All NATO member states
Justification Replacement		

Structure

Organization *

Agency	Joint Force Command Naples (JFCNP)
Level 2	DCOS Operations

Primary Location *

Country	Italy
City	Naples

Job Field *

Domain	Management and Operations Support
Sub Domain	Human Resources

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
Monthly

Minimum Salary
4150.63

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)
DIRECTORATE: Support Directorate
DIVISION: J1
TITLE: Staff Assistant (Life Cycle Management)
GRADE: G10
POST NUMBER: OJS RHCX 0090
SECURITY CLEARANCE: NATO S E C R E T

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 Support Directorate is responsible for planning, directing, monitoring, assessing and coordinating support staff functions.

The J1 Division is responsible for planning, preparing, executing and developing the human resources plans and programmes for JF HQ and supported organizations.

The Civilian Personnel Branch is a shared services provider for NATO bodies, units, and/or activities, for which it plans, executes, develops and implements policies and procedures pertaining to procurement, life-cycle management, training, remuneration, deployment and separation of their civilian human resources.

The incumbent supports HQ JFCNP and served organizations by implementing human resources programs.

2. DUTIES

The incumbent's duties are:

Manage the total security clearance program for all administered staff and potential employees. Instruct applicants on national procedures for obtaining initial or updated security clearances. Maintain contact with national security authorities responsible for issuing clearances. Ensure compliance with standing NATO and/or organizational security clearance policies. Maintain security clearance database ensuring that national timelines are met.

Support the Staff Officer (CRO) in all functions pertaining to the deployment of NATO Civilians. In particular, manage pre-deployment training and procurement, delivery, inventory, and disposition of applicable clothing and protective equipment pertaining to deployment.

Support the Staff Officer (CRO) in all functions pertaining to the management of International and Local Civilian Hires in theatre.

Support the Staff Officer (CRO) in all functions pertaining to the participation of civilians in exercises.

Utilize and update APMS and local CHRM databases which may be used to produce ID card requests, certificates of employment, reports, statistical data, etc.

Perform duties as divisional travel clerk responsible also for civilian home leave of administered NATO civilians.

Perform duties as alternate Terminal Area Security Officer (TASO) and, when assigned by Branch Head, act as Division Security Officer (DSO), Branch Security Officer (BSO), Memorandum Receipt Account Holder (MRAH), CIS Support Officer (CSO) and supply clerk.

8. Performs the duties of other LCM B-grades when directed.

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 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.

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

ESSENTIAL

Education/Training

Higher Secondary education and intermediate vocational training in human resources management, business administration, law, social sciences, or related field, public administration or related discipline which might lead to a formal qualification with 2 years experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

Experience

Experience in personnel administration and personnel management.

Professional experience in office/general administration practices.

Experience in application of Personnel Regulations.

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

DESIRABLE ASSETS

Education/Training

Advanced vocational education in:

Host Nation Labour Law

Host Nation Social Security Legislation.

Experience

Experience in application of NATO Civilian Personnel Regulations (NCPR's), ACO Directives and relevant NATO publications.

Experience in application of Host Nation Labour Law and Social security Legislation

Italian Standard Language Proficiency level of SLP 3333 in Listening, Reading, Speaking and Writing, based on NATO standards.

5. POSITION AND CANDIDATE PROFILE

Personal attributes

Uses judgment in prioritizing responsibilities, planning and organizing own tasks, such as contracting and maintenance of employment life-cycle suspenses. Uses own initiative, recommends improvements in office administrative policies and procedures. Integrity, discretion and interpersonal sensitivity are called for, as the incumbent handles private personal information and interacts with staff on actions of a reserved and delicate nature, such as personal/private circumstances of staff, staff evaluations, grievances, and proposed disciplinary actions. Strong teamwork skills, planning, organizing, critical thinking, commitment, and energy will allow the incumbent to administer the employment life-cycle function effectively and efficiently. Adherence to established deadlines and suspenses requires the ability to handle details and to exercise judgment in setting priorities. Uses judgment in prioritizing responsibilities, planning and organizing own tasks, such as contracting and maintenance of employment life-cycle suspenses. Uses own initiative, recommends improvements in office administrative policies and procedures. Integrity, discretion and interpersonal sensitivity are called for, as the incumbent handles private personal information and interacts with staff on actions of a reserved and delicate nature, such as personal/private circumstances of staff, staff evaluations, grievances, and proposed disciplinary actions. Strong teamwork skills, planning, organizing, critical thinking, commitment, and energy will allow the incumbent to administer the employment life-cycle function effectively and efficiently. Adherence to established deadlines and suspenses requires the ability to handle details and to exercise judgment in setting priorities. The post requires deployment to forward headquarters in order to meet specific requirements or to face significant gaps in the HR-domain in a given CRO HQ. If and when deployed to an unspecified remote location, the work environment and the associated operational working conditions may require exceptional flexibility in terms of working hours, high stress tolerance, maturity, significant open-mindedness in working in different cultural context s.

Managerial Responsibilities

Planning and coordinating most daily work details in accordance with rules and regulations. Some degree of control over given priorities. Participates in working groups on execution of NATO/Host Nation policies. In this vest might be assigned with coordinating responsibilities at low level.

Professional contacts

Apart from work associates, the incumbent has frequent professional contact with civilian staff and their raters, with officers and higher ranked civilian raters and/or complaint committee/ disciplinary board members. External contacts include co-ordination with supported collocated commands and higher headquarters at various levels, with (host nation) authorities/ agencies such as labour office and social security agencies and with nominated candidates for employment, with students applying for internships and their educational institutes. Participates in working groups on execution of NATO/Host Nation policies. Contacts may involve providing information, advice or low level guidance on routine issues. May also be required to discuss and negotiate at own level.

Contribution to Objectives

The incumbent ' s role in performing the assigned duties is crucial for the execution of the acquisition process and for the maintenance of the employment life-cycle management program. The incumbent prepares legally binding documents such as employment contracts etc. The incumbent is required to perform the assigned duties diligently as they have legal and personnel management implications for the organization and will have an impact on the headquarters' activities and associated reputation. The work requires the incumbent to evaluate and solve varying problems resulting out of dissimilar or totally new issues. Unique problems of a wide variety require analytical, constructive and even innovative thinking and judgment. The work covers many dissimilar subjects that require different level of intellectual skills. Especially, but not exclusively, in the CRO domain, the work would be based on a wide range of broad policies, procedures and minimum supervision. Consequently, analytical, constructive thinking, evaluation are required for the determination of best courses of action. The complexity of work context results in actions that may substantially impact on efficiency, image, and financial resources of the HQ.

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 G10 in Italy is Euro 4,150.63 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:

JFCNP uses NATO Talent Acquisition Platform.

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 HQ JFC Naples.

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

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.

Additional information:

A NATO security clearance of the level required by the position, 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.

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External Description

Description - External

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