



JWC VACANCY NOTICE
260430

Job Title: Temporary post Staff Assistant (Civilian Human Resources)

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time (37.5 hours per week)

Grade: TEMP

Basic Salary (Pay Basis): 66,309 NOK Monthly

Clearance Level: NATO Secret (NS)

Application Deadline: 23 March 2026

Tentative Interview Day: 27 March 2026

Description

Are you a HR Generalist available for a temporary assignment?

Join us at NATO's Joint Warfare Centre (JWC) as the **Staff Assistant (Civilian Human Resources)** where you will get experience in a variety of HR duties in an international organisation!

Duties

The successful candidate can expect to assist in the following tasks:

- Routine reviews of job descriptions, screen for compliance with workforce and personnel regulations and provide routine editorial changes.
- Provide administrative support to recruitment procedures and selection boards.
- Maintain regular contact with selected candidates and provide support and guidance until recruitment is completed.
- Administer leave, attendance and overtime records. Provide support and guidance to staff on the Monthly Attendance System.
- Prepare and distribute correspondence to staff.
- Compile and maintain personnel files and digital records.
- Assist with renewals or changes of current Security Clearances for all staff members. Coordinates with various national security authorities.
- Create requisitions and approve payments. Assist with budget input and verification.
- Participate in other HR projects/initiatives linked to JWC HRs vision for 2030:
"We build a diverse, capable, and future ready workforce through a holistic talent lifecycle aligned to the organisation's strategic vision. We ensure the JWC structure remains fit for purpose through continuous, iterative improvement. We empower staff with digital capability,

use data driven insights to guide impactful decisions, and foster innovation through thoughtful risk taking.”

What we are looking for:

A HR generalist with at least two years of relevant work experience in human resources. You will have great communication skills, and take pride in providing excellent customer service. You will be capable of identifying, evaluating and resolving complex cases, whilst ensuring compliance with procedures and regulations. Attention to detail and a methodical approach will be key strengths. Strong digital skills are beneficial.

We offer:

- **Contract:** in accordance with the NATO Civilian Personnel Regulations, temporary personnel may not be employed for more than 6 months for the same assignment. However, if later required, contracts may be extended for another period of up to 6 months.
- **Salary:** the remuneration of temporary personnel will be specified in their contracts. It is not exempt from taxation. Temporary personnel are responsible for acquitting themselves of their responsibilities for the payment of taxes.
- **Benefits package:** temporary personnel are covered by a benefits package which consists of pension contributions by the Organization (12% of basic salary), medical and accident benefits (death and invalidity) provided under the NATO Group insurance contract. 2.5 paid days of leave per month. For staff eligible under NATO rules, there is also a dependent child allowance and coverage for dependent children for medical benefits.

HOW TO APPLY FOR A TEMPORARY POST AT JWC:

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>).

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

It is a condition of employment that before a temporary staff member can be appointed, the organization must have received a valid security clearance (minimum NATO Secret) from the government of the country or countries of which they are a national.

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications will not be accepted after the deadline.

Remarks:

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.

For any queries, please contact the Joint Warfare Centre Recruitment Team at jwc.recruitment@nato.int