

Staff Assistant, Conference and VTC Services (260471)

Status
Open

Recruiter
Turco, Sabrina

Status Details
Sourcing

Hiring Manager
Carbone, Antonella Maria

Primary Location *
Italy > Naples

Requisition Type
Professional

Hired Candidates
0 out of 1

Vacancy Administration

Identification

Requisition Title
Staff Assistant, Conference and VTC
Services

Post Number
OJS ZXUX 0061

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 Conference Management

Sub Domain Conference Management

Owners

Recruiter
Turco, Sabrina

Hiring Manager
Carbone, Antonella Maria

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

Budget

Currency - Budget Section
Euro (EUR)

Selection Plan

Selection Tools
Written test, Language test, Interview

Vacancy Notice

Internal Description

Description - Internal
Job/Post Number: OJS ZXUX 0061
Post Title: Staff Assistant, Conference and VTC Services
NATO Grade: G8 (B-3)
NATO Security Clearance: NATO S E C R E T
Monthly salary: EURO 3,683.48

DISCLAIMER: NEWLY APPROVED PE POST PENDING FUNDS APPROVAL. A CONTRACT OF EMPLOYMENT WILL BE OFFERED UPON BUDGET COMMITTEE'S APPROVAL.

1. Post Context/Post Summary

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 synchronizes 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 (MGT) directs the HQ staffing, workflow and protocol activities, internal security, identifies efficiency measures to organisational and procedural issues being responsible for internal control, ensures information management and data protection and provides essential support services and facilities management. The incumbent co-ordinates protocol related VIP-visits and conference room support services.

2. Principal Duties

The incumbent's duties are:

- Obtains list of conference attendees and seating arrangements.
- Prepares name cards/table cards as necessary and sets up conference table/conference rooms.
- Keeps track of security classification and measures taken to ensure compliance.
- Determines audio-visual needs and ensures availability of correct equipment for each conference.
- Monitors/adjusts sound system during meetings/conferences.
- Orders and provides refreshments for conferences and visits.
- Conference rooms reservations.
- VTC Operator Protocol Branch/Command Group.
- Provides coordination, support and maintenance of audiovisual equipments in fixed and deployed conference spaces.
- Provides, as a voice, data and videocommunication specialist, installation and maintenance of all related equipments.
- Supports VTC and coordinates Conference Room booking.
- Provides routine admin support in the main Protocol Office, as directed.
- Supports Command Group Briefings.
- Provides administrative support to CG Level conferences.
- Undertakes work as part of a project team or working group as directed or assigned.

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 TDY assignments both within and outside NATO ' s boundaries and be willing to work unsocial hours.

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. Education and Training

Higher Secondary education and completed higher vocational training in business administration, finance, economics or related field, law, public administration or related discipline leading to a formal technical or professional certification with 3 years function related experience,
or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

b. Experience and Qualifications

- Proven experience in protocol and institutional ceremonial procedures and duties within governmental, private sector or international organizations
- Proven experience organizing, setting up and managing meeting rooms for official meetings, ceremonies and high-level engagements, to include coordination of seating arrangements, protocol layouts, and event requirements, and coordination with distinguished visitors, delegations, and host nation stakeholders in support of protocol events, including ceremonies, conferences, HQ visits, and associated transportation arrangements
- Experience and knowledge as VTC operator, determining audio-visual needs and ensuring availability, installation and maintenance of correct equipment for conference rooms

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.

5. DESIRABLE ASSETS

a. Professional Experience

Experience supporting protocol activities within NATO or an international/multinational environment

Experience coordinating official visits, ceremonies, or high-level events involving senior military or civilian leadership

6. Attributes/Competencies

- **Personal Attributes:** The post requires abilities to adapt, to think according to Protocol guidance and common sense, to be flexible and to be reactive with tact. The concept of service to Command Group and Flag/General officers (military authorities) is very important and includes great availability.
- **Professional Contacts:** The teamwork is essential. Furthermore, there are numerous contacts with authorities. The post needs a good sense of relationships and discretion.
- **Contribution To Objectives:** The achievement of the objectives for the Command Group is the main issue. There are no reporting responsibilities. This post reports to: Branch Head (Protocol) - OF-4. This post does not deputise anybody. This post is not deputised by anybody.

7. 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 3,683.48 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.

8. HOW TO APPLY:

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

2. 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. Relevant education and certificates must be attached to the application form.

3. 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.

4. 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.

5. Candidates ' individual telephone or email enquiries about the submission of their applications cannot be dealt with. All candidates will receive a message 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 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 and approval of the candidate ' s medical file by the NATO Medical Advisor 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. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit <https://www.nato.int/cps/en/natolive/86790.htm>

External Description

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