

## **NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT AT JOINT FORCE COMMAND BRUNSSUM HEADQUARTERS**



### **Our Requirement:**

Title: Staff Assistant (Digital Preservation) – NATO 2030

NATO International Civilian Grade: 10

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 19 April 2026

### **Our organisation**

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by SACEUR.

The Management Directorate enables the full range of HQ functions through the coordination of services and activities.

The Information and Knowledge Management Branch (IKM) is responsible for the management of information within JFC Brunssum from cradle to grave.

The Records Centre and Archives Cell manages incoming and outgoing correspondence as well as executing the archive policy.

The incumbent supports the Command Archivist in preservation and access of operational records, as well as archival processing, in accordance with the archive policy.

### **The main duties of Staff Assistant (Digital Preservation) are to:**

- Process operational digital records for long-term preservation and access.
- Provide guidance on file formats and conversion to support long-term preservation.
- Prepare operational records for submission to the NATO Archives.
- Report on the progress of the project to the Command Archivist and other stakeholders on a regular basis.
- Liaise with NCI Agency Data Sciences team to optimize processing software to enhance archival processing.
- Appraise operational records for value in accordance with NATO retention schedules.
- Organise, process and assign metadata to electronic operational records.
- Prepare archival descriptions for records to enhance access.
- Aid in the handling of requests for information involving operational records.

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.

**Required Qualifications are:**

- English – good – NATO Standard Language Proficiency 3322.  
(Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.  
*NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.*
- Secondary education and completed vocational training in archival, library science or in related discipline.
- Proven knowledge of contemporary archival and records management principles and practices.
- Minimum 2 years of professional experience in processing digital records for long-term preservation.
- Professional experience creating digital file formats for long term preservation.
- Professional experience creating metadata packages for long term preservation.
- Knowledge of software and hardware requirements for long term preservation.

**Desirable Qualifications are:**

- Knowledge of international military operations, in particular International Security Assistance Force (ISAF)/ Resolute Support (RS).
- Professional experience in implementing a long term preservation programme.
- Knowledge of trusted digital repositories.
- Completion of relevant courses/training for this position

**The successful candidate possesses following personal attributes:**

- ✓ Good communication skills, both oral and written - able to communicate at all levels;
- ✓ Good interpersonal skills including tact and diplomacy;
- ✓ Ability to collaborate and work with different stakeholders;
- ✓ Good problem solving skills;
- ✓ Good analytical skills;
- ✓ Good attention to details.

The successful selected candidate must be able to obtain and maintain a security clearance and is required to pass a medical examination before an employment contract offer will be released. The medical examination will take place with our medical consultant, is required to determine if the recommended candidate is fit to perform the duties and is deployable to NATO's areas of operation.

This requirement is in support of the [NATO 2030](#) agenda.

The successful candidate will be offered a 3-year definite duration contract as NATO International Civilian (NIC); remuneration will be exempt from taxation and allowances will be applied whenever applicable.

For serving NATO international Civilians: contract will be offered in accordance with the NATO Civilian Personnel Regulations and the additional Nations' guidance (MCM-0061-2023 for NATO 2030 Project Linked NICs). The selected staff member will get a definite duration contract regardless of the current contract, with the exception of the case when they have more than 10 years of service, in which case they will receive an indefinite duration contract.

Due date for receipt of applications: Sunday, 19 April 2026, 23:59.

Candidates have to apply electronically in NATO Talent Acquisition Program:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

**IMPORTANT:**

**Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences. Your answers must be comprehensive and stand alone; do not rely on attached documents for essential information (*Attachments are supporting documents and should not be referred to in the job submission*). For example, if a pre-selection question asks you to justify how you meet the minimum experience requirement, you must explicitly detail in the answer box *how* your experience directly aligns with, or exceeds, the stated requirement. Simply stating you meet the requirement is insufficient; provide concrete examples and quantifiable details.**

**Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates.**