



JWC VACANCY
NOTICE 260623

Job Title: Staff Assistant (E&T Functional Services Technologist)

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time

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

Grade: B4/G10

Clearance Level: NATO Secret (NS)

Application Deadline: 3 May 2026

Description

NATO's Joint Warfare Centre (JWC) is looking for a motivated and experienced **Functional Service Technologist** to support the planning and execution of joint operational-level training. The role contributes to exercise planning, IM/C4 support, and the delivery of Functional Services (FS) essential to establishing and maintaining NATO training and exercise environments. The position helps translate exercise requirements into technical solutions and bridges the gap between operational users and technical service providers.

Summary

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness.

Functional Services (FS) Support and Management is a critical enabler for JWC and requires extended technical knowledge in NATO tools, systems and services in order to establish and maintain NATO Training/Exercises environments. The post Functional Service Technologist will focus on super user tasks for FS which require special skills sets and a qualified and trained expertise to work on technical set ups, as well as on operational contents focusing on filling the gap between user community and technical services.

Please note that the JWC is currently trialling a new organizational structure. Consequently, reporting lines, functional alignments and some duties may differ slightly from those outlined in the vacancy notice.

Principal Duties

The incumbent's duties are:

- Support the Functional Service Support Manager and IMC4 Webmaster with technical super user tasks for core business functional services (TOPFAS, LOGFAS, INTEL FS, JTLS and JEMM) in all the exercise phases from planning to execution.
- The overall functional service technical assistant as super user for JWC core business support, has to ensure that the information/functional services needs of the business are to be met. This encompasses:
 - Operating and maintaining of the data content, data security the management and storage of electronic content and the analysis of information structure (including logical analysis of Functional Service data and metadata).
 - Ensuring of Functional Service database content is in compliance with regulations, standards and codes of good practice.
 - Responsibility for the Functional Service accessibility, consistency and protection of electronic information.
 - Maintaining and implementing data base and functional service handling procedures.
 - Identifying and complying with relevant organisational policies and procedures including version update control.
 - Ensuring that functional services are managed effectively.
- Collaborate with the IMC4 webmaster in developing exercise websites and collaborative tools by providing technical expertise within Exercise, Training, Education and Evaluation Functional Services (ETEE FS).
- Provide support for the EXCON functional services (e.g., Logistics Functional Services (LOGFAS), Tool for Operational Planning Functional Service (TOPFAS), Lessons Learned Management Tool (LLMT) and Intelligence Functional System (INTELFS)) to include user rights and day-to-day administration and management of exercise related information.
- Provide functional services support for the Training Team and Senior Mentors deploying to external exercise locations by remote administration, on call support and interfacing with the technical staff of Training Audience and Services Provider.
- As the super user for NATO functional services, plan and organize user oriented electronic work environments for JWC staff and interact with both exercise users and system administrators to resolve CIS and Content related issues.
- Provide NATO Functional Service support for all JWC Functional Areas (Scenario, Content, CAX, TT, QA) on FS Support Manager supervision. This includes:
 - Organising and delivering of FS basic user training to JWC personnel during Newcomers Training and pre-deployment training.
 - Training of EXCEN and Training Teams with the use of these services during exercises.

- Monitoring of the use of these services during JWC exercises with the objective to improve the quality of training delivered by the JWC training teams (train the trainer).

Essential Qualifications

Education/Training

- Higher Secondary education and intermediate vocational training in library, information science, management information systems, computer science or related discipline which might lead to a formal qualification with 2 years of 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

- Previous working experience in a variety of functional services, web-based software applications and technical database administration.
- Previous working experience as a super user of content management software.
- Working experience in providing user skills focused IT training (i.e., teaching non-technical professionals computer skills and IT best practices).

Language

English – Upper Intermediate/Advanced

Desirable Qualifications

Professional Experience

- Previous relevant experience in an international organisation, preferably NATO.
- Expertise in using a variety of database (e.g., MS Access) and web-based software applications applicable to NATO CIS infrastructures.
- Previous experience in user management related to FS tools (e.g., LOGFAS, TOPFAS, LLMT, INTEL FS, JTLS and JEMM) - or equivalent.
- Previous experience working with IKM Tools (e.g. DHS/EDMS).

Attributes/Competencies

Works with minimal supervision. Considerable maturity and professional judgment is required to make recommendations on how to manage large amounts of data into useful information, taking account of available directions and guidance.

Possesses excellent interpersonal and communication skills. Works in a multicultural environment and must use tact and persuasion when dealing with senior officials.

Ability to cope with stress. There is a requirement to work under pressure, with high workload and some irregular working hours.

Work Environment

The work is normally performed in an office environment.

NOTE: The work both oral and written in this post and in this headquarters as a whole is conducted mainly in English.

How To Apply For a NATO Civilian Post at JWC:

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 are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.

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.

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.

Notes for candidates: The candidature of NATO redundant staff at grade G10/B-4 will be considered before any other candidates.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade G10/B-4, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

Contract:

The successful applicant will be offered a three year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Salary:

Starting basic salary is NOK 66,309.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

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