

NATO UNCLASSIFIED

Notification of a vacancy	
Post/Vacancy Number :	PM002
Grade :	B3
Title :	Administrative Assistant
Division/Office :	Programme Support Division
NATO Body :	NAPMA
Location/Country :	Brunssum, The Netherlands
Closing Date :	25 October 2019
Point of Contact :	Human Resources & Travel Section +31 (0)45 5262788

Duties:

Responsible to Chief Programme Management Division (PM001) for the following duties:

- Preparing documents, briefings, spreadsheets and routine official correspondence using MS Office products and ensures the accuracy and proper formatting of these documents.
- Assisting in the tracking of Programme related Action Items, Contracts Letters and Data deliverables (CDRLs) using automated tools, ensures timely replies.
- Organizing and scheduling meetings, booking conference rooms, ensuring necessary IT equipment is in place and captures all action items.
- Assisting in the preparation of regularly scheduled presentations and reports.
- Coordinating travel arrangements, prepares visit notifications, assisting the staff member with the execution of their mission and preparing expense reports.
- Maintaining an effective means of tracking Agency suspense's (Tasker Tracker) and ensures the Division provides timely responses.
- Drafting memoranda and cover letters to documents to be forwarded to in-house offices, and to NATO and national authorities.
- Performing the clerical functions for the Division with respect to NAPMA's Management Directives, Operating Instructions, leave and attendance schedules and telephone directory.
- Assisting with day-to-day Division administration to include:
 - a. Acting as point of contact for the Division by answering enquiries and incoming calls;
 - b. Writing and distributing email, correspondence memos, letters, faxes and forms;
 - c. Acting as the point of contact for external visitors and provides general support to visitors while at NAPMA;
 - d. Carrying out administrative duties such as filing, typing, copying, binding, scanning etc.
 - e. Developing and maintaining a filing system;
 - f. Maintaining lists of internal and external contacts;
 - g. Resolving administrative problems;
 - h. Ordering office supplies as required.
- Attending training courses relevant to the above duties.
- Performing other related duties as assigned.

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Qualifications:

Required:

Higher secondary school level complemented by administration school or equivalent training; At least 3 years of experience as an administrative assistant or secretary; Good general knowledge of MS Office (MS Excel and MS PowerPoint, in particular) suite; Ability to use a personal computer and its associated software applications; Good time management skills, problem solving skills and the ability to prioritize work; Excellent written and verbal communication skills; Strong organizational skills with the ability to multi-task; Experience in assisting with project administration.

Desired:

Previous working experience in a NATO environment Experience with Enterprise Resource Planning (ERP) systems or equivalent.

Must be fluent in one of the two NATO Official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

Any applicant should be in possession of a NATO Secret (NS) security clearance.

A NAPMA Application Form of any applicant is requested to be forwarded to NAPMA, Attn: Human Resources & Travel Officer, PO Box 8002, 6440 HA Brunssum, The Netherlands, no later than Friday, 25 October 2019. Should you have further questions, please contact our Human Resources & Travel Officer, Tel (31)45-526-2788 or via e-mail at recruitment@napma.nato.int.