

**NAHEMA**  
**NATO HELICOPTER DESIGN & DEVELOPMENT, PRODUCTION**  
**AND LOGISTICS MANAGEMENT AGENCY**

**JOB DESCRIPTION**

<b>DIVISION:</b>	<b>Administrative</b>	
<b>SECTION:</b>	<b>PERSONNEL, BUDGET &amp; FINANCE</b>	
<b>POST TITLE:</b>	<b>Personnel Assistant</b>	
<b>POST No.:</b>	<b>322</b>	
<b>GRADE:</b>	<b>B5</b>	<b>ABBREV. TITLE: ADM/PBF/PADM</b>

**PURPOSE OF THE POST**

The Assistant Personnel performs day-by-day activities in the field of administration of personnel of the Agency.

Purpose and duties of this post may change during the course of the initial 3 year contract.

**DUTIES**

The incumbent of this post is responsible to the Personnel Administrator for:

1. Execution of day-by-day activities for recruitment and discharge of personnel.
2. Update of personnel files and personnel statistics.
3. Initiation and completion of staff reports.
4. Execution of procedures linked to immunities and privileges.
5. Calculation of reimbursements and any other activity related to travels, leave and removals.
6. Arrangement of duty trips.
7. Registration of leave records.
8. Performing any other duties for the benefit of the programme, within the frame of his/her competencies, as required by his/her hierarchical superiors.

**PERSONAL SKILL, QUALIFICATION AND EXPERIENCE**

**Essential:**

1. Experience in personnel and financial administration.
2. Ability to work with MS OFFICE.
3. Basic experience in a multinational working environment.
4. A good knowledge of written and spoken English
5. A NATO SECRET Security Clearance.