

Applications for civilian vacancies at JFC HQ Brunssum, NCSA Sector Brunssum and 1 NATO Signal Battalion can be sent by mail to:

**Recruitment Cell
Civilian Human Resources Section
Human Resources Branch
Resources Directorate
JFC HQ BRUNSSUM
PO Box 270
6440 AG BRUNSSUM
The Netherlands**

Telephone: (0031) (0) 45526 3700 / 2612

E-mail: recruitment@jfcbs.nato.int

General Information for Applicants *(Please read carefully).*

Only applications from nationals of one of the 28 NATO countries can be accepted.

Official Allied Command Operations (ACO) application forms (ACO Form @169) and the additional 'Education/Training Record' can be downloaded via: www.jfcbs.nato.int

Completed official application forms quoting the post title and post number should reach the Civilian Human Resources Branch at the above address, not later than the closing date as indicated on the respective vacancy announcement(s).

For the completion of the application form please note:

- Application forms are only acceptable as **hardcopies**.
- Application forms should be accompanied by the additional 'Education/Training Record', fully completed.
- Application forms should be accompanied by copies of diploma's/certificates of **relevant** qualifications as required for the post. Any such documents, other than in the English, Dutch or German language, should be translated into English (if possible attached as a certified translation). Please note that an official institution may assess value and validity of diploma's and certificates.
- Application forms should be forwarded in quadruplicate; one signed original plus three photocopies.
- In case of multiple applications within the same headquarters, applicants should send separate application forms for each post. On each application they have to refer to the other post(s) in which they are interested and have applied for, listing them in order of their preference.
- If you are, or have been, a NATO civilian, please indicate current/last grade and enclose a copy of your job description.
- Active NATO Civilian Staff, serving at other NATO organisations, must send their application forms through their own Civilian Personnel Office.
- Turkish Nationals applying for A-grade posts, not being NATO Civilian Serving Staff should apply through the permanent delegation of Turkey to NATO.

Salary and conditions of employment will be in accordance with the NATO Civilian Personnel Regulations. The organisation offers excellent salaries (exempted from income tax) and employment conditions, commensurate with those of other international organisations.

Employment Contracts:

JFC HQ Brunssum: Except when otherwise stipulated, an initial contract of between one and three years, including a probationary period, will be offered to the selected candidate. On the expiry of this initial contract, if the organisation wishes to retain the services of the staff member concerned, a new contract, generally of indefinite duration, will be offered.

NCSA HQ Brunssum: Except when otherwise stipulated a one-year contract, including a probationary period, will normally be followed by a three-year definite duration contract. On expiry, further contract(s) may be offered on the basis of organisational developments and requirements.

Prior to appointment, selected candidates will be subject to a security investigation through their own nation and might be subject of a pre-employment screening. Furthermore selected candidates are required to pass a medical examination by a doctor approved by the organisation, in order to ensure that they fulfil the physical standards demanded by the exercise of the functions of the post.

The post is to be filled as soon as possible after the closing date. Procedures prior to final employment may however take from several months up to one full year.

Notes:

- Job descriptions may change during the recruitment process as a result of organisational developments and requirements.
- A candidate can only be considered when her/his profile matches the essential qualifications of subject vacancy.
- Applications from serving NATO Civilian Staff with a redundancy status (if any) will be considered with priority.
- In case of candidates with equal qualifications, preference will be given to the candidature of serving NATO Civilian staff applying for the post (if any).
- Confirmation of receipt of the application by this office will be sent generally within two to three weeks after the closing date for subject post announcement(s).
- Unsuccessful applications will not be kept pending future vacancies.
- Please note that due to the large amount of applications received, telephone, e-mail or fax enquiries cannot be dealt with.

Only applications completed in accordance with the above instructions will be taken into consideration.

Open applications (general applications against no vacancy) cannot be taken into consideration.