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NOTIFICATION OF A VACANCY
AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

DUTY LOCATION: BRUNSSUM, NLD

JOB TITLE: Staff Officer (NATO Asset Manager)
JFC HQ Brunssum – J4 Division

GRADE: A-2 POST NUMBER: AF JFBCRC 0470

CLOSING DATE: 6 January 2009

POST CONTEXT:

The International Stability Assistance Force (ISAF) HQ is a NATO multi-national force in Afghanistan designed to assist the Government of Afghanistan in the establishment and maintenance of a safe and secure environment, in order to extend government authority and influence, thereby facilitating Afghanistan's reconstruction and contributing to regional stability in accordance with the NATO mission. Although the post is allocated on the ISAF Crisis Establishment the incumbent works as part of the J4 Division at JFC HQ Brunssum responsible for providing logistics asset management support to ISAF.

REPORTS TO:

Logistics Operations and Plans Branch Head

DUTIES:

Provides asset management support to the ISAF Theatre Asset Manager.
Responsible for the overall accounting, maintenance and reporting of ISAF NATO Funded Equipment (NFE); including motor transportation fleet, shelters, bulk fuel installations, generators.
Provide guidance to ISAF on the NFE life-cycle from procurement to disposal.
Oversees policy and processes relating to NATO assets in ISAF.
Assists Branch Head Logistics Operations and Plans on the development of logistic plans and policy for ISAF.
Assists in completion of plans, training programmes and capability evaluations.
Participates in the assessment of the logistic situation and the sustainment of ISAF on a mid and long-term perspective.
Maintain contact with other NATO HQs and agencies. Prepare meetings and conferences on guidance of Branch Head.
The incumbent is required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.
The incumbent may be required to perform other related duties as directed or assigned.

QUALIFICATIONS

ESSENTIAL

1. Professional/Experience
Qualified, trained and experienced logistics planner with both national and international experience.

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2. Education/Training

University Degree and 2 years post related experience or a Higher Secondary education and completed advanced vocational training in relevant field leading to a professional qualification or accreditation with 4 years post related experience.

3. Language

English: 'GOOD'

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

4. Standard Automatic Data Processing Knowledge

Word Processing, Spreadsheet, Graphic Presentation, Database, E-mail Client/Web Browser: Working Knowledge

DESIRABLE

1. Professional/Experience

Significant experience and knowledge in military logistics operational assignments. Experience working in a NATO HQ environment.

2. Education/Training

NATO based logistics courses: NATO Logistics Course, Operational Logistics Planning Course, NATO Expeditionary Logistics Course, NATO Operational Planning Course, Resource Management Education Programme Course.

3. Language

English: 'VERY GOOD'

CIVILIAN POSTS

1. Personal Attributes:

The incumbent must show initiative and judgment in dealing with a variety of tasks and issues. Must be a quick thinker and be able to handle tasks at short notice. Uses own initiative to propose solutions for unexpected problems and determine which issues to refer to the Branch Head. Must be capable of handling details. Sound judgment and initiative are required in setting priorities within own area of autonomy and in recommending and implementing policy and procedural improvements. Good health, stress tolerance and both ability and willingness to work long hours when required.

2. Managerial Responsibilities:

Responsible for providing day to day asset management support to the ISAF Theatre Asset Manager. However, the incumbent may be required to oversee NATO equipment and funding, all of which will be under the control of multinational teams. Therefore the incumbent will require managerial skills, particularly for communication and problem solving.

3. Professional Contacts:

Apart from work associates, the incumbent has professional contacts on a regular basis with military officers and civilian staff from this and other NATO HQs.

4. Contribution to the Objectives:

The incumbent's successful performance ensures effective reach-back for ISAF logistics operations. The incumbent will be required to directly support the logistics

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effort in the ISAF theatre through communicating the ISAF requirement for logistics and assisting JFCBS in meeting the appropriate NATO Minimum Military Requirement.

5. Work Environment:

The work is normally performed in an Office Environment.

Normal working conditions apply.

The risk of injury is categorized as: No Risk.

Risk might increase when deployed on mission, exercise and TDY depending on the local situation.

REMARKS:

This post may require extensive travel in and out of NATO and incumbent must be able to deploy to ISAF HQ (Kabul, AFG) for up to several months.

Must be able to meet and maintain NATO deployment criteria.

This post has a limited duration, candidates will be offered a two-year definite duration contract including a 6 months probationary period.

CLOSING DATE FOR APPLICATION: 6 January 2009

Before applying: please carefully read 'General information for applicants' published on www.jfcbs.nato.int, **vacancies**.

Any application not in accordance with these instructions will not be accepted.