

NOTIFICATION OF A "B" GRADE VACANCY NATO HQ INTERNATIONAL STAFF

The grade B.3 - Secretary - DEFENCE POLICY AND PLANNING DIVISION - Nuclear Policy Directorate is vacant.

- Location: Brussels
- Contract: three years followed by indefinite duration
- Applications, indicating reference number and job title, **must** be submitted on the NATO application form (a hyperlink is provided at the end of this post description).
- Date limit for applications: **Thursday 18 March 2004.**
- When returning the application form via Internet, a maximum of **one** attachment in A4 format using WORD may be included.
- Please note that **only applicants who succeed in the initial screening will receive a response.**
- Due to the broad interest in NATO and the large number of potential candidates, telephone, e-mail or telefax enquiries **cannot** be dealt with.

POST DESCRIPTION STAFF VACANCY N° B.NET.11(2004)

DIVISION : DEFENCE POLICY AND PLANNING DIVISION
Nuclear Policy Directorate

TITLE : Secretary

GRADE : B.3

SUMMARY:

1. To act in a secretarial capacity for the Nuclear Policy Directorate. This position involves administrative support to the Nuclear Planning Group (NPG) and other bodies.

MAJOR RESPONSIBILITIES:

2. Duties will include:

- (a) managing the administrative unit of the Directorate to ensure efficient operation, timely response within deadlines and requests for assistance;
- (b) keeping track of arriving and departing NPG Staff Group members;
- (c) preparing for weekly NPG Staff Group meetings and some meetings of other bodies;

- in-depth working knowledge of PC software applications (in addition to word-processing) or experience in helping other PC users;
 - shorthand in one of the two official languages of NATO (90 wpm);
 - experience in organising conferences or programme administration;
 - book-keeping expertise;
 - working knowledge of an additional language of a NATO member nation;
 - working knowledge of a Central and Eastern European language;
- (f) have previous experience of secretarial duties (a minimum of 4 years);
- (g) be in good health.

DESIRABLE QUALIFICATION:

5. A knowledge of other languages would be an asset.

NOTE : If the selected candidate does not meet in full the job requirements, she/he will be appointed at the lower grade until such time as all the requirements are met.

[[APPLICATION FORM](#) (PDF)]

[[APPLICATION FORM](#) (WORD)]