



NATO HQ Sarajevo

Administrative Assistant

Political Engagement Support Cell, Sarajevo

VACANCY NOTICE

OFFICE: NATO Political Engagement Support Cell

TITLE: Administrative Assistant

WORKING HOURS: Full time, 38 hours per week

CONTRACT TYPE: 3-year definite duration, with a possibility to extend

LOCATION: Sarajevo, Bosnia and Herzegovina

APPLICATION DEADLINE: 31 May, 2024

1. SUMMARY

The Political Engagement Support Cell (PESC), is part of the NATO presence in Sarajevo which reports to NATO Headquarters in Brussels. It supports the realization of NATO's priorities in Bosnia and Herzegovina (BiH), facilitates political dialogue, promotes partnership cooperation, and contributes to NATO's strategic communication efforts in BiH.

The Administrative Assistant provides support for a broad range of organizational and administrative activities and may act as the principal assistant to one or more senior staff.

2. QUALIFICATIONS AND EXPERIENCE

a. ESSENTIAL

The incumbent must:

- Possess a first level university degree in public or business administration or other relevant field;
- have a minimum of three years of work experience in administration;
- languages: English or French, level 4 (Upper Intermediate); Local language(s), level 6 (Proficient);
- have excellent computer skills (office applications);

- have no criminal record and pass security clearance.

b. DESIRABLE

The following would be considered an advantage:

- Previous work experience in an international organization, embassy, or a military environment;
- Flexibility to work outside of normal working hours when necessary.

3. MAIN ACCOUNTABILITIES

- Organize and manage calendars and provide routine administrative services including to answer phone calls, welcome visitors, prepare office rooms and conference rooms for meetings; take notes during meetings if needed; perform routine office tasks (printing, copying, faxing, etc.); liaise with national government offices on office-related administrative issues;
- Ensure the correct processing of correspondence and records; receive, distribute, track, and file incoming, outgoing, and internal correspondence; enter and retrieve information from files and databases; maintain databases, such as mailing lists, document tracking systems and management reporting systems on the status and completion of work plans;
- Draft standard correspondence; format letters, reports, technical documents, manuscripts, newsletters and other material; prepare graphs, charts and other visual aids for use in meetings, workshops and presentations; search office files and records and select information for use in preparing correspondence, reports, project or programme plans;
- Make arrangements for internal/external meetings, receptions, conferences, and other events; prepare invitations, arrange catering, and other support; prepare minutes and/or notes of meetings; support official visits;
- Prepare and oversee accreditation, in and out processing for all NATO affiliated personnel; prepare VAT exemption memoranda, in coordination with NHQSa and other relevant entities;
- Make travel and hotel arrangements, prepare travel authorizations/claims; maintain the schedules and time sheets of other staff;
- Act as Assistant to the Head PESC and support other international PESC staff members.
- Coordinate PESC budget and financial engagements in line with directions given by the Head of PESC.
- Occasionally translate correspondence and non-technical texts from English into local language(s) and vice versa;
- Maintain a professional, courteous and responsible client-oriented manner and maintain the absolute confidentiality and security of NATO information;
- Liaise with NATO Headquarters Sarajevo on services provided to PESC under the Memorandum of Agreement;
- Maintain records and archive management (in coordination with HQ), and advise on the effective administration of programme and project activities;
- May be required to undertake duty travel.
- Perform other related duties.

4. INTERRELATIONSHIPS

The Administrative Assistant reports to the Head of the Political Cell.

Direct Reports: none

Indirect Reports: none

5. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Works to meet standards.
- Clarity and Accuracy: Monitors and checks work or information.
- Customer Service Orientation: Discovers and meets customer needs.
- Flexibility: Adapts and works effectively within a variety of situations.
- Initiative: Is decisive in a time-sensitive situation.
- Organizational Commitment: Supports the organization.
- Self-Control: Responds calmly.
- Teamwork: Cooperates.

Applicants should possess the citizenship of Bosnia and Herzegovina and/or be permanent residents (with a valid work permit).

4. CONTRACT AND REMUNERATION PACKAGE

For the selected candidate, we offer a competitive salary exempt from taxation, benefits and accident insurance, a generous leave package, and the opportunity to work in a very inspiring international environment. The successful candidate will be offered a 3 year full time contract, renewable subject to the continued requirement and satisfactory performance.

5. HOW TO APPLY

Interested qualified candidates are invited to apply by e-mail to: vacancies@nhqsa.nato.int with the email's subject line reading: "Application - Administrative Assistant".

Candidates are required to enclose the following materials, in English:

1. application form (form A3)
2. a CV/Resume;
3. a short Cover Letter (maximum one page), explaining the candidate's motivation for this particular post and how s/he meets the required qualifications and experience;
4. 4 a list of two-three professional references, including the name, position and contact details for each referee.

The deadline for application is: 31 May, 2024.

Only shortlisted candidates will be contacted, and invited for a written test and interview.

The successful candidate will be offered a contract following a medical and background/security check.

Lokacija: Sarajevo

Datum objave: 24. May 2024.

Datum isteka: 31. May 2024.