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**Specialist (Life Cycle Management) G10/G15 (NAEW&C Force)**

## Role

With a focus on Local Wage Rate (LWR) personnel, the incumbents will provide HR services within the Civilian Personnel (A1) Division. The higher-grade position assumes leading/managing responsibilities related to the listed duties. Assigned duties include but are not limited to:

- Providing support in planning and implementing human resources programs by providing human resources services, including organization and post management, staff acquisition, staffing, employment processing, health and welfare benefits, training and development, records management, Performance Management, safety and health, succession planning, employee relations and retention, and labor relations; completing personnel transactions;
- Providing support in payroll activities, verifying wage and allowance calculations, budget estimates, insurance premiums, taxes, and social contributions;
- Serving as Liaison Officer to the LWR Works Council (Betriebsvertretung);
- Coordinating tariff matters and attending meetings on LWR matters;
- Ensuring legal compliance by monitoring legislation, enforcing requirements, and advising management on necessary actions;
- Preparing reports by collecting, analyzing, and summarizing data and trends;

## Qualifications and experience

- Higher secondary education and intermediate vocational training (or Secondary education and completed advanced vocational training) in HR, business administration, law, social sciences or similar field with sufficient post related experience;
- For the higher-grade role, a university degree is required;
- Good command of English as well as working knowledge of the Host Nation language (German);
- Adequate knowledge of Automatic Data Processing (ADP) systems and collaboration tools;
- Experience in/knowledge of application of German Labor Law, Tariff Agreements, Federal Employee Representation Law, Social Security Legislation and employment practices;
- Experience in personnel administration and personnel management as well as in office/general administration practices and application of Personnel Regulations;
- Experience in NATO and related policies and in application of the Collective Tariff Agreement for the stationing of Forces is considered as an advantage.

**The higher-grade position requires extensive experience and practical skills related to German Labor Law, Social Legislation and Tariff Agreements.**

**Staff Assistant (HRM Data Platforms, Data Analysis, Data Protection),  
G10 (NAEW&C Force)**

**Role**

The incumbent provides workforce analysis and management of the Human Resources (HR) database and assists the Branch Head in identifying and managing HR requirements. The role is based on a unique combination of expertise related to data platforms, workforce management, personnel management, data protection and information management.

- Providing consultation on workforce-related HR topics and assisting in timely, accurate and legally compliant advice on workforce HR management issues;
- Developing standardized personnel database (e.g. APMS) queries, post-related competencies, and providing first-level advice on HR policies and procedures;
- Overseeing the functionality, development and implementation of the personnel database (APMS) and support HR system development (to include assisting with design, development, testing, and ensuring compliance with data protection rules);
- Contribute to workforce reviews, implementing HR projects, providing training and assisting with compiling justifications for automated personnel programs;
- Supporting workforce management efforts, analyzing and understanding workforce management objectives and translating them into technical requirements;
- Ensuring that personal data is handled in compliance with applicable data protection rules;
- Maintaining databases for computer-based personnel management; retrieving and formatting statistical data for graphic presentations and briefings;
- Facilitating organizational diagnosis and metrics to drive organizational effectiveness;
- Assisting in coordinating Personnel Database (APMS) Training for NAEW&C Force personnel.

**Qualifications and experience**

- Higher Secondary education and intermediate vocational training (or Secondary education and completed advanced vocational training) in human resources management, business administration, law, social sciences, or related field, public administration or related discipline with sufficient related professional experience;
- Good command of English paired with adequate knowledge of Automatic Data Processing (ADP) and collaboration tools;
- Very good working knowledge of personnel administration and experience in the use of computerized personnel management;
- Basic knowledge of Information Security (INFOSEC) policies and procedures;
- Very good knowledge of and experience with personal computers;
- Supervisory experience;
- A university degree, practical experience with a computer-based Personnel Management Information System and experience/knowledge of related NATO policies and directives would be considered as an advantage.

**Specialist (Workforce Management/Training), G10/G15 (NAEW&CF)**

**Role**

The incumbent provides support in all matters concerning organizational and workforce management and the administration of the NAEW&C Force Peace Establishment (PE). Additionally, the role includes conducting/supporting manpower management surveys/studies and validation of workforce change requirements. The incumbent will directly contribute to the integrity of the workforce management functions and the operational effectiveness of the force. The higher-grade role requires extensive knowledge/experience in subject field and coupled with managerial and supervisory responsibilities. Assigned duties include but are not limited to:

- Activities to determine the minimum quantitative and qualitative human resources needed to perform a specific mission, function, or task and providing functional expert advice, guidance, assistance and recommendations related to subject field;
- Drafting and coordinating reports on surveys, audits and studies, providing findings;
- Drafting, coordinating and submitting PE change requests, evaluating the validity of requests for temporary hires and civilian personnel refill requirements;
- Ensuring the maintenance of the master library and IT applications related to Job Descriptions (JDs);
- Providing support in the design of the NAEW&C Force External Training program and directly supervising its execution;
- Performing the duties of Division External Training Fund Manager and being responsible for the preparation of budget performance reviews (external training) including variance analysis;
- Maintaining a catalogue of learning and development resources, updating and controlling training records, including attainment of certificates and accreditations

**Qualifications and experience**

- University Degree (or Higher Secondary education and complete advanced vocational training) in human resources management, business administration, law, social sciences, or related field, public administration or related discipline paired with sufficient and relevant post related experience;
- Very good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Thorough working knowledge of organizational / workforce management survey/audit principles and organizational structure and work analysis / measurement methodology;
- Experience in drafting survey/audit or other comparable/similar reports and in conducting effective presentations;
- Experience in training management;
- Familiarity with NATO workforce policies and procedures, professional experience in project management and formal training in work analysis and measurement methodology/techniques and manpower calculation would be considered as an advantage;
- The incumbent must be at all times fully aware of the Unit's roles and needs and plays and must be able to apply relevant workforce policies and procedures as well as acknowledged work measurement methodology and techniques.

## **Staff Assistant (Civilian Personnel), G10 (JSEC)**

### **Role**

The J1 Division is responsible for HR plans, policy, guidance, technical support and programs for the HQ and the supported organizations. The Civilian Personnel Branch (CPB) is responsible for implementing workforce policies and procedures pertaining to recruitment, remuneration, as well as employment of civilian HR, on which it assists and advises all the staff. The Staff Assistant (Civilian Personnel) executes administrative functions in support of life cycle management for all assigned civilian personnel. Assigned duties include but are not limited to:

- Executing administrative functions in support of life cycle management for all assigned civilian personnel including retired staff.
- Assisting in in-and out-processing services
- Managing the total security clearance program and instructing applicants on national procedures for obtaining initial or updated security clearances.
- Collecting background information in support of proposal to change to civilian personnel policies and directives relating to employment conditions and matters;
- Supporting the Staff Officer (Recruitment) in all functions and matters related to recruitment of staff to include initiation of the recruitment process, preparing advertisements, managing candidate files and databases, preparing selection process reports;
- Utilizing and updating job relevant databases;
- Preparing and maintaining a database of NATO civilian and LWR personnel relating to arrivals, post changes, departures and vacancies.

### **Qualifications and experience**

- Higher Secondary education and intermediate vocational training (or Secondary education and completed advanced vocational training) in human resources management, business administration, law, social sciences, or related field with sufficient post related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Experience in personnel administration and personnel management;
- Professional experience in office/general administration practices and in personnel database administration (HRDS);
- Professional experience in a clerical/administrative role in an office setting;
- Knowledge of /experience in NATO regulations and directives as well as experience in a military headquarters/international organization would be considered as an advantage.

## **Staff Assistant (Military Personnel), G10 (JSEC)**

### **Role**

The J1 Division is responsible for HR plans, policy, guidance, technical support and programs for the HQ and the supported organizations. The Military Personnel Branch (MPB) is responsible for implementing workforce policy and for contributing to its development in close coordination with SHAPE. The incumbent provides staffing analysis and management of the human resources databases and assists the Branch Head (Military Personnel) in identifying and managing military Human Resources requirements. Assigned duties include but are not limited to:

- Assisting in the execution of policies and procedures for staffing accountability and administration;
- Acting as Point of Contact (POC) for personnel database (APMS) related issues;
- Maintaining contact/collaborating with Local National Representatives POCs and HQ POC's related to the in/out processing of personnel;
- Maintaining the staffing databases for the peacetime location, exercises and deployed locations;
- Facilitating the in/out-processing of all JSEC personnel.
- Recording all personnel staffing data
- Conducting staffing availability audits through assigned human resource databases/systems to track, verify and improve the quality of data held by the systems.
- Designing and generating personnel database queries and reports in support of the HQ and its deployed structures.
- Responsible for the administration of International Evaluation Reports and tour adjustment requests.
- Acting as Divisional Communication and Information Systems (CIS) focal point.

### **Qualifications and experience**

- Higher Secondary education and intermediate vocational training (or Secondary education and completed advanced vocational training) in human resources management, business administration, law, social sciences, or related field with sufficient post related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Experience in personnel database administration and human resources databases;
- Experience in personnel administration and training on HR database/system (HRDS)
- Experience working in a Military Human Resources environment and familiarity with NATO regulations and procedures related to Human Resources Management will be considered as an advantage;
- Training in data protection (preferably Allied Command Operations - ACO) is highly desirable.

## **Staff Assistant (Funds Accounting), G10 (JSEC)**

### **Role**

The Base Support Group (BSG) is responsible for: providing material, warehousing, property management and Host Nation (HN) Liaison; coordinating facility engineering & maintenance, transportation, duty travel, health & environmental safety and fire prevention in support of the HQ.

The Family Support, Morale and Welfare Office (FSMW) provides family support services and performs management oversight of welfare support activities, taking action directly as required. As part of the Base Support Group, the incumbent is responsible for the realization of Family Support, Morale and Welfare Office Activities as well as the organization of the funds. Assigned duties include but are not limited to:

- Organizing Family Support of deployed personnel and their families;
- Assisting in the overall administration, planning, programming, supervision, management of the funds and coordination of the Morale & Welfare Activities (MWA);
- Interfacing with Host Nation on those matters related to Morale & Welfare;
- Supporting Community Activities with the Host Nation;
- Cooperating with various entities and Clubs to organize their recreational events and audit the Club expenditures;
- Supporting the community recreation and welfare including Sport Facilities, Clubs, Community Centre, etc.
- Supporting the Education program supporting the languages courses;
- Editing the MWA web page;
- Enforcing the MWA Councils decisions regarding all funding requests;
- Managing and accounting of Non-Appropriated Funds (NAF) and NAF Property assigned to the Section.

### **Qualifications and experience**

- Higher Secondary education and intermediate vocational training or Secondary education and completed advanced vocational training with sufficient post related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Experience in managing the secretarial and administrative operations of Funds Accounting to include control and monitoring of the financial resources;
- Proven experience in planning and managing events and cooperation with various entities and stakeholders;
- Proven communication skills for effective dialogue with customers, suppliers and partners;
- Knowledge of NATO tools such as Tasker Tracker, Electronic Document Management System, NATO Information Portal Contributor is considered as an advantage.

**Staff Assistant (Finance and Accounting), G10 (JSEC)**

**Role**

The Finance and Accounting (F&A) Branch provides accounting services and financial management to the HQ and supported entities. There are two openings within this Branch. In one role, the incumbent will act as primary assistant to the Branch Head F&A in accomplishing all routine financial tasks. The main focus of the other role will be accounting contributions and advance of contributions.

For both positions, typical duties include but are not limited to:

- Accounting contributions and advance of contributions;
- Providing required documentation for payments;
- Supporting with receiving and maintaining physical custody of property as well as accounting for such property and maintaining the asset register up to date;
- Ensuring the effective management of the disposal of assets and material procured in compliance with all applicable national rules and regulations;
- Processing commitments, payments and collections;
- Executing routine fiscal/accounting matters with other staff elements and headquarters, other NATO components and national agencies;
- Supporting the preparation of consolidated commitment reports for all funding sources;
- Authorizing to approve payments with limited amounts to be made on behalf of the HQ.

**Qualifications and experience**

- Higher Secondary education and intermediate vocational training or Secondary education and completed advanced vocational training in finance, accounting, business administration, economics, public administration, management or related discipline with sufficient post related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Formal training in accounting or financial management;
- Previous experience assisting in directing the accounting or fiscal work;
- Knowledge and experience in computerized financial systems operation and accounting software;
- Knowledge and experience in government or commercial accounting as well as experience in a finance directorate in NATO or in other international organizations would be considered as an advantage.

## **Staff Assistant (Facility Management Coordination), G10 (JSEC)**

### **Role**

The Infrastructure, Storage and Supply Management Branch (ISSM) is responsible for the overall direction, management and coordination of engineering and maintenance functions. The Infrastructure Management Section (IM) is responsible for the overall direction, management and co-ordination of engineering and maintenance functions. The incumbent is responsible for the operation and maintenance (O&M) of all JSEC HQ facilities and coordinates O&M requirements with Host Nation (HN). Assigned duties include but are not limited to:

- Initiating procurement process for maintenance and services contracts;
- Processing receipts in NATO Financial System;
- Acting as record-keeper of contractual files; verifying utilities invoices for processing and payment;
- Assisting in the collection of relevant data for reimbursement of custodial services costs subject to reimbursement and tracking contractual information and payment records
- Maintaining updated the waste disposal logbook in accordance with HN laws & regulations and implementing the NATO disposal program;
- Updating the engineering internal database, managing the works requests flow and tracking their execution;
- Performing various administrative tasks and conducting day to day supervision, inspection and verification of the custodial services portion of the Host Nation Support (HNS) policy including, among others, cleaning of buildings, window washing, deep cleaning of facilities and collection of garbage and waste;
- Liaising with Host Nation authorities Bundeswehr Dienstleistungszentrum ("BwDLZ")(Bundeswehr service center) in all fields of responsibility (Facility Management).

### **Qualifications and experience**

- Secondary education and basic training in accounting, finance, management, business administration, public administration, business and accounting or related field or related discipline coupled with sufficient post related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Experience in operation and maintenance of facilities and custodial services;
- Experience in dealing with contract and finance information as part of the administrative duties;
- Experience in office administration, to include office management, coordination, management of data bases and administrative duties/tasks;
- The role requires liaison with Host Nation authorities and entities; therefore, knowledge of the HN language (German) is highly desirable;
- Experience in facility management of complex facilities would be considered as an advantage as well as experience in a military and/or international organization.

## **Section Head (Infrastructure Management), G15 (JSEC)**

### **Role**

The incumbent is responsible for the coordination and verification of all aspects of engineering operations pertaining to maintenance, repair, construction and all other services provided by the Host Nation (HN) and/or procured by the HQ JSEC. Assigned duties will include but are not limited to:

- Responsible for coordinating and overseeing all aspects of engineering operations related to maintenance, repair, construction, and other services.
- Managing the execution of allocated funds and supervising the development of financial expenditure plans.
- Overseeing the preparation and implementation of the Reimbursement Program;
- Supervising the Infrastructure Management Section, ensuring the quality and proper execution of all activities.
- Maintaining communication with both internal and external entities on engineering service matters;
- Developing and regularly updating infrastructure-related directives and Standard Operating Procedures (SOPs).
- Planning/preparing long-term major construction and maintenance projects for infrastructure facilities;
- Defining and developing Statements of Requirements (SOR) for infrastructure projects, ensuring alignment with the latest HN legislation, particularly regarding personnel working conditions and health and safety;
- Coordinates project details to ensure timely completion within budget and prepares regular project status reports.

### **Qualifications and experience**

- Civil engineering master degree is essential with sufficient post related professional experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Knowledge of the Host Nation language (German) is required for coordination/interfaces with various HN support and/or legislation offices;
- Professional engineering experience pertaining to maintenance, repair, construction and related services is highly desirable as well as experience in managing complex projects;
- Knowledge of safe working practices according to HN regulations and training in project management software would be considered as an advantage.

## **Staff Assistant (Protocol), G10 (JSEC)**

### **Role**

The Protocol Branch is responsible for the management and execution of international protocol, VIP/group visits as well as conferences and ceremonial functions.

The incumbent is responsible for all JSEC Protocol Services and prepares visits to JSEC in support of Staff Officer Protocol. Assigned duties include but are not limited to:

- Making all necessary routine and ad-hoc administrative preparation for conferences, events (list of conference attendees, making seating arrangements, preparing name cards, setting up conference room/table, ordering refreshments etc.)
- The role assumes extensive administrative duties, to include typing/replying to correspondence, handling in/outgoing mail, coordinating transportation, dealing with schedules, timetables, supporting briefings, drafting programs) etc.
- Maintaining accountability for all furniture and equipment and supply account and preparing requisitions for Protocol Branch.

### **Qualifications and experience**

- Higher Secondary education and intermediate vocational training (or Secondary education and completed advanced vocational training) in business administration, finance, economics or related field, law, public administration or related discipline with sufficient function related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Experience in office administration as well as in an administrative/clerical role;
- Extensive experience in organizing events/conferences, dealing with visitors and liaising with various offices/organizations;
- Proven knowledge and skills to perform effectively and efficiently to support higher management/command;
- Proven event management and organizational skills;
- Proven communication skills for effective dialogue with customers, suppliers and partners;
- Knowledge of NATO tools such as Electronic Document Management System, Protocol course and Information Portal Contributor is considered as an advantage;

## **Staff Assistant (Protocol), G12 (JSEC)**

### **Role**

The Protocol Branch is responsible for the management and execution of international protocol, VIP/group visits as well as conferences and ceremonial functions.

The incumbent is responsible for the Conferences Services including Event Management, de-confliction, provision of requested support and facility management of special JSEC buildings. Responsibilities also include processing of all Service Requests within and outside JSEC.

Assigned duties include but are not limited to:

- Advising on best practices for conference management;
- Assisting in scheduling, coordinating, and implementing events;
- Developing detailed programs for conferences, ceremonies, briefings, and calls;
- Coordinating logistics for briefings, conferences, ceremonies, receptions, formal meals, and transportation, including billeting, escorts, and external/internal coordination;
- Supporting the development of training plans for incoming officers and staff on event planning methodologies;
- Serving as the primary point of contact for service requests related to visits, events, exercises, or conferences;
- Overseeing facility management for all JSEC special facilities;
- Contributing to project teams or working groups as directed;
- Deputizing for the Fund Manager for Events.

### **Qualifications and experience**

- University Degree (or higher secondary education and completed advanced vocational training) in business administration, finance, economics or related field, law, public administration or related discipline with sufficient function related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Experience in military headquarters or in an international organization preferably on operational level;
- Profound experience in event/conference management, to include planning, directing, organizing and coordinating required resources;
- Proven event management and organizational skills;
- Proven communication skills for effective dialogue with customers, suppliers and partners;
- Knowledge of NATO tools such as Tasker Tracker, Electronic Document Management System, NATO Information Portal Contributor is considered as an advantage.
- Knowledge of the Host Nation (HN) language (German) is highly desirable due to several liaison tasks with HN entities and HN authorities.

**Staff Assistant (Archiving), G10 (JSEC)**

**Role**

The Registry Cell is responsible for mail distribution, registry and storage services, maintenance and appropriate distribution in accordance with NATO archiving of records and classified document management for the HQ and the supported elements. The incumbent will be part of the Registry Cell and will be responsible for achieving and document management. Assigned duties will include but are not limited to:

- Implementing procedures and guidance on archiving and document management received;
- Evaluating records for preservation and retention;
- Preparing record-keeping procedures for archival and for the retention or destruction of records;
- Providing collections and managing records for archiving;
- Interacting with NATO archive IAW retention schedule;
- Producing statistical information on the status of records management and archiving;
- Acting as secondary responsible Authorized Releaser of military/NATO messages in AIFS, AIMS, NNMS) within JSEC.

**Qualifications and experience**

- Higher Secondary education and completed higher vocational training (or Secondary education and completed advanced vocational training) with sufficient post related experience.
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Profound professional experience in selecting, acquiring, organizing and storing collections of information, and facilitating the use of information;
- Knowledge of achieving and document management system and tools;
- Experience in a military and/or international organization as well as completion of any NATO course as relevant to the job would be considered as an advantage.

## **Staff Assistant (Staff Workflow Management), G10 (JSEC)**

### **Role**

The incumbent is responsible for supporting the JSEC Staffing and Workflow Management (SWM) Section Head in all matters of Workflow and correspondence Management, to include control and coordination of information and tasks through the tasker tracking system.

Contribution To Objectives: The appropriate execution of this job provide to all users in the HQ and also in NATO the capability to find and keep track of documents and tasks received by us or sent to this HQ. Assigned duties will include but are not limited to:

- Providing administrative support to the Staffing and Workflow Management (SWM).
- Ensuring that all electronic workflow packages are correctly completed and all relevant documents are attached;
- Coordinating with various stakeholders and assists with the implementation of JSEC staffing and workflow procedures;
- Organizing, reviewing and publishing all JSEC staffed products;
- Updating the task tools (Tasker Tracker, Outlook, Spreadsheet) as required;
- Coordinating with Registry Cell to ensure the documents are sent out properly;
- The incumbent has frequent contacts throughout the Command including the Command Group / Flag Officers.

### **Qualifications and experience**

- Higher Secondary education and completed higher vocational training (or Secondary education and completed advanced vocational training) in business administration, finance, economics or related field, law, public administration or related discipline with sufficient post related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Experience in Workflow, Information and Knowledge Management processes and tracking;
- Profound skills regarding the use of Word, Excel and SharePoint or equivalent tools;
- Ability to check workflow packages for completeness, markings, formatting etc.;
- Experience in a military and/or international organization as well as completion of a NATO course (e.g. Information Portal Contributor, Tasker Tracker, Electronic Document Management etc.) would be considered as an advantage.

**Staff Officer (Host Nation Planning Support), G15 (JSEC)**  
**Staff Officer (Host Nation Coordination), G15 (JSEC) (2 positions)**

**Role**

The J4 Division is responsible for the coordination of the establishment, development and maintenance of the Reinforcement Sustainment Network (RSN). The Host Nation Coordination Branch (HNC) coordinates, synchronizes and leads the operational level HN planning process across the Area of Responsibility (AOR) in close coordination with other entities.

**Host Nation Planning Support (HNS) role:** The incumbent is responsible for providing support for the development of HNS plans and concept, doctrines and evaluation.

- Contributing to HN planning processes/efforts in a support and coordination role;
- Supporting the development of plans and concepts, doctrines, processes and procedures related to HNS and contributing to the planning and execution of NATO exercises with JSEC involvement;
- Responsible for HNS contribution to JSEC's Evaluation Teams;
- Coordinating the Concept of Requirements procedure and supporting the planning process throughout Reinforcement by Forces.

**Host Nation Coordination (HNC) role:** The incumbent is responsible for the development of the certain MOR and facilitating the RSN development.

- Contributing to the negotiating of the Technical Arrangements and developing the tailored Minimum Operational Requirements for the respective Host Nations;
- Liaising and facilitating the coordination between nations, JSEC and various stakeholders for the RSN development;
- Collecting information about the physical/functional availability, conducts analysis of data for gaps and identified missing elements for further analysis;
- Organizing JSEC RSN mobility corridor projects, developing and suggesting additional RSN elements and organizing JSEC RSN mobility corridor projects.

**Qualifications and experience**

- University Degree (or Higher Secondary education and completed advanced vocational training) and sufficient post related experience;
- HNS, Logistics, or M&T (Movement/Transportation) background on operational or/and strategic level;
- Good command of English' adequate knowledge of Automatic Data Processing (ADP) tools. Excellent written and oral communications and leadership skills;
- Experience of NATO or a similar international organization paired with the ability to provide operational/strategic advice to senior leadership;
- Comprehensive understanding of NATO operational planning as well as good understanding of HNS perspective and experience in Joint assignments and NATO regulations is highly desirable;
- Experience with multinational processes and NATO missions would be considered as an advantage.
- Completion of a NATO course (e.g. Host Nation Support course, Logistics course, LOGFAS course or Logistics Operation course) would be considered as an advantage.