

Please scroll down to find the job field you are interested in!

Apply here: [NATO - NATO Vacancies](#)

Staff Assistant (Aircraft Repairables), G10, NAEW&C Force

Role

As part of the Aircraft Repairable and Consumables Section, the incumbent is responsible for the item management of an assigned range of repairable supply items in support of the E-3A aircraft and/or supporting ground systems. Assigned duties include but are not limited to:

- Determining and validating peacetime operation stock requirements and requisitioning items;
- Managing the repair of items, including the assessment of Not to Exceed (NTE) repair cost restrictions, monitoring off-base repair times and ensuring timely return, identifying and investigating potential warranty claims, reconciling repair status and determining, appropriate to current asset position and availability of funds, item shipment for repair; Requesting alternative Sources of Repair (SOR);
- Reviewing, verifying and negotiating Mobility Readiness Spares Package (MRSP) requirements, releasing items for the replenishment of off-base stores and MRSP;
- Processing relevant documentation for the shipment of managed items for repair, modification and initiating change proposals to the Depot Level Maintenance (DLM) Contract;
- Recommending items for inclusion in the Critical Item Working Group Report;
- Redistributing spares from off-base locations;
- Monitoring and validating timely return of Due in From Maintenance (DIFM) spares;
- Approving Proposal Input and Control Sheets (PICS) for changes;
- Identifying items excess to requirements and preparing excess reports;
- Providing inputs on training analysis, method of delivery related aspects and supporting other training courses.

Qualifications and experience

- Higher Secondary education and completed intermediate vocational training in a warehousing/supply related field, or Secondary education and completed appropriate advanced vocational training with sufficient post related, current professional experience;
- Very good working knowledge of warehouse/supply management principles and of inventory control and accounting acquired through related, current professional experience;
- Experience with a computer-based logistics management information system;
- Good command of English paired with adequate knowledge of Automatic Data Processing (ADP) and collaboration tools;
- Driving license equivalent to European Class B;
- Experience in aviation logistics environment as well as in inventory management of aerospace and/or ground support subsystems will be considered as a valuable asset.

NATO UNCLASSIFIED

Releasable to the Internet

- Familiarity with USA Air Force Foreign Military Sales (FMS) procedures and user training in the E-3A Component Programme Integrated Logistics System (PILS) will be considered as an advantage.

Staff Assistant (Equipment Management), G8 NAEW&C Force

Role

As part of the Equipment Management Section, the incumbent is responsible for the item management functions related to flight clothing and specialized protective clothing (including CBRN clothing and equipment). It includes as well, its maintenance, recovery and eventual disposal. The incumbent is secondary responsible for the item management of an assigned range of equipment items. All of the above in support of the E-3A aircraft and supporting ground systems. The incumbent contributes to achieving mission objectives by assisting in the effective management of flight clothing, specialized protective clothing, CBRN clothing and equipment. Enables customers to have their serviceable clothing and the serviceable equipment they require in order to carry out their functions. Assigned duties include but are not limited to:

- Initiating, as Item Manager for protective and special clothing, all requisition actions via respective German military supply sources, FMS or local purchase;
- Validating and determining special stock level quantities;
- Overseeing all IEU related tailoring, shoe repair, dry cleaning and laundry services for the E-3A Component and quality control of clothing articles upon return to ensure items compliance with NATO clothing standards;
- Assisting in selecting new protective/special clothing articles to be introduced.
- Initiating disposal of all condemned clothing items;
- Assisting in budget forecast preparations, identification and calculation of peacetime operating stocks, covering all protective/special clothing for the E-3A Component;
- Performing item management and establishing and maintaining accountable records for special clothing and equipment items issued to customers, custody receipt account files and providing assistance to custodians;
- Establishing and maintaining support records, control registers and suspense files for item management;
- Establishing and maintaining accountable records;
- Coordinating market surveys for the replacement of flight clothing, specialized protective clothing (including CBRN clothing) and equipment;
- Assessing and approving new and replacement flight clothing, specialized protective clothing (including CBRN clothing) and equipment requirements and making recommendations for approval/disapproval for requirements;
- Identifying unserviceable/obsolete/condemned flight clothing, specialized protective clothing (including CBRN clothing) and equipment requirements and making recommendations for approval/disapproval for requirements;

Qualifications and experience

- Good working knowledge of warehouse/supply management principles, in particular of property accounting as well as equipment life-cycle management acquired through at sufficient, related, current professional experience;
- Familiarity with a computer-based logistics/supply management information system;

NATO UNCLASSIFIED

Releasable to the Internet

- Secondary education and completed basic vocational training in a warehousing/supply related field;
- Driving license equivalent to European Class B;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Experience working in a NATO, international or national supply environment is highly desirable;
- Completed advanced vocational training in a warehousing/supply related field and user training in the E-3A Component Programme Integrated Logistics System (PILS) would be considered as an advantage;
- Knowledge of the Host Nation language (German) is a valuable asset for the assigned duties;
- Familiarity with USA Air Force Foreign Military Sales (FMS) procedures as well as with flight clothing, specialized protective clothing (including CBRN clothing and equipment) will be considered as an advantage.

Intentionally left blank. Please scroll down to see the next description.

NATO UNCLASSIFIED

Releasable to the Internet

Staff Assistant (Codification), G8, NAEW&C Force

Role

As part of the Codification Section, the incumbent is responsible for all codification demands and contributes to the efficiency of the overall supply management by maintaining accuracy of data used throughout LW to stock parts effectively for all E-3A Component functions. Assigned duties include but are not limited to:

- Validating customer requests for the assignment of new item records;
- Preparing, processing and following-up on requests for cataloging;
- Processing inputs to load, change and delete item records in PILS;
- Establishing and maintaining parts interchangeability groups and maintaining stock number to part number linkages;
- Researching Technical Orders, commercial internet sites, Supply handbooks, USAF and NATO parts cataloging systems;
- Validating customer requests for the assignment of new item records and verifying data received from organizations;
- Maintaining the Hazardous Material Authorization List in coordination with the Force Command Ground Safety Office;
- Processing automated updates and preparing accurate and meaningful descriptions for all NSPA local procurement items;
- Translating technical item descriptions from German to English and English into German;
- Establishing and maintaining parts interchangeability groups and initiating the process for establishing individual asset control for repairable and other selected items.

Qualifications and experience

- Good working knowledge of warehouse/supply management principles, in particular of procedures related to supply support of aircraft maintenance activities acquired through sufficient related, current professional experience;
- Experience with a computer-based logistics/supply management information system;
- Secondary education and completed basic vocational training in a warehousing/supply related field;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Knowledge of the Host Nation Language (German) is essential to enable the incumbent effectively performing the function at the required level;
- Relevant experience working in an international or military environment as well as working knowledge of any national Military Standard Requisitioning and Issue Procedures (MILSTRIP) will be considered as an advantage;
- Completed intermediate vocational training in a warehousing/supply related field and user training in the E-3A Component Programme Integrated Logistics System (PILS) will be considered as a valuable asset.

NATO UNCLASSIFIED

Releasable to the Internet

Staff Assistant (Records Management), G10, NAEW&C Force

Role

As part of the Records Management Section, the incumbent is responsible for annual and special inventory performance as well as special inspections of controls maintained by the Supply storage and issue functions and also of functional check assets, shelf-life assets, turn-ins, and shipments of assets. Assigned duties include but are not limited to:

- Acting Section Head during absence of reporting official, exercising general supervision;
- Assisting in the creation of inventory and inspection schedules;
- Providing technical advice for personnel regarding complete and special inventories, also conducts inventories at other locations as required;
- Establishing supply deficiency reports (SDR) and monitoring the initiation/implementation of corrective measures; consulting with internal and external agencies to manage the SDR program;
- Assisting with research and analysis on supply account discrepancies; providing required corrective action;
- Establishing and maintaining technical data and inventory/inspection files;
- Validating the condition, security classification, status and identification of items received, stored, issued as well as shipped and transferred, including hazardous material;
- Assisting in the development of new directives/instructions, updating section operating procedures/checklists;
- Ensuring the shelf life, functional check, and leakage programs are completed within established timeframes;
- Researching customer refusals and warranty claims; coordinating with item managers and/or purchasing agents as required to resolve discrepancies;
- Providing inputs on training analysis, required level of learning and method of delivery related aspects.

Qualifications and experience

- Very good working knowledge of warehouse/supply management principles, in particular of property accounting/inventory control as well as methods of establishing and maintaining supply records/documents acquired through sufficient function related, current professional experience;
- Experience with a computer-based logistics/supply management information system;
- Proficient in the identification of spare parts and hazardous materiel as well as in drafting reports and instructions;
- Supervisory experience;
- Higher Secondary education and completed intermediate vocational training in a logistics management, warehousing or supply related field, or Secondary education and completed appropriate advanced vocational training with profound related, current professional experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Knowledge of/experience in military/international organization will be considered as an advantage.

NATO UNCLASSIFIED

Releasable to the Internet

Staff Assistant (Procedures, Plans and Analysis), G8, NAEW&C Force

Role

As part of the Procedures, Plans & Analysis Section, the incumbent is responsible for all codification demands and contributes to the efficiency of the overall supply management by maintaining accuracy of data used throughout Logistics Wing to stock parts effectively for all E-3A Component functions. Assigned duties include but are not limited to:

-
- Assisting in developing E-3A Component directives and other procedural guidance to complement existing NATO approved supply procedures, including the preparation of regulatory documents for NAEW&C Force Command approval and publication;
- Assists the Section Head, the Squadron Commander and Squadron Branch Chiefs on the review of NATO supply processes and procedures;
- Monitoring reports of audits and other external inspections, and coordinating Squadron responses and corrective actions;
- Serving as focal point for procedural discussions at E-3A Component;
- Assisting Squadron activities in solving problems affecting their functions;
- Conducting supply surveillance visits to all supply functions at the E-3A Component, including the FOBs/FOL, and producing detailed inspection reports;
- Serving as focal point for: FOB/FOL activity, including Host Nation Support and other special projects;
- Providing clarification/expertise on non-routine issues;
- Compiling, analyzing and preparing statistical information and reports;
- Reviewing and distribution of incoming correspondence, including the assignment of suspense;
- Coordinating on functional-related correspondence prior to Squadron Commander's signature to ensure procedural compliance.

Qualifications and experience

- Secondary education and completed basic vocational training in a warehousing/supply related field;
- Good working knowledge of warehouse/supply management principles, in particular of procedures related to supply support of aircraft maintenance activities acquired through sufficient related, current professional experience;
- Experience with a computer-based logistics/supply management information system;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Relevant experience working in an international or military environment as well as working knowledge of any national Military Standard Requisitioning and Issue Procedures (MILSTRIP) will be considered as an advantage;
- Completed intermediate vocational training in a warehousing/supply related field and user training in the E-3A Component Programme Integrated Logistics System (PILS) are highly desirable.

NATO UNCLASSIFIED

Releasable to the Internet

Staff Assistant (Mobility Readiness Spares), G8, NAEW&C Force

Role

As part of the Mobility Readiness Spares Package Section the incumbent is responsible for ensuring the timely receipt, identification and verification of correctness of delivery for all incoming consignments and customs declarations. Processes shipments to off base organizations. Resolves discrepancies with internal/external agencies and other sources of supplies/repair. Reports transportation claims for loss and damage property. Assigned duties include but are not limited to:

- Managing, storing and accounting of MRSP materiel;
- Performing material receipt, storage and issue functions, maintaining appropriate listings and accounting files;
- Preparing inputs for updating the Programme Integrated Logistics System (PILS) supply database and processing output documentation;
- Performing all actions required prior and after the deployment of the MRSP;
- Managing the functional check and shelf-life programs to ensure the serviceability of stocks;
- Assisting in the building-up and return of pallets for deployments;
- Performing, or instructing supply personnel from FOB/FOL or other dispersal operating base to perform change of location, turn-ins, issues, etc. in the MRSP so as to ensure that deployed materials are always in a high state of readiness;
- Deploying with the MRSP kits as kit custodian;
- Acting as the primary point of contact for supply support at the deployed location;
- Assisting with cyclical and special inventories of MRSP;
- Conducting OJT and advises newly assigned personnel.

Qualifications and experience

- Secondary education and basic training for specific task related skills together with good working knowledge of a computer-based logistics/supply management system acquired through sufficient function related, current professional experience;
 - Good working knowledge of standard warehousing principles material-handling, material-controlling, warehouse procedures and logistical processes;
 - Good working knowledge of European Union customs and dangerous goods regulations, the host nation customs regulation and the role NATO plays within these regulations;
 - Knowledge of the Host Nation language (German) is necessary for the incumbent to perform a professional level required for the function;
 - Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
 - Experience with NATO supply procedures as well as supervisory experience in a large military, industrial or commercial large storage facility will be considered as a valuable asset;
- Experience in training and development and/or training personnel in a supply/storage related field and certified training in a computer-based logistics/supply management information system will be considered as an advantage.

Staff Assistant (Cargo Movements and Flight Management), G8, NAEW&C Force

Role

As part of the Personnel & Cargo Movement Section which is the focal point for all commercial shipments of NATO owned property, the incumbent is responsible for supporting both commercial and military aircraft airfreight transportation management efforts and actions associated with the air shipping processes. Performs and assists in providing air mobility related training. Assigned duties will include but are not limited to:

- Assisting with kit preparation for deployments and with the movement of personnel when deploying via military and commercial aircrafts;
- Receiving cargo for air transportation, checking / verifying suitability and availability of documentation for transportation, and correct packaging;
- Preparing cargo for air transportation including pallet build-up with associated use of retainers and nets, ensuring compliance with safety and security regulations;
- Ensuring that all classified and potentially hazardous cargo are correctly identified/documented and preparing and certifying declaration of dangerous cargo, customs documentation and material transfer requests;
- Coordinating safe loading and unloading of aircraft;
- Travelling on-board cargo aircraft to assist with unloading and loading operations at deployment locations;
- Ensuring material handling equipment is properly maintained and used;
- Conducting/assisting in air cargo handling training, providing advice and assistance in air cargo matters;
- Performing flight booking function of E-3A Component military/civilian personnel in accordance with Directives, Manuals and other related procedures;
- Ensuring correct packaging, identification, documentation, loading and shipping of air cargo materiel and contributes to the avoidance of losses caused by damage, misrouting or improper use of air transportation means.

Qualifications and experience

- Secondary education and completed basic vocational training in freight/cargo movement/forwarding, preferably air cargo management;
- Experience in activities that involve the planning, routing, scheduling and control of personnel and cargo movements;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Recent practical experience with material handling and aircraft loading equipment and knowledge of international shipping regulations are highly desirable;
- Completed advanced vocational training in a freight/cargo movement/forwarding, preferably air cargo management related field would be considered as an advantage;
- Experienced forklift driver to fulfil the role of a forklift instructor;
- Good working knowledge of dangerous goods regulations.

NATO UNCLASSIFIED

Releasable to the Internet

Staff Assistant (LOGFAS), G10, JSEC LOGFAS AND LOGREP OPERATOR

Role

Logistics Functional Area Services (LOGFAS) is a suite of logistics information systems developed and maintained by NATO to support multinational logistics planning and execution. As part of the Supply and Services Branch, the incumbent is the Logistics Functional Area Services (LOGFAS) and Logistics Reporting (LOGREP) operator within the Branch and provides administrative assistance to compile, verify, record and process forms and documents, in accordance with established procedures and guidelines. Assigned duties include but are not limited to:

- Contributing functionally adequate to all kind of logistic planning to Supply and Services Branch;
- Providing support in preparing and conducting Projects (e.g. Conferences, Workshops, Meetings.);
- Maintaining and updating LOGFAS data;
- Operating and monitoring all LOGFAS services;
- Providing support in the development of logistic plans, by using LOGFAS;
- Contributing to logistic studies and analysis for the JSEC Assigned Area of Responsibility;
- Analyzing and assessing transportation networks, capabilities and infrastructure in the Reinforcement and Sustainment Network (RSN);
- Establishing contributions for logistic reporting and assessments;
- Providing timely and effective support for planning all long-term aspects of the respective supply class as well as supply requirements.

Qualifications and experience

- Higher Secondary education and completed higher vocational training in logistics, transport or related discipline leading to a formal technical or professional certification with sufficient function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with extensive post related experience;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- Logistics, LOGFAS and LOGREP experience;
- Operational and international experience, ideally in NATO, Joint or Combined Staff and familiarity with NATO regulations and procedures related to Logistics are highly desirable;
- Familiarity with planning and decision-making processes within NATO as well as with NATO regulations and procedures related to logistics is highly desirable;
- A NATO (or equivalent) LOGFAS, LOGREP, Movement, Deployment and Logistics related course or training will be considered as an advantage;
- Proven administrative skills and experience in dealing with processes, forms and documents in accordance with established procedures will be considered as a valuable asset.

NATO UNCLASSIFIED

Releasable to the Internet

NATO UNCLASSIFIED

Releasable to the Internet

Staff Assistant (LOGFAS), G10, JSEC LOGFAS MOVEMENT AND TRANSPORTATION TOOL OPERATOR

Role

Logistics Functional Area Services (LOGFAS) is a suite of logistics information systems developed and maintained by NATO to support multinational logistics planning and execution. As part of the Reinforcement and Sustainment Network Mobility Branch (RMB), the incumbent is responsible for the LOGFAS movement and transportation (M&T) tools and services and supports the development of movement plans, concepts and doctrines to support JSEC coordination role. Assigned duties include but are not limited to:

- Operating and monitoring all LOGFAS M&T tools and services,
- Providing support in the development of movement plans, concepts and doctrines to support JSEC coordination role;
- Contributing as LOGFAS operator to development and maintenance of the Reinforcement and Sustainment Network (RSN).
and delivering LOGFAS based reports to support RSN Mobility Branch products;
- Responsible for the administrative tasks within the Branch while using discretion in identifying and responding to complex issues and assignments;
- Determining when issues should be escalated to higher level;
- Contributing to preparation and execution of mobility network conferences;
- Has daily interaction with senior officers, and other representatives in incumbent's functional area from NATO nations and NATO entities.

Qualifications and experience

- Higher Secondary education and completed higher vocational training in logistics, transport or related discipline leading to a formal technical or professional certification with sufficient function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with extensive post related experience;
- Proven experience in logistics, movement and transportation field coupled with administrative skills and experience in dealing with processes, forms and documents in accordance with established procedures;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- A NATO (or equivalent) Movement and Transportation, Deployment and/or LOGFAS related course or training will be considered as an advantage;
- Movement and transportation background on tactical/operational level.
and current comprehensive professional experience (at least 5 years) related to movement and transportation LogFAS tools (ADAMS, CORSOM, EVE) will be considered as an asset.

Staff Assistant (HNC LOGFAS), G10, JSEC

Role

Logistics Functional Area Services (LOGFAS) is a suite of logistics information systems developed and maintained by NATO to support multinational logistics planning and execution. As part of the Host Nation Coordination (HNC) Branch, the incumbent is responsible for supporting Reinforcement and Sustainment Network (RSN) development with any kind of LOGFAS database matters. Assigned duties will include but are not limited to:

- Coordinating with nations on LOGFAS Data entry, accuracy and expansion or LOG Nodes for RSN Database;
- Updating and minting RSN Database on a regular basis;
- Supporting RSN Working Group cell with RSN Development and coordination of LOGFAS data from Nations;
- Administering the personal presence and assignment in close coordination with Branch Head and taking care of the HNS training programs in close coordination with the respective SME's.
- Maintaining and contact with NCIA in any LOGFAS issues and administrates the LogNet Portal;
- Using discretion in identifying and responding to complex issues and assignments while performing a range of work, sometimes complex and non-routine.

Qualifications and experience

- Higher Secondary education and completed higher vocational training in logistics, transport or related discipline leading to a formal technical or professional certification with sufficient function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with extensive post related experience;
- Experience with NATO or a similar international organization;
- Ability to provide assessment, solutions and advice to senior leadership coupled with good communicational and interpersonal skills;
- Good command of English and adequate knowledge of Automatic Data Processing (ADP) tools;
- HNS, Logistic or M&T post experience will be considered as highly desirable;
- Awareness/knowledge of NATO operational planning processes is considered as a valuable asset;
- Solid LOGFAS expertise as well as HNC, Logistics or M&T background on operational level will be considered as an advantage;
- Experience in Joint assignments, NATO regulations, multinational processes or NATO missions is seen as a benefit.