

Intern's tasks - Enablement Directorate - DoE - Personnel Administration Branch

1. Job Context

The Personnel and Administration Branch (PAB) is responsible for matters pertaining to personnel and administration. The Branch assists and advises the Commandant on all matters in the execution of his/her responsibilities and duties regarding all human resource activities and directs and oversees overall military and civilian manpower policy and personnel management within the NDC. The PAB authenticates, publishes and distributes correspondence, orders and instructions and administers the NATO military evaluation reporting system. The PAB provides support for civilian personnel including recruitment, management, administration, clearance, employment, payroll, as well as performance management and training. In addition, the Branch is responsible for developing, validating, coordinating, and maintaining the Peacetime Establishment (PE) for NDC including the validation coordination and submission of inputs required for all PE change requests. Finally, PAB manages all matters concerning privileges and immunities and reproduction services.

The working environment can be described as very busy and demanding. Routine preparation is required as well as the management of inevitable issues arising in a dynamic multinational environment.

2. Job Description

Under the supervision of the Head Personnel and Administration Branch, the role of the Intern allocated to the PAB is to

- Supporting the workforce management in accordance with NATO standards and NDC needs,
- Maintaining the PE Structure and Job Descriptions in the Automated Personnel Management System (AMPS),
- Supporting the HRM in recruitment processes of NATO International Civilians, Temporary Personnel and Interns,
- Providing assistance in the development of policies and procedures as related to NDC Personnel matters including the Performance Management, International Evaluation Reports, Privileges and Immunities.