



Job/Post Number: OLC RLOX 0090

Title: Assistant (Logistics Information Systems Mgmt and Administration)

Division: G4 Division

Clearance Level: NATO SECRET

Grade: G10

Basic Salary: 117,831.76 TL

Additional Benefits: For other allowances, privileges & tax exemptions see Section 7

NATO Body/Post Location: ACO I Land Command Headquarters, Izmir (Türkiye)

Closing Date: 07 June 2025

1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The Support Directorate is responsible for providing LANDCOM with organizational structures, personnel, logistics, communications and information systems and base support.

The G4 Division provides advice on Logistics to the Command, to the Land Operations Planning Group and to the Combat Readiness Evaluation teams.

The Logistics Operations Branch monitors the logistic activities during exercises and missions and provides advice to Combat Readiness Evaluations and Operational Capabilities Concept.

The Assistant (Log Info Sys Mgt and Admin) is responsible for the operation of the Logistics Information System (LIS) within LANDCOM. The incumbent is responsible for monitoring and operating LOGFAS and for providing training and advice on its operation.

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2. Principal Duties

The incumbent's duties are:

Responsible for the data integrity of LOGFAS and for development of reports and returns.

Responsible for the Logistics Information System (LIS) within LANDCOM and, as required, supported formations, the management and handling of all logistics information and serves as the principle technical advisor related to all LOGFAS matters in general.

Directs and supervises the implementation of LOGFAS within G4 branches and additionally in supported formations during exercises and missions.

Acts as G4 Reporting Officer and establishes and maintains the required reporting procedures within the G4 Division during exercises and missions.

Plans and executes LOGFAS training sessions for the G4 Division and additionally for sub-ordinate formations in preparation of exercises and missions as required.

Provides assistance to all meetings and conferences conducted by G4 Division.

3. Special Requirements and Additional Duties

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

The incumbent may be required to undertake operation deployments in support of military operations and exercises and/or TDY assignments both within and without NATO's boundaries. Such operational requirement may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

4. Essential Qualifications

a. Professional/Experience

(1) Application support

The provision of application maintenance and support services, either directly to users of the systems or to service delivery functions. Support typically includes investigation and resolution of issues and may also include performance monitoring. Issues may be resolved by providing advice or training to users, by devising corrections (permanent or temporary) for faults, making general or site-specific modifications, updating documentation, manipulating data, or defining enhancements. Support often involves close collaboration with the system's

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developers and/or with colleagues specialising in different areas, such as Database administration or Network support.

Skill Level (Apply)

Identifies and resolves issues with applications, following agreed procedures. Uses application management software and tools to collect agreed performance statistics. Carries out agreed applications maintenance tasks.

(2) Military Logistics (General)

Activities that involve logistics management. Participates in the overall planning, organizing, and directing of programmes, services, and support activities carried out through all logistics functions. Develops plans and policy guidance to implement logistics management programs. Directs and administers a positive management-oriented logistics management programme.

Skill Level (Assist)

Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others. Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. Performs a range of work activities in varied environments. May contribute to routine issue resolution. Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organised approach to work. Identifies and negotiates own development opportunities. Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorbs new information when it is presented systematically and applies it effectively.

b. Education/Training

(auto-generated based on the grade and the NATO Occupational Codes)

Higher Secondary education and intermediate vocational training in logistics, transport or related discipline which might lead to a formal qualification with 2 years experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

c. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

d. NATO Occupational Codes

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50643F - Application support

5M4A - Military Logistics (General)

5. Desirable Qualifications

a. Professional Experience

Previous NATO experience.

b. Education/Training

- LOGFAS Sustainment Planning and Distribution course (SPM/SDM Operator) (LOG-LG-36944) provided by NATO Communications and Information Academy (NCI Academy)
- LOGFAS Fundamentals and Data Operator Course (LOGFAS FDO) (LOG-LG-26938) provided by NATO Communications and Information Academy (NCI Academy)
- LOGFAS Strategic Deployment and Movements Planning Advanced Course (ADAMS Advanced Operator) (LOG-LG-46942) provided by NATO Communications and Information Academy (NCI Academy)
- LOGFAS Movement Execution and Coordination Advanced course (EVE Advanced Operator) (LOG-LG-46943) provided by NATO Communications and Information Academy (NCI Academy)

c. Language

None specified

6. Attributes/Competencies

a. Personal Attributes

The incumbent must be able to work with little or no supervision within the constraints of NATO/ACO policies. Therefore, integrity is a key asset of his/her personality. Provides direction, guidance, advice and instruction to other users and supported formations. Demands good interpersonal and communication skills as well as maturity, poise, diplomacy and tactfulness. The incumbent must display motivation, initiative, identification with management objectives, and capabilities for planning, organising, coordinating and controlling a variety of activities. Must be able to travel regularly on temporary duty and must be deployable to a combat environment.

b. Professional Contacts

Maintains various professional contacts within and outside the HQs, ranging from inter-section work relations to coordination with outside. Professional contacts include all HQ Divisions.

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- Internally with G-6/NCSA for all CIS security matters and basic CIS technical matters.
- Within NATO with NATO C3 Agency and NATO CIS School and with NATO Force Structure elements at a functional level.
- Represents the Headquarters at several committees as described in the appropriate field.

c. Contribution to Objectives

Directly contributes to the operational capability of the HQs. Incumbent's advice involve technical risks and directly impact on the efficiency and effectiveness of command activities. The correct use of NATO LOGFAS provides the Commander with the visibility needed during the decision making process.

d. Supervisory Responsibilities

There are no reporting responsibilities.

e. Position Reporting

This post reports to:

OLC RLOX 0010 - Branch Head (Logistics Operations) - OF-4

This post does not deputises anybody.

This post is not deputised by anybody.

7. Additional Information

a. Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate allowances/supplements. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of the [Civilian Personnel Regulations](#) for details.

b. Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various privileges and tax exemptions (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

c. Contract

The successful candidate will receive a three-year definite duration contract, which may be followed by an indefinite duration contract. Also, the first 6 months of the employment is considered as the probationary period during which the performance

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of the incumbent is assessed. The definite duration contract will be confirmed only after the incumbent receives a “good” or “above good” performance evaluation in the probationary period.

d. How to Apply

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en> and search for vacancies within Land Command HQ.

Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

e. Employment Pre-Requisites

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Notice for candidates: LANDCOM is undergoing a reorganization that might affect the job description of this post.

f. Allied Land Command

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY; stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](#)

g. Izmir

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate.

For more information: [Izmir - Wikipedia](#)

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8. Additional Remarks

- a) All applicants are reminded that if hired, to reside here, all members including their dependents must comply with Host Nation requirements and definitions regarding residency.
- b) NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.
- c) Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.
- d) Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.
- e) NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to Chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.