



NATO ALLIED LAND COMMAND

Izmir – Türkiye



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NATO - ALLIED LAND COMMAND IZMIR TÜRKİYE

Position Level: Assistant (Protocol) (B4/G10)

Department: Management Directorate

Gross Salary*: 110,123.14 TL

Job Type: Temporary (6 months)

Closing Date: 04.03.2025

Qualifications

- University degree in international relationship, business administration, law, social sciences, or related fields.
- At least 1 year of fieldwork experience related to coordinating logistics, planning and organizing events or organizational policies and procedures.
- At least 1 year experience in drafting letters, documents regarding organizational policies and procedures.
- At least 1 year of work experience in international environment.
- English Language – NATO Standard Language Proficiency – LSRW (Listening-Speaking-Reading-Writing) - 3322.

(For more information on NATO STANAG 6001:

<https://www.natobilc.org/documents/TrainingResources/STANAG%206001%20Overview%20Feb%202019.pdf>)

Job Description

- Deals with a variety of military staff, national elements of all countries represented at HQ LANDCOM involved in exercises, conferences and other high-level events.
- Assists in coordinating and tracing all incoming visits including branch level and national visits
- Interacts with national representatives from higher HQs and subordinate Commands.
- Keeps regular contact with NATO authorities involved in protocol management, with Host Nation agencies and civil companies.

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- Assists in all protocol tasks during planning, preparation and execution.
- Receive record, distribute and routes all incoming outgoing correspondence.
- Receive, control distribute files and dispose of classified material. Monitors classified material control and filing procedures to ensure compliance with NATO standards
- Submits maintenance work orders as required, including office and communication equipment and supply
- In the execution of duties, the staff assistant will support the Protocol Staff Officers.

Suitability Criteria

- Very good Interpersonal and Communication Skills
- Professionalism (including motivation)
- Wide experience in office communication and information systems
- Detailed Oriented Approach
- Excellent Planning Skills

Contract and duration of employment:

Initial contract for a period of 6 months, possibility of 6 months extension.

Note: NATO can only employ nationals of a NATO member country.

*Subject to deductions according to the relevant provisions of Turkish Social Security and Tax Laws.

How to apply: In order to apply for this vacancy, please visit the platform at <https://www.kariyer.net>