

NATO UNCLASSIFIED

HEADQUARTERS ALLIED MARITIME COMMAND

INTERNSHIP PROGRAMME

JOB DESCRIPTION

DIVISION: N1 – HUMAN RESOURCES (HR)

BRANCH: Military/Civilian Personnel

DESCRIPTION OF INTERNSHIP PROJECT (as a minimum should cover principal duties and tasks):

- Support military and civilian personnel management process.
- Get involved in the development of manpower and military personnel policy (directives, standing procedures, instructions, etc.)
- Provides administrative support to the Civilian Personnel Office when required in various areas (e.g. recruitment, administration, performance management, staff development).

EXPECTED DELIVERABLES:

- Fill in and provide MARCOM personnel with various administrative forms (e.g. proof of employment, proof of address, VAT exemption certificate).
- Deliver various analyses, statistics and prognoses, regarding MARCOM manning.
- Conduct basic risk analysis (identify risk, assess the impact and propose solutions).
- Manage the manning, personnel and the related military functions (NATO ID cards, in/out processing, performance and absence management, etc.) by HRDS (Human Resources Data Services).

MINIMUM LEVEL OF EDUCATION:

- At least two years of successful university studies or equivalent experience.

AREA OF STUDIES

- Human resources management, social sciences, law, personnel management, business administration or related field.

ADDITIONAL SPECIALTIES: Not required

FIELD OF EXPERIENCE/INTEREST:

- Management of military and civilian personnel
- Organizational management

NATO UNCLASSIFIED

NATO UNCLASSIFIED

SKILLS (get involved, inspire, mobilise, provide advice)

- Is able to put in practice theoretic management skills.
- Develops relationship with MARCOM personnel
- Is able to analyse, summarize and conceptualize on a given task.
- Support MARCM HR decision process.

IT SKILLS:

- Working knowledge of Microsoft Office.

SECURITY CLEARANCE LEVEL REQUIRED: NATO SECRET

PRIMARY SPONSOR: Lt P BENTON Tel 01923956563

ALTERNATE SPONSOR: NATO CIV A3 D Giannis Tel 01923956562

PREFERRED START DATE: 1ST quarter 2020

NATO UNCLASSIFIED