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**EUROPEAN UNION – MILITARY STAFF  
JOB SPECIFICATION**

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<b>1. Directorate:</b> Operations <b>Branch:</b> Current Engagement and Situational Awareness (CESA)	<b>2. Position Title:</b> Assistant – NCO (AA-NCO) <b>PE Number:</b> OPD-08
<b>3. Branch Mission:</b> Current Engagement and Situational Awareness (CESA) Branch has the responsibility for : <ol style="list-style-type: none"><li>a. monitoring EU-led current operations and missions by providing a 24h/7 capability serve as to the link to civilian and military CSDP operations and supporting actions</li><li>b. providing relevant situational awareness and an alert function in case of imminent emergency.</li><li>c. providing support to the DOPS Divisions as required, specifically in the area of strategic analysis on ongoing CSDP Operations and Mission, participation in relevant monitoring and planning teams, contribute to strategic reviews etc.</li></ol>	
<b>4. Accountability:</b> OPD-05 is accountable to BC CESA. <b>Duties:</b> Under the direction of BC CESA: <ul style="list-style-type: none"><li>– Provides personal assistance to the HoD CESA daily work.</li><li>– Assists the HoDs and AOs in their daily work.</li><li>– Contributes to the efficiency, professionalism and cohesion of the Operations Directorate.</li><li>– Performs the responsibilities and tasks related to the secretariat.</li><li>– Performs the responsibilities and tasks related to the secretariat, also at the Directorate’s level if and when required.</li><li>– Assists in maintaining up-to-date procedures and other documents for the WKC.</li><li>– Ensures the management of WKC archives, folders and contact lists both in electronic and hard copy.</li><li>– Acts as Point of Contact for any Logistic and Administrative issues with the competent bodies.</li><li>– Assists in keeping all SOPs updated.</li><li>– Undertake any other duties that may be required by the BC CESA.</li></ul>	
<b>5. Qualifications/Experience</b> <ol style="list-style-type: none"><li>a. <u>Essential:</u><ul style="list-style-type: none"><li>– Tactful and pleasant, with a strong sense of duty and responsibility.</li><li>– Excellent working knowledge in using MS Office Suite (mainly power point, excel, word and Outlook).</li><li>– Data Management knowledge and administrative skills.</li><li>– Experience in support of military staff work.</li><li>– Experience in multinational environment.</li></ul></li><li>b. <u>Desirable:</u><ul style="list-style-type: none"><li>– Ability to work under pressure.</li><li>– Be able to work overtime, frequently on short notice.</li><li>– Good working knowledge in the use of modern IT.</li></ul></li></ol>	
<b>6. Language Proficiency</b> <p>Thorough working knowledge of English (preferably SLP 4443 and not less than SLP 3333); thorough working knowledge of French (SLP 3232).</p>	
<b>7. Grade/Rank/Arm of Service</b> <p>OR 5-9, Any Service.</p>	<b>8. Security Clearance</b> <p>Minimum SECRET</p>

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**9. Remarks:** Quota post to PT. EUMS personnel are liable to be deployed on missions to any region of the world. Once notified of an intended deployment, the administration of origin will, if required, be responsible for the implementation of national regulations with respect to medical aspects, pre-deployment training and passport.

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