



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

OPERATIONS SERVICES PROGRAMME OFFICE (OS), Operational Energy Branch

Consultant – Senior Clerk

CLT No. CO26091

Expertise level V | *Duration* 12 Months | *Duty Location* Iraq

BACKGROUND

The Operations Services Programme Office (OS) Fuel Branch provides in-theatre fuel support to the NATO Coalition Forces for KFOR, Global Fuel Services (GFS), Deterrence and Defence of the Euro-Atlantic Area (DDA) and Global Access Services (GAS) including Fuel and Flight line services, requiring additional work force to carry over the tasks entrusted by NATO and the NATO Nations. Consultant Senior Clerk is required to provide on-site or remote support to the Operational Energy Branch.

The consultant serves in an advisory and/or technical capacity for work not provided for by the establishment approved for the Agency.

SUMMARY

The consultant is responsible to the Branch Chief, Section Chief, Head of Office, or delegated representative for performing/executing his/her duties. More precisely, he/she is responsible for performing/executing the following tasks:

MAIN DELIVERABLES/SCOPE OF WORK

- Plan, improve and mail documents in response to customer requests.
- Monitor and coordinate the flow of documents and reports and their distribution to the appropriate offices.
- Prepare, coordinate and update presentations and publicity material as required.
- Assist in updating and maintaining work related reports. Standard Operating Procedures (SOPs) and other Manuals
- Coordinate and manage actions and reports in all administrative aspects of the NSPA Operational Energy Branch activities.
- Track and record all invoices in the NSPA utilized software (excel, SharePoint, word) and maintain the library for those documents.
- Execute general administrative tasks as required.
- Required to undertake duty travel, in direct support of approved operations/missions.
- Perform other related functions as required in peacetime and any other appropriate functions assigned in times of crisis or war.
- Participate in meeting and conferences as required.
- Manage and process customs documents for all equipment, vehicles, materiel and services supplied in connection with NSPA Fuel Projects under NSPA Contracts to expedite delivery of shipments to theatre.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Secondary school – 5 years' experience working in the field of administration, related to support of commercial fuel or military operations would be an asset.
- Utilize NSPA provided software to manage and support fuel and packaged petroleum, oil, and lubricant requests, provision and invoicing processes. (Excel for calculation and reporting as a minimum). Ability to work independently with minimal guidance and direction.
- Ability to work in a stressful environment.
- Ability to express himself/herself, orally and in writing in English.
- The Incumbent must hold, or be able to obtain, a valid "NATO SECRET" security clearance.

LANGUAGE QUALIFICATIONS

- NATO's two official languages are English and French. The work of this consultancy is mainly conducted in English, therefore fluency in that language is essential and beginner knowledge of French is desirable.

PERSONAL CHARACTERISTICS

- All NSPA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.