

CO-25024: Technical Assistant, Construction Engineering Branch (OE-B)

N° CO25024 / Ref. N° 2024_00665

STATEMENT OF WORK

For more information, please click [here](#)

- Assist in the preparation, drafting, verification and dissemination of project documents in coordination with the Project Officer(s), and relevant addressees.
- Prepare correspondence, presentations, reports, database queries and statistics as required using modern automation equipment and software.
- Review and finalize documents, including ensuring the correctness and the format of outgoing correspondence, with detailed proofreading.
- Prepare contractual documents and create purchase requests, supplemental agreements and outline agreements.
- Assist in reviewing contractors' invoices against approved funds.
- Translate documents and correspondence from Latvian to English and vice versa.
- Assist the Project Officer(s) at meetings where interpretation of Latvian may be required.
- Organize and provide support for meetings conducted by Video Teleconference (VTC), coordinate and execute necessary administrative actions in preparation of and during the meetings.
- Provide administrative support during design reviews and stakeholder meetings including the recording of decisions and writing of minutes.

POST DETAILS

- This post is deployable. The incumbent of this post may be required to deploy or may be assigned to a remote location, to perform duties (inside or outside a theatre/deployment location) in support of Council approved operations/missions or in support of national or multinational operations/missions authorised by the Agency Supervisory Board of NSPO.
- Contract duration: 9 months
- Level: IV

HOW TO APPLY?

All candidates should refer to the [FAQs](#) before applying.

Applications sent via e-mail will be automatically rejected.

IMPORTANT NOTES

In accordance with the NATO employment regulations, the contract will be established for a 6-month period. The working language will mainly be English. The duty stations will be Latvia and/or any other NSPA approved project locations as required.

The Talent Acquisition and Development Office shall let you know in due course the outcome of the screening process.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with.

Position Number:
CO25024

Ref. No.:
2024_00665

Position category:
Engineering

Grade:
CLT

Minimum educational level:
University degree (Bachelor)

Duty location:
Latvia, Europe or any other location as required

Who can apply?:
NATO Civilian Staff and external candidates who are nationals of a NATO member country are invited to apply.

Application Deadline:
01 January 2025

Vacancy status:
Receiving applications until deadline

The Agency would appreciate it if addressee countries could provide their support by submitting candidates whose security clearance can be effected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

NSPA COVID MEASURES:

All deployable vacancy announcements include the requirement to be fully vaccinated at the time of receiving the offer of employment. No offer of employment shall be made to deployable candidates who refuse to be vaccinated.

EMPLOYMENT STATUS REQUIREMENT FOR CURRENT MILITARY OR ADMINISTRATION POST HOLDERS:

Please note that if you currently hold a military or administration post, you will be required to decide, in accordance with your national authorities' regulations, whether to retire or resign from your post, or apply for special leave from your national authorities. If you are invited to a preliminary interview, you will be asked to indicate your preference at that time as well.

IMPORTANT NOTE:

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.