

The Resolute Support (RS) Recruitment Office manages the recruitment for all Mission Civilian (MCiv) and Local Civilian Hire (LCH) positions, within the Crisis Establishment for all RS Area of Operation.

**Application forms for MCiv posts must be sent by e-mail to: vacancies@hq.rs.nato.int
Application forms for LCH posts must be sent by e-mail to: local.vacancies@hq.rs.nato.int**

General Information for Applicants

(Please read carefully before applying)

RS Mission Civilian (MCiv) and Local Civilian Hires (LCHs) are Civilians employed by RS in support of specialized mission requirements, which are normally performed by military personnel or by NATO International Civilians (NICs) in peacetime headquarters. This category of civilians includes nationals of NATO Member countries or Partners who can provide NATO recognized security clearances. The list of countries may be found at <https://www.nato.int>. In case of dual citizenship, the country of actual residence will be the nationality to be accepted. Only persons from NATO member countries and TCN's are eligible to apply for RS Mission Civilian (MCiv) positions. For Local Civilian Hires (LCH) posts, only Afghan Nationals are eligible to apply.

Completed official application forms quoting the post title and post number should reach the Civilian Personnel Office Recruitment Vacancy in-box no later than the closing date indicated on the respective vacancy announcement(s).

For the completion/submission of the application form please note:

- Applications should be saved with your LAST NAME and First Name, e.g. SMITH John
- All application forms should be completed in full following the date and number format requested in the form. Please submit your application form in **MS Word** format only. You will be requested to sign the application form if appointed. Personal picture is desirable but not mandatory.
- Application forms should be accompanied by the additional 'Education/Training Record', fully completed (last page of the application form), you will be requested to sign the form if appointed.
- CV's/Resumes **will not be** accepted and expressions such as: *please see attached resume (CV), duties were confidential, please see attached letter, please look at Job Description, enclosed document has details etc.* are not acceptable.
- **Do not** attach any qualifications or certificates with your application. These will be requested, if invited for interview or at a later stage. Any such documents, other than in English, should be translated into English and if possible attached as a certified translation when asked to do so. Please note that an official institution may assess value and validate diplomas and certificates. Applicants are explicitly requested to limit copies of certificates to information relevant to the qualifications required for the post.
- Particular attention should be given to secondary education, further education and employment record. Please supply your current supervisor's full contact details (including e-mail address) and a full summary of work duties and for which, if necessary, continuation sheets may be added (max. 2 pages – Please save your continuation sheet as follows: SMITH John extra page). Kindly concentrate in writing Your functions, tasks, responsibilities and achievements versus leaving the application with explanation on company/organisation mission.
- In case of multiple applications within RS, applicants should send separate applications for each post. On each application they must refer to the other post(s) which they have applied for.

- All applications received will be confirmed within one week by e-mail. If you do not receive confirmation from Recruitment Section, please resend your application form.
- Please note that only applicants who succeed in the initial screening will receive a response.
- Applicants who are, or have been, employed as a NATO civilian, are requested to indicate current/last grade.
- Ensure that you provide full contact details for referees, including e-mail addresses (if possible).
- Applications submitted after the closing date **will not** be accepted.

Salary and conditions of employment will be in accordance with the HQ RS Civilian Personnel Policy and Regulations.

Employment Contracts:

Prior to appointment, i.e. following the selection process, the selected candidate will be request to confirm interest in continuing recruitment, requesting a written acceptance; an offer of employment will be made upon the receipt and accepted approval of a full Medical Screening Pack (satisfactory medical consultant's report, complete with supporting documents, Medical Questionnaire and Vaccination Record) endorsed by RS Theatre Medical Advisor and the required Security Clearance Certificate and if applicable, results of any recruitment phase.

HQ RS offers an initial contract with the duration of one year with a 3 month probationary period for the selected candidate. On the expiry of this initial contract, if the organisation wishes to retain the services of the staff member concerned, a contract amendment for an additional year will be offered.

The post is to be filled as soon as possible after the closing date. Procedures prior to employment may take up to one full year; the average however takes approximately 3 months.

Notes:

- Our primary method of correspondence with potential applicants is via e-mail. Interviews may be conducted using Skype or telephone conference calls, or you may be invited to attend a face to face interview hosted in a European location. The only interviews conducted in Afghanistan are for local civilian hires or if interviewing specifically for internal recruitment.
- Job descriptions may change during the recruitment process as a result of organisational developments and requirements.
- A candidate can only be considered when their profile matches the essential qualifications of subject vacancy. Exceptionally, requirements may be lowered in order to meet market conditions.
- Unsuccessful applications will not be kept pending future vacancies.

Only applications completed in accordance with the above instructions will be taken into consideration.

Open applications (general applications without specifying a particular vacancy) will not be taken into consideration.

RS is an equal opportunities employer, and does not discriminate on the grounds of gender, race or ethnic origin, religion, nationality, disability, age or sexual orientation.