

15 JAN 2024

NATO Multinational Division North is calling to apply candidates for the post of **Assistant to Information Knowledge Management**

Requirements for the candidates

- Experienced with ample professional background in Information Knowledge Management.
- Relevant training within field of IKM.
- Expertise in SharePoint architecture, its operational principles and scope.
- Advanced knowledge of MS office.
- High level of organizational and coordination skills.
- Basic user knowledge of document handling systems such as IDHMS.
- Ability to solve complex IKM issues, analyse causes and propose solutions.
- Proficiency in English as the primary working language at the HQ is English.
- NATO Information Knowledge Management Course or equivalent education, training or experience will be considered an advantage.
- Military background will be considered an advantage.

Main tasks:

- Assist and support the IKM Branch manager as well as Division Branches on matters regarding IKM.
- Be the IKM architect on existing platforms and ensure continual optimisation of the SharePoint.
- Solve tasks related to Information Management Systems.
- Develop and propose policies, procedures, working practices and training to promote compliance with legislation regulating all aspects of holding, use and disclosure of data.

What we offer

- We offer a challenging and independent job in a multinational organization, where you will be able to work together with both civilian and military employees.
- You will be coordinating with others branches internally in the Headquarters and externally with public institutions.
- You will work in a multinational English speaking environment, the job will be quite dynamic and with a high degree of self-employment and mission command within own responsibilities.
- You will be part of a learning environment, where we are training ourselves, as well as participating in professional courses nationally and internationally within NATO.

- Salary package includes transportation compensation, additional vacation days, hybrid work possibilities, health insurance and access to sport facilities.
- Gross salary: EUR 2100 – 2300.

Security Clearance

- The job requires a security clearance, which must be obtained via the Latvian Security Services. The process is initiated by the Division upon job offer.

How to apply

- Send your CV and letter of motivation in English before the closing date of 30 January 2024 to Iveta.Rasa@reach.nato.int or use cv.lv application form. In your application, please state the country of your citizenship.
- Kindly be informed that only candidates selected for the second round of recruitment will be contacted

Overall information about the company

Headquarters (HQ) Multinational Division North (HQ MND N) was founded in March 2019 as part of NATO's deterrence and collective defence plan of the Baltic region. HQ MND N is located in Adazi Military Base. In peacetime the HQ have operational control of the international forces in the region, and prepares for taking command of divisional forces in case of crisis or war. The HQ also supports the national defence forces in the region with their operational planning and training. The HQ is a part of NATO Force Structure.

Information Knowledge Management cell is responsible for implementing Information Management Policy. The Cell manages documents for the HQ and supporting elements. The Cell provides project management and rollout of new IKM technologies and tools, as well as develops, coordinates and delivers IKM training.

For more information, look for us on social media: Facebook [Multinational Division North](#) and X - @hqmndn

Contact information

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