

15 JAN 2024

NATO Multinational Division North is calling to apply candidates for the post of **Assistant to Public Affairs Office**

Requirements for the candidates

- Experience with ample professional background in strategic communication, journalist or equivalent.
- Experience in working with various media publications in English.
- Expertise in creation of photography and video content designed for social media pages.
- Comprehensive knowledge of video and photography creating and editing tools.
- Advanced proficiency in Latvian as well as English as the primary working language at the Division is English.
- High level analytical, coordination and organizational skills.
- Smart appearance and ability to work in a team.
- Knowledge about the military environment, NATO and security issues will be considered an asset.

Main tasks:

- Produces media products (videos, photography, and posts) to be publish on social media and internal outlets.
- Assists with producing media products to be published on external media.
- Assists other staff agencies on strategic communication activities and provides information material, as necessary.
- Assists in communication with media representatives from Latvia and Denmark.
- Analyses and monitors media outlets.
- Assesses strategic communication trends in media.

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 colleagues.
- 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 2000 – 2200.

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.

The Office of Public Affairs is responsible for external and internal communication, as well as the planning and conduct of visits to the MND N.

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

Contact information

Iveta Rasa

Human Resource Specialist

CIV, LVA

G1 Personnel Branch

Mobile +371 26243629

Email (NU): Iveta.Rasa@reach.nato.int