

The Head Quarters for International Security Assistance Force Recruitment Office manages the recruitment for all International Civilian Consultants (ICCs) and Local Civilian Hire (LCH) positions, within the Crisis Establishment for all ISAF Areas of Operation.

Application forms must be sent by e-mail to: vacancies@hq.isaf.nato.int

General Information for Applicants

(Please read carefully before applying)

ISAF International Civilian Consultants (ICCs) – Civilians employed by ISAF 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 ISAF Troop Contributing Nations (TCNs) which can provide NATO recognized security clearances. 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 ISAF International Civilian Consultants (ICC) 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 Human Resources Recruitment Vacancy in-box no later than the closing date indicated on the respective vacancy announcement(s).

For the completion of the application form please note:

- All application forms should be completed in full. If you are not able to submit a signed copy, you will be requested to sign your application form if appointed. (MSWord or pdf. only)
- Application forms should be accompanied by the additional 'Education/Training Record', fully completed.
- 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 you are invited for interview. 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 validity of diploma's and certificates. Applicants are explicitly requested to limit copies of certificates to information relevant to the qualifications required for the post.
- In case of multiple applications within ISAF, applicants should send separate applications for each post. On each application they must refer to the other post(s) which they have applied for, listing them in order of their preference.
- Please limit attachments to 1MB – as larger files may exceed our acceptable limits.
- 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 an e-mail address (if possible).

Salary and conditions of employment will be in accordance with the HQ ISAF Civilian Human Resources Personnel Regulations.

Employment Contracts:

Prior to appointment, the selected candidate will be sent a provisional offer of pre employment, 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 ISAF Theatre Medical Advisor and the required Security Clearance Certificate and if applicable, results of any pre-employment screening.

HQ ISAF 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 a telephone conference call, 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.
- Confirmation of receipt of the application by HQ ISAF Recruitment Office will be sent generally within one week of receipt. If you have not received this confirmation, please resend your application form.
- 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.