

26566 - AFN/AFS Governance & Management Secretariat Support

Location: Brussels, Belgium.

Period: Delivery driven (start on 01 Oct. 2026)

Deadline: 16 Sep. 2026

Duties/Roles:

- Manage & maintain the AFS Information and Knowledge Portals;
- Provide full document management and control for all AFS Doctrine, Policy, Technical, Security, Independent Assurance & Validation, Process and Procedure documents; all formal communications, including notifications, agendas, minutes and reports;
- Provide professional, end-to-end support for recording meeting discussions, organizing the captured content, and delivering polished draft minutes for review by chairs and supporting staff;
- Provide conference support to all significant work group and executive meetings;
- Communications support for external attendees (partners, clients, speakers, media, regulators, etc.) so that they can participate in corporate meetings, conferences, and related events smoothly, securely, and in compliance with the client's policies;
- Deliver end-to-end administrative support that streamlines meeting logistics, builds clear agendas, tracks action items, and maintains consistent stakeholder communication. The service is designed to keep teams aligned, improve efficiency, and drive measurable progress toward the client's strategic goals.

Skills, Knowledge, Experience Required:

Mandatory:

- The candidate must have higher vocational training in a relevant discipline with 4 years of post-related experience, or a secondary educational qualification with 6 years of post-related experience;
- The candidate must have strong verbal and written communication skills for interacting with clients, staff, and management;
- The candidate must demonstrate meticulousness in checking documents for errors and ensuring accuracy;
- The candidate must have prior experience working in an international environment comprising both military and civilian elements;

- The candidate must have the ability to handle unexpected issues, challenges, and shifting priorities;
- The candidate must have the ability to manage multiple tasks, prioritize, and meet deadlines;
- The candidate must have the ability to work independently or as part of a team;
- The candidate must have expertise in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint);
- The candidate must have awareness/knowledge of ITIL Foundation.

Desirable:

- At least 3 years of experience in NATO or multinational environments is strongly desirable.

A-8 SECURITY CLEARANCE

- All personnel assigned to this contract by the Contractor are required to hold a valid NATO SECRET security clearance for the duration of the contract period of performance.

Required Level of Security Clearance:

NATO SECRET.