**Job profile Date:**  18 April 2024

**BASIC DETAILS**

Job title : Defense Policy Officer

Unit/mission : Astana

Job level : scale 7

Number of hours : 40

Salary : min KZT 825.148,00

 (depending on level of experience)

Job function number : 64279602

Contract Period : Trial period of two months followed by a

 contract for 12 months
Starting Date : 20 May 2024 (negotiable)

Closing Date for applications : 10 May 2024

**GENERAL JOB RELATED INFORMATION:**

The Defense Policy Officer (DPO) is primarily responsible for:

1. The DPO is primarily responsible for gathering information, writing reports, organizing events and providing support to the Defense Attaché (DA).
2. The DPO is accountable to the DA.
3. The annual plan, rules and regulation are applicable.
4. The DPO takes decisions about the means of information to be used and the provision of additional information on the background to current regulations, procedures and objectives.
5. The DPO takes decisions about information gathering means to be utilized.
6. The DPO provides interpreter and translation services from Russian and Kazakh to English and vice versa
7. Due to the regular absence of the DA, the DPO will also carry out work independently for a longer period of time without designation.

**DUTIES AND RESULT AREAS:**

1. Providing interpreter services by:

* translating Russian/Kazakh documents about defence or national security related topics;
* acting as interpreter during visits to the Ministry of Defence and other local organisations;
* translating incoming Russian/Kazakh correspondence into English;
* translating outgoing correspondence into Russian/Kazakh, when required;
* translating speeches and presentations of the Defence attaché into Russian for multi-language meetings (like ceremonies).

2. Providing policy support by:

* gathering defence and national security related information in the media or the internet for all countries of accreditation;
* gathering defence and national security related information by participating in conferences, seminars, reception and briefings;
* filing reports based on available information;
* taking care of the correspondence with persons of the Ministry of Defence, Operational staff, units, universities and think tanks;
* keeping minutes of meetings as requested;
* drafting the concept budget;
* assisting the Defence attaché with his assessments and writing of reports.

3. Providing support to the Defence attaché:

* conducting administrative and secretarial tasks (for instance, keeping the schedule up to date, filing of documents, making preparations for business trips, drawing up declarations etc);
* drafting concept programmes for visits and ceremonial events;
* processing the requests for the overflight of military airplanes in accordance with the procedures of the country involved;
* answering incoming queries concerning the events;
* processing requests for visits;
* guarding the expenses in relation to the budget;
* sending the bills to the relevant authorities and ensure that they are paid in time.

Description of result areas:

- timely provision of information and reports;

- well prepared and executed visits, ceremonial activities, port visits etc.;

- providing accurate translation and interpretation services;

- ensure proper management of the administrative workflow of the department.

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**EXTERNAL CONTACTS OF THE DPO:**

* Assistant Defence Attachés of other Embassies and representations of international organizations;
* Points of Contact within the Ministry of Defense of the Republic of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan respectively, and within other relevant organisations in these countries;
* Relevant Points of Contact within the NL MOD and NLD MFA;
* Contacts in the sphere of hospitality (hotels, restaurants, catering, etc);
* Possible other relevant external contacts.

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**DESCRIPTION TYPE OF EMPLOYEE REQUIRED / COMPETENCES / JOB REQUIREMENTS:**

Knowledge and areas of experience:

* excellent knowledge of English, both orally and in writing;
* good business Russian/Kazakh language skills, both orally and in writing;
* knowledge of or interest in Central Asian, Dutch and regional defence, security and foreign policy;
* knowledge of the Microsoft Office package, including Outlook, Word and Excel;
* experience in the conduct of translation services;
* experience in a Kazakh as well as an International working environment is appreciated.

We look for a policy adviser who is flexible, communicates well, likes working in a team and is able to build a network of contacts. He or she should have a thorough awareness of the demands of working in an international environment. He or she should also be able to function well in the Dutch working environment of the embassy, where personal initiative and independent judgement are greatly appreciated. The DPO should possess the capability to combine the more analytical tasks with the support role, which requires precision and thoroughness. The DPO is a team player who is willing to take on a wide variety of tasks and DPO is able to play a pivotal role with regard to secretarial, logistical and administrative support of the management and to the general operations of the Embassy.

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**WORK ENVIRONMENT**

The Embassy team currently consists of six expatriate staff members and fourteen locally recruited employees.

The DPO will be working in the defence department of the Embassy in Astana.

The DA acts as advisor to the ambassador on defence matters and works closely with other departments within the embassy . He actively supports the interests of the Dutch defence industry. Beside Kazakhstan the DA is also accredited to the Republic of Kirgizstan, Republic of Uzbekistan, Republic of Tajikistan and Republic of Turkmenistan and he visits these countries regularly.

The Defence Department aims to collect and report data, which are from the military-political, military, economic, strategic, tactical, technical or historical point of view of interest for the political and military leadership of the Ministry of Defence. To this end the DPO will liaise with: the military and civil authorities of the country of accreditation, assistant attachés from other countries and individuals who are of interest for the department.

The defence department consist of the DA and DPO. The department closely cooperates with the Public Diplomacy, Political and Agricultural Affairs section.

The Ministry of Foreign Affairs in The Hague and the Embassy in Astana are actively promoting diversity and inclusiveness. These aims are being taken into account in our selection procedure.

One Team – approach is leading; every member of the team is a valuable part of the embassy; colleagues should be open and available to back each other up.

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**CONTACT:**

In case of interest in the vacancy you are invited to send a CV and a motivation letter

to AST-AZ@minbuza.nl before 06 May 2024.