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INTERNSHIP - Executive Management Division - Infrastructure and Facilities Management (IFM) - Space & Project Management (CAD & BIM) -210081

Primary Location Belgium-Brussels

NATO Body NATO International Staff (NATO IS)

Schedule Full-time

Salary (Pay Basis) : 1,086.70Euro (EUR) Monthly

Grade INTERN

Description:

Are you interested in Facility Management, BIM & CAD Design, architectural project support, and eager to gain experience working in a large scale and modern compound?

Are you interested in interning at an international organization that offers diverse and unique experiences?

Are you a motivated individual eager to learn new things?

NATO is currently looking for an intern who is willing to step up to the challenge of working alongside the Space and Projects Management / CAD & BIM teams.

The Infrastructure and Facilities Management (IFM) Section missions are to support NATO's political and decision-making processes by managing and maintaining the NATO Headquarters site in Brussels. IFM provides the International Staff (IS), International Military Staff (IMS), National Delegations, Partners, independent Bodies and all others accommodated at NATO Headquarters, with facility management (FM) services. IFM is responsible for the overall management, supervision and technical and financial control of all in-sourced and out-sourced facility, maintenance, transportation and logistics services, major and minor investment projects and asset and inventory management in support of NATO Headquarters functions.

The CAD & BIM team of IFM currently manages one of the most complex sets of BIM models for FM for public office complexes in Europe.

Within the CAD and BIM team of IFM, the incumbent will mainly:

- Maintain, update and draft 2D architectural and technical documentation of the NATO HQ facilities (day-to-day documentation management) on AutoCAD.

And/or

- Maintain, update and model modifications on the NATO HQ BIM models using Revit, Dynamo, MS Excel and Archibus.
- Support the CAD / BIM team and other IFM stakeholders by drafting architectural and technical project documentation (blueprints, bills of quantities, visualizations, etc.).
- Participate to site surveys, meetings, works site visits and draft the reports derived from them.
- Data management on Common Data Environments (SharePoint, Vault)

WHO ARE WE LOOKING FOR?

ESSENTIAL:

The candidates must:

- Have a bachelor degree or equivalent (or be at least in the third year of studies) in one of the following fields: Architecture, BIM Modelling, CAD Design, Engineering, Interior design, Electrical or Mechanical engineering.
- Have a very good knowledge of Autodesk Revit and/or Autodesk AutoCAD.
- Have an Advanced knowledge in one of the NATO Official languages (EN/FR), and at least Beginner in the other language.

DESIRABLE:

The following would be considered an advantage:

- Educational specialization in Facility Management (FM).
- Higher degree.
- Autodesk Certified User in AutoCAD and/or Revit, or equivalent certification.
- Advanced knowledge of other software related to the Construction and FM sector (ex: Adobe CS, Excel, Sketchup, Archibus, Dynamo, SharePoint)
- Have a higher level of expertise in the other NATO Language.

COMPETENCIES REQUIRED:

To successfully work with the CAD/BIM team, you should demonstrate the following competencies:

- **Achievement:** Works to meet standards.
- **Analytical thinking:** Breaks down problems and see basic relationships.
- **Clarity and accuracy:** Shows general concern for order and clarity, and checks own work.
- **Flexibility:** Acts with flexibility.
- **Organizational commitment:** Adheres to NATO's standards, policies and explicit values.
- **Teamwork:** Cooperates, shares information and knowledge freely, offering support and cooperation.
- **Empathy:** Listens actively.

SPECIAL NOTICE:

In order for the Internship Office to assess your eligibility for the Internship Programme, please attach the following documents:

- Copy of university qualifications you have completed and/or
- Proof of ongoing studies with the dates clearly mentioned if you are still studying.

We prefer that these documents are in one of the NATO official language (English or French). If you don't have these documents in English or French, please attach a self translation.

Please ensure that all information is complete and accurate before submitting your application.

Amendments after the submission cannot be taken into consideration for the evaluation of your application.

TERMS AND CONDITIONS:

This internship is paid, and you will work full time for the period of six months.

Read more about the Internship Programme, including terms and conditions, and what we offer [at our website](#).

ADDITIONAL INFORMATION:

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations, and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.

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