



VACANCY NOTICE

Officer

Agency Supervisory Board Secretariat

Grade: **A3**

Reference Number: **A3-ASB-12-BEL**

The NATO Communications and Information Organisation (NCIO) is a subsidiary body of the North Atlantic Council established pursuant to Article 9 of the North Atlantic Treaty to meet collective requirements of NATO Allied Nations in the field of capability delivery and service provision related to Consultation, Command and Control as well as Communications, Information and Cyber Defence functions.

The NCIO comprises of an Agency Supervisory Board, supreme governing body of the Organisation, and of an Executive body, the NATO Communications and Information Agency (NCIA).

The Agency Supervisory Board (ASB) is composed of a representative for each NATO member Nation and is responsible for directing, administering and controlling the NCIA and for enabling it to accomplish its mission, functions and tasks.

The Board is chaired by a national Chairperson assisted by a small, independent Secretariat whose mission is to support the Board and its substructure ensuring a proper and expeditious decision-making and follow-up.

Duties:

Under the direction of the Chairman of the ASB, but largely on his/her own initiative with a high degree of autonomy, the incumbent is responsible for:

Information and knowledge Management

- Support the Chairperson in facilitating efficient and effective information management in both paper and electronic formats and processes;
- Draft the ASB Chairperson's correspondence, including policy issues and cover notes;
- Prepare the Chairperson's remarks for meetings and social events and represent the ASB Chairperson when required;
- Advise the ASB Chairperson of those meetings and agenda items where his/her attendance might be required;
- Provide information and advice to the ASB Chairperson on issues that may affect the NCIO.
- Organize correspondence and documentation to create a well-structured filing system;
- Monitor policy developments in NATO bodies sharing knowledge on these with the Chairperson;
- Answer technical questions asked by the NCIO stakeholders;

Planning and Execution

- Prepare the timetable and agendas for meetings of the ASB and Subordinate Committees;
- Support the activities of the ASB and Subordinate Committees, based on the NCIO mission and objectives;
- Draft decision sheets, assuring that they reflect accurately and clearly decisions;
- Follow-up on ASB decisions and take action as required.

Financial Management

- In coordination with the Chairperson and the Financial Controller prepare and execute the Secretariat's annual budget and proposals for changes to the Establishment, in accordance with applicable procedures. Develop Key Performance Indicators (KPIs) as necessary and coordinate the Secretariat's annual report;
- Manage the Secretariat budget by ensuring that the NATO Financial Regulations are being implemented and the necessary documentation is being drafted and recorded.

Other duties

- Manage special undertakings within the Secretariat, for example the preparation of reports leading up to the ASB meetings.

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- Proactively develop analytical skills and creative thinking in the development of solutions to increase efficiency.
- Provide suggestions to the Chairperson to improve secretarial procedures and find ways to be more effective in managing the Secretariat's work.

Experience and Education:

- A university degree, preferably in political science or business administration, equivalent to a Master's and supplemented by relevant postgraduate qualifications. Exceptionally, the lack of a Master's degree may be compensated by a lower academic qualification combined with the demonstration of particular abilities or experience of relevance to this post;
- At least five years professional experience in international committee secretarial work, including experience in organizing and running high level meetings and protocol;
- Proficiency in using Microsoft Office suite of software;
- Ability to draft quickly and concisely and to make presentations in at least one of the two official languages of the Organisation;
- Excellent written and oral communication skills, based on the ability to analyse, summarize and draft material clearly and concisely, to speak in public fluently and effectively, to synthesize difficult policy issues and discussions and to propose viable solutions;

Desirable Experience and Education:

- Familiarity with the Alliance's political and military decision-making process;
- Clear understanding of NATO Consultation, Command and Control as well as Communications, Information and Cyber Defence;
- Experience in an international and multi-cultural organisation;
- Good knowledge of an additional Member nation language;
- Good knowledge of NATO Agencies Reform and NATO Command Structure Reform.

Language Proficiency:

- A thorough knowledge of English, both written and spoken, is essential at the advanced level and some elementary knowledge of French is desirable.

Competencies or Personal Attributes:

- Integrity and Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics and Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Priority Setting - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- Organizing - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Negotiating - Can negotiate skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.

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- Informing - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- Interpersonal savvy – Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high tension situations comfortably
- Process management – Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.;
- Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interested and yet be fair to other groups; can solve problems with peers with a minimum noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers;

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the Hague, the Netherlands, Brussels and Mons, Belgium offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent will be required to:

- Liaise with the NCIA General Manager and HQ Executive, members of NATO and Partner Nations, the Secretary General's Liaison Officer, the International Military and Civilian Staff, the Military Commands and other NATO bodies.
- Liaise with peer-level working contacts across NATO HQ, NATO Agencies and Nations as required;
- Maintain routine liaison with the designated Secretaries of relevant Committees;
- Ensure coordination of inputs from various NATO bodies.

Supervisory/Guidance Duties:

- The incumbent will be responsible for providing guidance and supervision to other staff of the Secretariat, if required.

Working Environment: Normal office environment. The incumbent might be required to work unsocial hours.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 5,997.17 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "A3-ASB-12-BEL") and send it to recruitment@ncia.nato.int by close of business:

N A T O U N C L A S S I F I E D

Friday, 12 October 2012

It is intended that the interviews will take place in the last week of October/beginning of November 2012.

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.
- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO CI Agency application forms can be downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>