

TALEO Job Number: 170177

Vacancy Number: A07/0317

Post Number: OSC FRR 0120

Job Title: Staff Officer (RPI)

NATO Grade: A-3

Basic Monthly Salary (12 x per year): 6.490,50 €, tax free

Closing Date: Monday 05 June 2017

Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

GENERAL BACKGROUND:

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Division: JCAP

POST CONTEXT

SHAPE is the Strategic Headquarters for Allied Command Operations. Plans is the Directorate responsible for the development of strategic policy to support ACO's operations and functions, the development of operational plans, planning of collective training and exercises, the development of policies and strategies for force generation, training, evaluation and certification of the NATO Response Force (NRF), focal point for all issues related to capability planning and ensuring harmonization of urgent operational requirements, capability packages and long-term capability development management; also responsible for the development of Integrated Resource Management (IRM), policies, plans and prioritization for ACO. JCAP is SHAPE's focal point for strategic management and requirements planning and integration, also for all issues related to defence planning and capability planning. The Strategic Management and Requirements Planning (SMP) Branch is ACO's focal point for enabling the prioritization and allocation of resources against ACO priorities, also developing strategic management-planning systems. Resources Planning and Integration (RPI) Section is ACO's focal point for enabling the prioritization and allocation of resources

against ACO priorities. The incumbent acts as resource integration officer and is focused on the presentation of resource requirements to the implementation authorities.

REPORTS TO

Section Head (Resource Planning and Integration), OSC FRR 0010.

PRINCIPAL DUTIES

The incumbent's duties are:

- 1) Acts as primary staff officer to the SHAPE representative to the Resource Policy and Planning Board (RPPB).
- 2) Ensures that the SHAPE representative is fully prepared for the RPPB Plenary sessions.
- 3) Advises the SHAPE representative during Plenary sessions and follow-up actions resulting from this meeting.
- 4) Represents ACO at RPPB routine meetings and Plenary preparatory sessions, presenting coordinated ACO positions on issues under deliberation.
- 5) Ensures Command Group awareness of the status of resource requirements.
- 6) Reports results of, and coordinates follow-up actions arising from, RPPB Plenary and routine meetings and ensures ACO compliance with RPPB direction.
- 7) Acts as the SHAPE point of contact to the RPPB National representatives for ACO resource-related issues.
- 8) Performs ad hoc analyses and conducts special projects as required; also leads and participates in integrated project team (IPTs).
- 9) Represents ACO and SHAPE at the MCWG (RES) and other bodies directed by the MC.
- 10) Coordinates all resource submissions to the RPPB and the MCWG.
- 11) Participates in CMRB sessions ensuring compliance with resource eligibility policy.
- 12) Ensures policy compliance in screening of resource submissions to NATO HQ with the IS and IMS.
- 13) Provides technical and functional support and advice on resource-integration issues.
- 14) Writes and interprets policy as required.
- 15) Contributes to the screening of SHAPE and ACO requirements through the Requirements Prioritization Group.

NATO committee responsibilities:

MC Working Group (Resources) (MCWG(RES)) – Member/Representative

Resource Policy and Plans Board (RPPB) – Member/Representative

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: May be required to direct and supervise the work priorities of one or more HQ multifunctional teams.

There are no first line reporting responsibilities.

The incumbent deputises for Section Head (Resource Planning and Integration) (OSC FRR 0010).

ADDITIONAL DUTIES

As a secondary duty and when appointed, incumbent acts as a SHAPE Alternative Analysis Facilitator in order to provide guidance, expertise and knowledge on the application of AltA within the division other areas within the HQs, displaying the ability and quality required to lead critical thinking and alternative perspectives.

The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

QUALIFICATIONS:

ESSENTIAL QUALIFICATIONS

1. Professional/Experience

- a) Four years' professional experience related to the management of requirements of resources and programme management.
- b) Experience with resource identification, development of implementation, or equivalent responsibilities in a national, international civilian or military organization.
- c) Proven experience with coordinating and developing positions with disparate, multi-functional areas.
- d) Good knowledge of modern working methods and familiarity with concepts of Resource Management.
- e) Experience as a fiscal, budget, fund or project manager (or a position with equivalent responsibilities).
- f) Demonstrable experience in writing concise reports.

2. Education/Training

University Degree in economics, economics or related field, law, accounting, business administration, public administration, finance or related discipline and 4 years post related experience, or a Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years post related.

3. Language

English SLP 3333 (Listening, Speaking, Reading and Writing)
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

4. Standard Automatic Data Processing Knowledge

- Word Processing : Working Knowledge
- Spreadsheet : Working Knowledge
- Graphics Presentation : Working Knowledge
- Database : Basic Knowledge
- eMail Clients/Web Browsers : Working Knowledge
- Web Content Management : Basic Knowledge

DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific Experience: 4 years' relevant postgraduate experience or 7 years' post-related experience.

2. Education/Training

A University Degree in Management, business or public administration, or related discipline, or a Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation.

NATO AltA Course.

Course:

LSR-LC-3030 RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE (NU) – NATO School Oberammergau (DEU)

3. Language – N/A

CIVILIAN POSTS

1. Personal Attributes

A seasoned professional possessing a high degree of self reliance, tact, sound judgement, flexibility and the ability to express himself/herself clearly and persuasively, both orally and in writing. Must be able to draw upon an ability to analyse, prepare and propose solutions. Requires the ability to make judgments without the benefit of guidance from supervisors. Required to make convincing arguments based on sound logic. With minimal direction, to interpret correctly broad NATO and SACEUR guidance and advise the SHAPE Command Group and SHAPE representatives to NATO resource committees on the best solution to meet operational requirements or objectives within resource constraints. When new issues arise, interprets NATO guidance and devises changes to the existing process for any ACO integrated resource management programme. Develops and provides guidance and courses of action to ACO to ensure that ACO's resource management is consistent with current direction.

2. Managerial Responsibilities – N/A

3. Professional Contacts

The incumbent will interface routinely with individuals and organisations including the following:

- a) Staff involved in resource activities throughout NATO at all levels, to provide advice.
- b) Staff and Divisions both within both SHAPE and ACT, from staff officer level to Divisional Heads and the Command Group, to participate in meetings at flag level.
- c) National representatives in the RPPB, to provide ACO advice and brief at the appropriate level.

The incumbent may also have to provide ACO views and proposals for change in working methods in eg the Investment Committee (IC), Military Committee Working Group (Resources) (MCWG(RES)), NATO Office of Resources (NOR).

4. Contribution to the Objectives

The incumbent will be responsible for achieving the following objectives:

- a) To ensure ACO representation at the RPPB is predicated on thorough and complete staff actions.

- b) To ensure that SHAPE engages proficiently in RPPB discussions and can provide compelling arguments which results in ACO's ability to compete for resources effectively.
- c) To advise on the development of resource policy in NATO.
- d) To ensure that the SHAPE representative is prepared fully and represented in the RPPB.
- e) To integrate and coordinate a variety of data in order to ensure that ACO makes the best use of the limited common-funded resources placed at its disposal.

5. Work Environment

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorized as: No risk/risk might increase when deployed.

REMARKS – N/A

!!PLEASE READ CAREFULLY!!

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

In order to apply, please visit the following address : <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en> and follow the steps to fill in your application and submit it.

Only applications completed in accordance with the following instructions will be taken into consideration. The others will be rejected automatically. It is imperative that you attach a copy of the qualification/certificate covering the highest level of education required by the job description. If this certificate is not in one of the two official NATO languages, you should include a translation into French or English. Please do not attach more than 4 documents.

Candidates must answer each question completely in English (preferably) or in French. Expressions such as: please see attached CV, please see annex, please see enclosed document etc are not acceptable; this is a cause of immediate rejection of the application.

If necessary you will be requested to supply documentary evidence in support of the statements you make in your application. Do not, however, send any additional documentation (such as certificates of other education/training, evaluation sheets, job descriptions, letters of appreciation/recommendation etc...) until you have been asked to do so by the SHAPE recruitment office.

Remarks:

- A) Note for the personnel officers: if you have qualified redundant staff of same grade, please let us know by message not later than Monday 22 May 2017.
- B) Due to the large amount of applications received for all vacancies, telephone, e-mail or telefax enquiries cannot be dealt with.