# POST DESCRIPTION

Young Professionals Programme  
Generic description valid for all work areas

<table>
<thead>
<tr>
<th>NATO BODY</th>
<th>Various</th>
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<tbody>
<tr>
<td>TITLE</td>
<td>Officer</td>
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<tr>
<td>GRADE</td>
<td>A1 (NATO grade 11)</td>
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<tr>
<td>WORK LEVEL</td>
<td>V</td>
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</tbody>
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## 1. SUMMARY

NATO is launching its first global Young Professionals Programme (YPP) in order to create a diverse cadre of highly skilled personnel with broad experience in NATO activities and to enable greater organizational coordination and coherence in the delivery of key political objectives of the Alliance.

It is a three year-long programme, during which the incumbent will be assigned to three different NATO bodies in up to three different countries, one per year. More information about the work of these NATO entities can be accessed [here](#).

The responsibilities for this position will include:

- Continuous development and application of specialized knowledge and expertise;
- Conducting analysis and assessment;
- Advising on options and best practices;
- Project and/or programme management implementation, monitoring, and reporting;
- Drafting and developing policies, working documents and briefing material; and,
- Liaising with internal, NATO-wide and external actors and following-up on work streams of importance in the area of assignment.

The incumbent is expected to develop expertise in the area of assignment and perform in an advisory or support capacity. Due to the rotational nature of the Programme the incumbent needs to be able to demonstrate flexibility, ability to learn quickly and apply the knowledge acquired, capacity to manage a broad range of stakeholders, ability to communicate in a clear and concise manner, and work in various teams while demonstrating analytical thinking.
2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL
The incumbent must:

- Master’s degree or equivalent from an institution of recognized standing;
- have at least one year of demonstrated professional experience, including full-time employment, temporary assignments and internships;
- have excellent drafting, briefing and presentation skills in one of the two official NATO languages;
- be competent with off-the-shelf software (e.g. MS Excel, Word, Outlook and PowerPoint);
- possess the following minimum levels of NATO’s official languages (English/French): V (“Advanced”) in one; I (“Beginner”) in the other; and,
- be prepared to travel and work outside of normal office hours as and when required.

DESIRABLE
The following would be considered an advantage:

- be familiar with the strategic issues and security/political challenges facing the Alliance;
- professional experience in large multicultural/multi-site organisations in the private or public sector with a variety of stakeholders from multi-cultural backgrounds and the capacity to work effectively within this environment;
- previous programme or project management experience;
- knowledge of other software relevant for the area of assignment; and,
- working knowledge of other languages, including but not limited to Russian, Modern Standard Arabic, and Mandarin Chinese.

3. MAIN ACCOUNTABILITIES

Policy Development
Monitor developments in the area of assignment and assess how they may impact NATO activities and/or operations. Draft and present clear and concise reports, briefs and speaking points. Provide advice, support and recommendations on potential policy formulation. Research new areas for policy and procedural development, ensuring consistency with existing processes and alignment with organisational objectives. Review policy aspects of the area of assignment and consult with relevant parties to ensure comprehensive and clear development.

Project Management
Assist in the execution of specific initiatives and any resulting actions. Assist in programme and project design, implementation, monitoring and analysis. Support supervisors and colleagues in the successful delivery of projects and programmes. See to proper compliance and follow-up within the assigned deadlines. Help ensure that
project and programme funds are executed as planned. Develop remedial actions to risks as required. Draft information material to internal and/or external audiences. Organise and participate in various meetings, seminars and speaking engagements when necessary.

**Knowledge Management**
Compile and examine data for various reports and communications. Prepare correspondence, documents, presentations or reports, as directed. Exchange subject-matter knowledge within the Section and Division of assignment and ensure that relevant documents reach appropriate parties. Develop and maintain databases and conduct analyses and assessment as required. Assist in the review, development and maintenance of processes for the collection and management of information relevant to the team of assignment. Co-ordinate input from various parts of the Organization, reviewing/examining content, deliverables and timeliness. Channel information to key players in NATO.

**Stakeholder Management**
Collaborate and communicate with key stakeholders on a regular basis. Give presentations and briefings to a wide array of internal and external stakeholders, when required. Develop a network of contacts across NATO, as well as with international organisations, think tanks and research/academic centres to discuss joint projects and exchange information, if necessary. Provide technical support, assessment and recommendations to NATO bodies concerning their work with international fora in areas related to the position in question.

**Information Management**
Initiate, guide and advise on information management procedures across the Section or Division of assignment. Research, compile, manage and analyse data required to ensure successful management of local projects and work streams. Collect information from stakeholders on various subjects in order to conduct periodical assessments and to inform senior leadership. Manage and improve internet/intranet sites and other communication sources to guarantee timely updates to the appropriate audience. Participate in the development of communication strategies in the framework of project management or other activities.

**Planning and execution**
Proactively review personal, project/programme or unit work plans and coordinate with local management to ensure efficiency and timeliness. Assess feasibility of delivering results and propose changes to management when necessary. Prepare, draft and edit correspondence and reports for all matters related to work plans and specific requirements.

**Expertise Development**
Review documents and/or processes, identify deficiencies and recommend/take any necessary remedial action. Prepare agendas, decisions sheets and reports in preparation of or resulting from meetings. Write comprehensive subject-matter reports and guidelines.
Study implications on operation and maintenance aspects and formulate recommendations for management. Influence decision-making and opinions, also by creating an interface for dialogue and exchange on NATO current and future operational commitments. Keep abreast of ongoing issues and developments in field of assignment and inform colleagues of relevant findings.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

This position will report to the Head of Section/Unit of the NATO body of placement in a given year and any project leaders as required, ensuring colleagues are kept regularly informed of developments. S/he works as a team member with a pre-assigned set of responsibilities. The work undertaken will contribute (in)directly to the achievement of the Organization’s objectives and involve teamwork and collaborative activities with national and international civilian and military staff, governments and respected international actors, such as NGOs and think tanks, as necessary.

5. COMPETENCIES

The incumbent will demonstrate:

- Achievement: Works to meet standards;
- Analytical Thinking: Sees basic relationships;
- Clarity and Accuracy: Checks own work;
- Conceptual Thinking: Sees patterns based on life/work experience;
- Empathy: Reads non-verbal cues and understands meanings;
- Flexibility: Acts with flexibility;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Is decisive in a time-sensitive situation;
- Organizational Awareness: Understands the Organization’s structure, and,
- Teamwork: Co-operates.

6. CONTRACT:

Contract to be offered to the successful applicant (if non-seconded): Definite duration contract of three years without a possibility of renewal.

Contract clause applicable:
This post is required for a limited period in the remit of the Young Professionals Programme. Appointments to this post are for a limited duration of three years. The successful applicant will therefore be offered a definite duration contract of three years’ duration.
If the successful applicant is seconded from the national administration of one of NATO’s member States, a 3 years definite duration contract will be offered, which may not be renewed.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

7. RECRUITMENT PROCESS:

Please note that we can only accept applications from nationals of NATO member countries. Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: www.nato.int/recruitment

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate’s medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment, can be found at our website.

8. ADDITIONAL INFORMATION:

NATO as employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States 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.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.
The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

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

Patrice BILLAUD-DURAND
Deputy Assistant Secretary General
Human Resources
Executive Management

25/03/2020