



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 251855

Vacancy Number: G107/25

Post Number: OSC RFPM 0055

Job Title: Coordinator (Policy, Management and Plans)

NATO Grade: 17

Basic Monthly Salary (12 x per year): 8 273,12 €, tax free

Closing Date: Friday, 09 January 2026, 23:59h (Brussels time)

Post Context/Post Summary

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Support Directorate is responsible for directing, monitoring and co-ordinating the implementation of Integrated Resource Management (IRM) activities and staff functions at all levels of command across Allied Command Operations (ACO), consistent with IRM policies, planning and prioritisation it serves as the focal point for the development and execution of ACO's IRM at the military-strategic level to include the associated ACO wide processes of Planning, Performance Management, and Risk Management across the three resource pillars (Workforce, Military Budget and NATO Security Investment Program):

The Resource Management Division (REM) is responsible to SACEUR through COS SHAPE for the development and support required for the employment and monitoring of the ACO Strategic Management (ASM) System, including the ACO Strategic Management Plan (ASMP); ACOS REM reports directly to COS SHAPE, the Chair of the ACO Management Board (AMB). REM Division's ACO Innovation Management (AIM) function includes multiple areas including Emerging and Disruptive Technologies, Digital Transformation and Wargaming. Furthermore, REM Division supports the utilisation of Integrated Resource Management across ACO to meet the organisation's strategic demands and priorities, representing SACEUR at multiple boards, committees and working groups.

The Strategic Management and Resource Planning Branch (SRP) is responsible for the development, support required for the employment and monitoring of the ACO Strategic Management (ASM) System, including the ASMP, and facilitates the prioritisation and

synchronisation of operational requirements, resources and capabilities. SRP Branch represents ACO at the relevant NATO boards, committees and working groups.

The ACO Strategic Management Section (ASM) is responsible for the development, support required for the employment and monitoring of the ASM System composed of the ASMP, determining ACO Goals, Objectives as well as the Risk and Performance Management measurement capabilities. The ASM Section generates a coordinated understanding of ACO's objective status, the Commander's risk profile, associated management actions and resource implications using the Management Database and Risk Register. The ASM Section all SHAPE and associated entities with their strategic management activities and facilitates development and alignment activity. The Section is the Secretariat for the AMB and provides a wide range of risk, performance, issues analysis and advice to the AMB to support the senior leadership's decision-making cycles.

Principal Duties

- Has primary responsibility for the development of ACO strategic management policy and to monitor NATO policy to ensure ACO's planning compliance;
- Support and propose improvements to the design and development of the ACO strategic management process;
- Instigate and co-ordinate strategic outlook activities to inform development of ACO's strategic management;
- Initiate and conduct studies that support strategic management as directed by the AMB, the SHAPE CG, or initiated internally through performance measurement and reporting, leading to recommendations to improve performance on strategic management objectives;
- Contribute to the development of ACO strategic objectives, including the analysis, in coordination with the other ACO entities, of organizational trends so as to identify change objectives;
- Act on behalf of SHAPE ACOS REM as the Strategic Management Advisor to the ACO Management Board, which will require the incumbent to regularly brief COS SHAPE and ACO Command Group members;
- Develop the consolidated ACO Strategic Management Report and the annual ACO Strategic Management Review for notification by the ACO Management Board;
- To assist with the development of all Policy, Management and Plans related responsibilities;
- Maintain a corporate memory and understanding of strategic management related issues and developments to the process, their rationale, approach, impact and lessons learned to enable the future development of robust strategic management approaches;
- Provide strategic management expertise, including an understanding of theories and practices relevant to the strategic management of international organizations, and its customized application to ACO including best practices, on a long-term continuous basis;

Special Requirements and Additional Duties

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 180 days. 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. The risk of injury is categorised as No risk / risk might increase when deployed.

Essential Qualifications**Professional/Experience**

- Proven experience spent in a role applicable to the responsibilities of the post;
- Practical knowledge of a large and complex organisation's strategic management system's components and processes;
- Track record in communicating with/advising an organisation's senior leadership on strategic management matters;
- Proven ability to think, write and brief critically;
- Be a self-starter with an agile approach to individual, team and task needs.

Education/Training

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

In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

Desirable Qualifications**Professional Experience**

- Knowledge of NATO Enterprise entities' roles, responsibilities, processes and strategic environment;
- Recognized Risk Management/Internal Control Standard Course and/or Certification (e.g. MOR, ISO, COSO);
- Recognized Project Management Standard Course and/or Certification (e.g. PRINCE2);

- Previous staff experience in a joint or combined staff in a large HQ, Joint Command, NATO HQ, or MOD;
- Solid IT knowledge and skills (e.g. MS Office Applications) and a positive approach to individual and team learning and development.

Attributes/Competencies

Personal Attributes: The incumbent will be an experienced individual with mature judgment, able to think quickly, broadly and strategically. They will be able to adapt quickly to change, multi-task and work under pressure on a variety of problems of dissimilar nature. The individual will be able to work independently and within occasionally conflicting teams, initiate work, be innovative and show sound judgment. They will be able of dealing with a wide range of problems and be capable of critical thinking. The individual will possess the tact, diplomacy and determination to be able to engage effectively with a wide range of personnel of differing NATO nations, seniority and entities. The individual will be able to use reasoned logic and insightful analysis to present cogent and convincing oral and written submissions and have the necessary resilience to work in time-sensitive and professionally challenging environments. The individual must have the flexibility to work outside normal working hours and to travel to various NATO countries, when the job requires.

This post will have responsibilities for the production and execution of the ASMP and as such has direct responsibilities for the development of ACO's strategic goals and objectives and for managing the plan to deliver the core military outputs within the resources assigned. The post-holder significantly contributes to and has direct influence of ACO's work and strategic-level objectives, Directorate objectives and subordinate Command objectives with linkage to Action Plans and Milestones. In addition, the post will directly initiate and influence the development of ACO's management policies, practice and processes.

Professional Contacts: The post-holder will be required to present cogent and convincing oral and written submissions up to the 4-star level, including SACEUR, COS SHAPE, ACO HQ Command Group members and the AMB. They will be required to engage effectively, and influence, senior military and civilian leadership and high-level committees, within the NMAs and NATO HQ. This will include internally with SHAPE senior leadership and directorates, and externally with subordinate headquarters, NATO HQ committees, IMS, HQ ACT, and relevant NATO Agencies. They will actively participate in the determination of policy, taking decisions on the organisation's policy direction within the professional area. In addition, the incumbent is required to mentor and train ACO-wide leadership and working-level staff on strategic management topics.

Contribution To Objectives: This post will be responsible for the development and employment of the ACO Strategic Management System including the production and execution of the ASMP and as such has direct responsibilities for the development of ACO's objectives and for managing the plan to deliver the core military outputs within the resources assigned. The post-holder significantly contributes to and has direct influence of ACO's work and strategic-level objectives, Directorate objectives and subordinate Command objectives with linkage to Action Plans and Milestones. In addition, the post will directly initiate and influence the development of ACO's management policies, practice and processes.

REMARKS:

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.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

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.

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.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- a) Only nationals from the 32 NATO member states can apply for vacancies at SHAPE.
- b) Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.
- c) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy's closing date.
- d) NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or

other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate