

POST NO. OJS UPXX 0100

POST TITLE: Manager, (Community Relations and Production)

DIRECTORATE: Communications, Public Affairs Office (PAO)

GRADE: G-17/A-3

DUTY LOCATION: HQ Joint Force Command Naples (HQ JFCNP), Lago Patria

SECURITY CLEARANCE: NATO S E C R E T

1. Post Context/Post Summary

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO's three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR's Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Communications Directorate (J10) plans, executes and integrates information and communication activities to achieve desired effects. It directs and oversees all Strategic Communications (StratCom), Information Operations (InfoOps), Psychological Operations (PsyOps), Engagement Coordination and Military Public Affairs/Media activities, and integrates Non-Lethal Targeting processes to support Joint Effects.

The Mil PA Branch directs the media/public affairs activities of the HQ, providing advice and guidance on the media and public perception implications of activities, both proactively and reactively.

The Public Affairs Advisor (PAA) is a CG Advisor responsible for providing to the CG and the staff technical advice on strategy and public implications of decisions and activities, which affect the responsibilities, functions, operations and activities of the JF HQ. The incumbent is responsible primarily for managing the Community Relations and Internal Communication functions/programmes.

2. Principal Duties

The incumbent's duties are:

- Principal assistant and senior advisor to the Public Affairs Advisor (PAA).
- Acts as Chief Public Affairs Officer (CPAO) in the absence of the PAA.
- Manages all aspects of the Community Relations and the Internal Communication functions/programmes maintaining also relations with media, local government and educational institutions as well as local business and professional leadership groups.
- Assists in the distribution of Press Releases and other PAO products, as directed.
- Supervises the development of PAO contributions to HQ workflow and products.
- Generates products aimed at the international media and the general population as part of the PAA Community Relations effort.
- Prepares, conducts and updates PA briefings for visitors
- Proposes the production of promotional items for PAA

- Screens all Command Group Taskers (CGT), incoming correspondence, documents and messages, and draws attention to items of special interest to ensure information flow into and out of the Branch.
 - Assigns responsibility for CGT response actions to Branch subject-matter experts, as appropriate; monitors CGT responses through the 'Tasker Tracker' procedure and follows up on deadlines.
 - Enforces intra-office and organizational suspenses on tasks.
 - Directs delegated supervision and management of the activities of the PA office.
 - As the Branch fund manager:
 - (1) Stays abreast of the Branch budget through the NATO Automated Financial System (NAFS) and prepares and processes the yearly budget and mid-year review;
 - (2) Supports the Branch Head and maintains oversight of funds by tracking, control, and analysis of Branch funds, and provides status reports as required;
 - (3) Tracks budgetary expenditures and provides for their distribution and updating as required.
 - Supervises office administrative functions.
 - Directs and oversees internal information and community relations, in close co-ordination with Media Relations and based on HQ PA Plan.
 - Undertakes work as part of a project team or working group as directed or assigned.
- Holds delegated Fund Manager authority within the HQ for the funding of assigned functional area activities and tasks.

3. Special Requirements and Additional Duties

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

- 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 30 days. The work is normally performed in a Normal NATO office working

environment. Normal Working Conditions apply. The risk of injury is categorised as No Risk.

4. Essential Qualifications

a. Education/Training

University Degree in Journalism, Public Relations or related field, and 4 years post related experience, **or**, Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation, with 5 years of post-related and 2 years of function-related experience.

b. Professional experience

Proven experience producing news releases media products and other press briefing material.

Broad experience conducting press conferences, responding to media queries and analyzing media stories.

c. 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.

Italian – The host nation language is required.

5. Desirable Qualifications

a. Education/Training

Masters Degree in Public Relations, or related field.

NATO Course: ETE-ET-1032 – Staff Orientation Course (NU)

NATO Course: STC-PA-2548 - Public Affairs Policy Indoctrination

b. Professional Experience

- Previous experience in a military PA environment and joint multinational environment
- Previous multimedia experience
- Deployment experience

c. Language

Host Nation Language SLP 3333 (Professional)

6. Attributes/Competencies

- Personal Attributes: The incumbent must have the ability to analyze problems, formulate sound solutions/proposals when dealing with complex matters with operational and logistic implications in the public affairs domain. Must possess excellent organizational skills. The incumbent must be familiar with the basics of military organizations and operations.

The incumbent must work with bare minimum supervision.

The incumbent executes duties and functions requiring frequent internal and external contacts including coordination and negotiation with senior civilian and military host

nation authorities, representatives of the media, local institutions, etc., at times committing the organization to a course of action.

The work of the incumbent requires analysis, research and development of recommendations that affect the PA plans and policy of AJHQ, with impact on the work and objective of AJHQ and often with direct impact on the work and objective of the Headquarters. The Community Relations function can directly impact the Headquarters' ability to accomplish its mission.

In addition, the incumbent may be required to direct and supervise the work priorities of an ad hoc or permanent team within the functional area. There are no reporting responsibilities.

- **Professional Contacts:** The incumbent executes duties and functions requiring frequent internal and external contacts including coordination and negotiation with senior civilian and military host nation authorities, representatives of the media, local institutions, etc., at times committing the organization to a course of action.
- **Contribution To Objectives:** The work of the incumbent requires analysis, research and development of recommendations that affect the PA plans and policy of AJHQ, with impact on the work and objective of AJHQ and often with direct impact on the work and objective of the Headquarters. The Community Relations function can directly impact the Headquarters' ability to accomplish its mission.

There are first line reporting responsibilities for the following numbers of staff: 2× OR-7; 1× OF-3; 2× OR-8; 1× OR-9. This post reports to: Branch Head (Public Affairs). This post does not deputise anybody. This post is not deputised by anybody.

5. Contract

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade **G17** in Italy is **Euro 7,246.22** 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.

6. HOW TO APPLY:

HQ JFC Naples uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform

at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ JFC Naples.

Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

Important notice to candidates on use of Artificial Intelligence (AI): As part of our commitment to a fair and merit-based recruitment process, detection of AI usage at any stage of the process (including AI-generated application forms) will result in the immediate disqualification of your application. You are welcome to use AI tools for basic spell-checking/grammar correctness only. We appreciate your integrity and look forward to assessing your genuine skills and experience.

Employment pre-requisites:

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
 - They are over 21 and under 60 years of age at the time of taking up their appointments.
- Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

ADDITIONAL INFORMATION:

A NATO security clearance and approval of the candidate's medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit:

<https://www.nato.int/content/dam/nato/webready/documents/hr/dcps-info-en.pdf>