



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 261011

Vacancy Number: G92/26

Post Number: OSC REOX 1030

Job Title: Staff Assistant (Military Engineering - Information Management)

NATO Grade: 12

Basic Monthly Salary (12 x per year): 5,393.24 €, tax free

Closing Date: Sunday 09 August 2026

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 Infrastructure and Engineering Division (I&E) provides strategic level coordination and control capabilities on all aspects of Military Engineering (MILENG) functions.

The Infrastructure and Environment Branch (IENV) ensures that Military Engineering (MILENG) resources are available or identified as requirements from Baseline Activities and Current Operations (BACO) through Crisis to Maximum Level of Effort (MLE).

The incumbent is responsible to ensure MILENG adheres to SHAPE's transition towards a Data Driven Organisation.

Principal Duties

The incumbent's duties are:

- Is responsible for SHAPE MILENG Information Management Systems and tools, including the initiation, support and monitoring of MILENG relevant Information System/Tool development and implementation.
- Supports wider NATO Information system development as MILENG SME in order to ensure interoperability with other communities of interest.
- Coordinates MILENG information system development and initiatives throughout the ACO MILENG Community.
- Provides MILENG SME support to NATO Digital Backbone, Digital Transformation and Emerging Disruptive Technologies work strands and other related information management tools of MILENG interest.

- Coordinates Information management system requirements and Subject matter Expert input into work strands of the Enablement Information Management Network.

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 TDY assignments both within and without NATO's boundaries and be willing to work unsocial hours.

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. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

Essential Qualifications

a. Professional/Experience

- 1) Minimum 3 years of experience in military engineering, engineering planning, or infrastructure support.
- 2) Minimum 3 years of experience with information management systems.

b. Education/Training

Higher Secondary education and completed higher vocational training in computer science, engineering disciplines, statistics or similar numerate discipline, operations research, information technology, information systems engineering, business administration, quality engineering or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

c. Language

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

Desirable Qualifications

a. Professional Experience

- 1) Experience in Military or NATO operational environments.
- 2) Familiarity with:
 - NATO Digital Backbone
 - Digital Transformation initiatives
 - Emerging and Disruptive Technologies (EDTs)

Attributes/Competencies

a. Personal Attributes

It requires continuity in order to maintain a long term vision and actions in motion that would not be if rotation comes into the picture. However, most importantly knowledge that can only be achieved through several years in the civilian world related to Data management regarding Civilian Infrastructure development and Civil Engineering matters is required for a successful competence at the job.

b. Professional Contacts

Needs to liaise with operational commanders to understand the requirements and identify how these can be resourced. Able to defend his decisions based on Total Cost of Ownership to Commanders, the Nations and at the relevant NATO venues.

c. Contribution To Objectives

The Recognized MILENG Picture is a fundamental part of the MILENG contribution to ACO.

d. Problem Solving

a. Diversity and Range of Duties: The incumbent must have a comprehensive understanding and be able to interpret MILENG data requirements that have an operational or strategic impact, in order to propose specific solutions based on individual cases.

b. Type of Problem/Degree of Challenge: The incumbent must understand and be able to address areas in which specific requirements, from a particular unit that would trigger the development of a Guidance that might affect other entities, where a similar subject may be approached entirely differently.

c. Degree of Guidance Available: Guidance exists in in current state of the art engineering techniques. Direction is to be broadly provided by INEV Branch Head and ACOS JENG. There are no reporting responsibilities.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Linked NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

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) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.
- e) 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.