



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 261692

Vacancy Number: G80/26

Post Number: OSC PFRD 1030

Job Title: Staff Assistant (NAEW capability)

NATO Grade: G10

Basic Monthly Salary (12 x per year): 4,738.84 €, tax free

Closing Date: Thursday, 19 November at 23:59h (Brussels, Belgium time)

1. Post context

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 Requirements Development Section (DEV) develops, updates, identifies and manages cross-functional and cross-domain operational requirements on C2 systems and related interoperability aspects, and support participation in the governance structures, various working groups and related fora.

This post contributes to the DEV Section by coordinating the NATO Airborne Early Warning (NAEW) transition from the current NATO E-3A (NE-3A) based capability to the upcoming initial Alliance Future Surveillance and Control (iAFSC) capability under NATO 2030. It shall be the link between ACO and iAFSC Support Partnership Committee (SPC), NAPMO, NSPA and related NATO HQ's agencies and as such coordinating ACO's operational transition to the upcoming Initial Alliance Future Surveillance Control (iAFSC) capability.

2. Principal Duties

The incumbent's duties are:

- Serve as the Division's office manager and coordinator in support of all information and communication related matters, including arranging meetings, launching and monitoring taskers, and as a focal point for all the administrative matters for the purposes of iAFSC Transition Working Group.

- Participates in all iAFSC Transition Working Group related meetings, acting as the iAFSC TWG Secreteriat.
- Serves as the Transition Working Group Information Knowledge Management and Office Coordinator during its expansion of personnel and office space.
- Provides functional administration of the Transition Working Group document management, tasker, portal, and other IKM collaboration systems.
- Provides full administrative support for meetings, to include preparation of support documents, briefings and reference material, coordination of attendance and protocol requirements, preparing minutes and records of decision for approval.
- Proof reads documents, files, reproduce and routes correspondence
- Establishes and maintains Information Management (IM) Architecture, as part of iAFSC Transition Working Group.
- Assists with SWHQ's information management, establishing and then maintaining the SWHQ's document library ensuring that the correct file structures are issued. Identifies and troubles systems malfunctions.
- Responsible for developing principles and guidance for the establishment and coordination of human knowledge networks.
- Maintains the records, rosters and other related items, reproducing and routing documents and incoming/outgoing email as directed by the FD C2SOUS BH and the Initial Alliance Future Surveillance Control (iAFSC) Transition Working Group Chairperson.
- Monitors and Action SHAPE taskers.
- Designated Travel Clerk.
- Undertakes additional duties as part of the team as directed or assigned.

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

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 / risk might increase when deployed.

4. Essential Qualifications

a. Professional/Experience

- Minimum of two years' experience working as a Coordinator at a strategic level in an international/national organization;
- Ability to present information in a clear and logical manner both in writing and by other means with extreme accuracy and attention to detail.
- Ability to initiate and conduct liaison with stakeholders in an international environment comprising military and/or civilian elements.
- Experience working in an environment with a high-volume workload and a flexible, service-minded attitude and ability to take initiative.

- Demonstrable experience with Microsoft Office applications in a work context.

b. Education/Training

Higher Secondary education and intermediate vocational training in business administration, finance, economics or related field, law, public administration or related discipline which might lead to a formal qualification with 2 years' experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 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.

c. Language

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

The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

5. Desirable Qualifications

- Completed university degree in business administration, engineering, economics, public administration, operations research, business process engineering, management information systems, accounting, finance, project management, governance or related field;
- Ideally, has, at least, between 3 to 4 years' experience working as Coordinator with large scale projects at a strategic level in an international/national organization;
- Previous experience with NATO software and applications such as Tasker Tracker, NIP, EDMS and APMS;
- Working knowledge of NATO Organization structure and activities.

6. Attributes/Competencies

- Personal Attributes: Initiative, original thought, and team building are key qualities for this post as the incumbent will need to work closely with staff within the office, other NATO agencies and multinational Organizations. Because there will need to be close cooperation with extra-NATO agencies, tact and good judgment are essential. As the job will be demanding, and at times stressful, good physical and mental health, combined with a positive attitude, are highly desirable.
- Professional Contacts: The Incumbent needs to network inside the ACO user community and ACT capability development community as well as with the NSPA-Agency.
- Contribution To Objectives: Incumbent will be added value due to the training and broader support to the FD C2SOUS staff officers and a problem solver for all IKM related issues and organization issues, concerning the iAFSC Transition Working Group activities.

REMARKS:

The incumbent may be required to work at different locations in a non-permanent office space.

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.
- f) As part of the recruitment process, the organization may review publicly available information to assess potential conflicts of interest, reputational risks, or behaviors inconsistent with the organization's values.