



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 261119

Vacancy Number: G69/26

Post Number: OSC MJJX 1092

Job Title: Staff Officer (Capability Development)

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6 713.06 €, tax free

Closing Date: Tuesday, 28 July 2026 at 23:59h (Belgium time)

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 Partnerships Directorate (PD) enhances Military Cooperation (MilCoop) with Partner nations, International Organisations (IO) and Host Nations (HN).

The J9 Cooperation and Liaison Division provides overarching direction, coordination and advice across ACO on interaction between the Civil and Military entities.

The Civil-Military Cooperation Plans and Operations Branch provides Civil-Military expertise in the Operations and Exercise planning process.

The Capability Development Staff Officer provides the CIMIC Function specialist capability advice and guidance, enhancing the implementation of the new systems arriving to the CIMIC Community of Interest (Col) throughout ACO in order to carry out the Analysis and Assessment of the Civil Environment.

2. PRINCIPAL DUTIES

The incumbent's duties are:

- Lead the J9 Capability Development requirements, including requirements for the operationalization of the NATO CIMIC Analysis and Assessment Capability (NCAAC) throughout ACO.

- Ensure the operational requirements are properly taken into consideration in the Capability Development process and update the process with new information as appropriate in case the requirements evolve.
- Coordinate on the status and evolution of the operational requirements throughout ACO's CIMIC Community of Interest (Col).
- Participate in analytical exchanges through ACO's CIMIC Col and SHAPE Battle Rhythm (BR) events where new requirements are identified as part of practical experience or the Lessons Identified/Lessons Learnt (LI/LL) process. Specifically, when related to those capabilities currently under development for the Col.
- Track the status of the capabilities under the development process and update the Requirement Authority and the broader ACO CIMIC Col on the evolution.

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

- Previous Civil Military Cooperation experience at a Strategic/Operational Headquarters.
- Broad knowledge and experience working on Capability Development.
- Ability to interface, coordinate and discuss operational issues with senior officials.

b. Education/Training

University Degree and 2 years function related experience, or Higher Secondary education and completed advanced vocational training 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)

5. Desirable Qualifications

a. Professional Experience

- Thorough knowledge of NATO CIMIC policy, doctrine, environment and procedures.
- CIMIC experience in a NATO deployment or deployed experience with multinational/joint operations.

- Demonstrated excellent ability to communicate orally and in writing.
- Familiarity with NATO tools (e.g TOPFAS, AOSS, INTEL FS, MAVEN Smart System or national equivalent systems, amongst others).
- Knowledge and experience in the NATO Common Funding or Multinational investment models.

6. Attributes/Competencies

- **Personal Attributes:** The range of personal attributes required for this post are very demanding and exacting, but without them the function will fail. Foremost, an analytical mind is needed to identify and evaluate complex and competing issues and that can develop imaginative yet still pragmatic solutions. Inter-personal skills must also be highly developed. The post holder will be working in an international community where different cultural values and styles exist. The holder will need to be able to work successfully with staff at all levels of the organization, from the lower ranks during the analysis work up to the highest levels when presenting findings and recommendations. This requires tact, judgement and agility. High standards of personal and professional behavior and moral courage are also needed.
- **Professional Contacts:** The incumbent must be comfortable to engage with a range of individuals from across ACO SHAPE and also with the NATO Command Structure and Partner nations. This will be a mixture of Military and Civilian personnel. The individual must have a high level of understanding and be cognizant of sensitivities with an international environment.

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.

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.