

NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT AT JOINT FORCE COMMAND BRUNSSUM HEADQUARTERS



Our Requirement:

Title: Staff Officer (Digital Programme Administrator) – NATO 2030

NATO International Civilian Grade: 15

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 26 July 2026

Our organisation

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by SACEUR. The Management Directorate enables the full range of HQ functions through the coordination of services and activities. The Integrated Advisory Team Office (IAT) is responsible for management and business continuity planning for the JFC HQ in support of the assigned mission. The incumbent, member of the Innovation and Transformation team within IAT, provides tactical programme management to the Headquarters' digital improvement portfolio, ensuring that senior leadership - including the Director of Management - and other key stakeholders—have access to accurate and timely situational awareness on the progress and impact of digital innovation and transformation.

The main duties of Staff Officer (Digital Programme Administrator) are to:

Within Programme and Portfolio Management:

- Maintain and manage the portfolio of digital improvement initiatives across the HQ.
- Establish and update project tracking tools and dashboards to ensure accurate reporting of initiative status, delivery milestones, dependencies, risks, and impacts.
- Develop and maintain the HQ digital programme register, capturing ongoing, planned, and completed initiatives.
- Serve as the central coordination point for all digital transformation-related reporting to senior leadership.
- Support annual and quarterly review cycles for digital programme performance and alignment.

Within Innovation Ecosystem Integration:

- Enable visibility and tracking of bottom-up innovation activities originating from staff at all levels.
- Monitor and support the delivery of digital services and projects executed by NCIA in accordance with the annually revised HQ-NCIA Service Level Agreement (SLA).

Within Stakeholder Engagement and Communication:

- Liaise regularly with the J6 Cyber Branch, IKM Team, and NCIA Account Management Officers to ensure alignment and deconfliction.
- Support the Innovation & Transformation Manager in communicating progress, issues, and opportunities to senior decision-makers.
- Contribute to regular reports, briefing notes, and presentations for governance boards and transformation working groups.

Within Continual Improvement and Change Management:

- Promote and embed continual improvement principles in digital programme administration.
- Identify blockers and inefficiencies in the delivery of digital initiatives and propose mitigation options.
- Support workshops, training sessions, mentoring and sprint events related to digital innovation and transformation delivery.

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.

Required Qualifications are:

- English – good – NATO Standard Language Proficiency 3333.
(Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.
- University degree or equivalent in related field / discipline.
(equivalent is Higher Secondary Education AND completed advanced vocational training in relevant field leading to a professional certification or accreditation).
- Minimum 4 years' professional experience in programme management and administration.
- Digital portfolio management experience within a multi-stakeholder organisation.
- Experience in managing and tracking digital transformation initiatives and AI enabled change.
- Experience working with cross-functional teams to support innovation and transformation efforts.
- Experience using tools such as MS Project, Excel, Power BI, or similar portfolio/project management platforms.

Desirable Qualifications are:

- Experience in a large business/IO/NGO.
- Experience operating as an advisor to a senior board or in a board position.
- Experience in the delivery of complex projects (Digital change / AI) that deliver quantifiable benefits to the organisation.
- Completion of relevant courses/training.

The successful candidate possesses following personal attributes:

- ✓ Excellent communication skills, both oral and written - able to communicate at all levels;
- ✓ Critical thinker able to challenge existing policy and communicate effectively at all levels in the organisation.
- ✓ Ability to multi-task across a wide variety of problems sets to meet challenging timelines with minimal supervision
- ✓ Good interpersonal skills including tact and diplomacy;
- ✓ Strong organisational skills and a structured approach to complex problems.
- ✓ Resilient and adaptable in a fast-paced and evolving environment.
- ✓ Good problem-solving skills;
- ✓ Good attention to details.

The successful selected candidate must be able to obtain and maintain a security clearance and is required to pass a medical examination before an employment contract offer will be released. The medical examination will take place with our medical consultant, is required to determine if the recommended candidate is fit to perform the duties and is deployable to NATO's areas of operation.

This requirement is in support of the [NATO 2030](#) agenda.

The successful candidate will be offered a 3-year definite duration contract as NATO International Civilian (NIC); remuneration will be exempt from taxation and allowances will be applied whenever applicable.

For serving NATO international Civilians: contract will be offered in accordance with the NATO Civilian Personnel Regulations and the additional Nations' guidance (MCM-0061-2023 for NATO 2030 Project Linked NICs). The selected staff member will get a definite duration contract regardless of the current contract, with the exception of the case when they have more than 10 years of service, in which case they will receive an indefinite duration contract.

Due date for receipt of applications: Sunday 26 July 2026, 23:59.

Candidates have to apply electronically in NATO Talent Acquisition Program:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

IMPORTANT:

Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences. Your answers must be comprehensive and stand alone; do not rely on attached documents for essential information (*Attachments are supporting documents and should not be referred to in the job submission*). For example, if a pre-selection question asks you to justify how you meet the minimum experience requirement, you must explicitly detail in the answer box *how* your experience directly aligns with, or exceeds, the stated requirement. Simply stating you meet the requirement is insufficient; provide concrete examples and quantifiable details. These experiences should also be included in the description of your work experiences.

Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates.

Please note that 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.