



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 261271

Vacancy Number: G89/26

Post Number: OSC RFPR 1080

Job Title: Staff Officer (Policy and Efficiencies)

NATO Grade: 15

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

Closing Date: Sunday, 30 August 2026 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 Strategic Planning and Prioritisation Section (SPP) provides medium- and long-term planning, prioritisation and synchronisation for common funded programmes/projects requirements in accordance with the Capability Development Plans (CDP), ensuring the necessary alignment with the Strategic Capability Development Plan (SCDP).

This post plays a key role in the implementation of the NATO 2030 Resourcing programme and the requirements in support of DDA implementation. The post has a pivotal role in the operationalization of the expanded Common Funding policies in support of the Deterrence and Defense for the Euro-Atlantic Area (DDA) and the associated requirements across ACO. The post is also responsible for the analysis, operationalisation and institutionalisation of long-term efficiencies across ACO.

2. Principal Duties

The incumbent's duties are:

- Development of the implementation plans across ACO for the operationalisation of expanded common funding policies, including the establishment and coordination of multiple working groups covering the main capability areas to support the executability of the DDA Family of Plans.

- Engage and coordinate with multiple stakeholders across ACO, ACT and NATO HQ, on the identification of operational requirements to be resourced in the context of expanded common funding policies.
- Coordinate the efforts across ACO on the identification, development, analysis, operationalization and institutionalization of common-funded cross-cutting resource efficiencies.
- Lead the ACO efforts, in coordination with ACT, for the development of an efficiencies framework to optimize key operational processes, improve resource utilisation and enhance capability delivery, including efficiency metrics, workstrand interdependencies and prioritized improvement areas.
- Enable ACO stakeholder strategic alignment between SPP initiatives and common funding policies, ACO strategic priorities, and Governance decisions in the context of strategic requirement prioritisation, planning and implementation across the common funding resource pillars.
- Support the representation of ACO at the Resource Policy and Planning Board (RPPB) and Military Committee Working Group for Resources (MCWG-RES) regular meetings and Plenary preparatory sessions, coordinating the development and presentation of coordinated ACO positions on resource policies, requirements and capabilities issues under deliberation.
- Report to ACO stakeholders and leadership on the RPPB and MCWG deliberations and decisions, including the participation to the SHAPE Operational Requirements and Review Board (ORRB).
- Assist the Principal Resource Advisor in the analysis, identification and promotion of potential synergies and opportunities for the resourcing of ACO operational needs through common funding based on the common funding eligibility policies, while ensuring strategic alignment across ACO for the implementation of common funded policies and relevant Governance decisions.
- Contributes to the continual improvement of systems and processes internal to the organization with the identification of areas and proposals for further challenging the efficiency and quality of procedures while offering and implementing change solutions towards the achievement of organizational efficiencies.
- Support the promotion and establishment of a culture of long-term efficiencies, continuous support and improvement, encouraging collaboration, standardisation and solving problems related to the development and implementation of strategic requirements.

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 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.

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

- Proven experience in project management and resource management functions.
- Experience in change management or complex innovation initiatives in line with the principles of enterprise risk management integrated resources management.
- Experience in establishing, maintaining and enhancing strategic relationships with stakeholders of diverse seniority level, preferably multi-national organization.

b. Education/Training

University Degree in accounting, finance, management, business administration, public administration or related discipline and 2 years function related experience, or Higher 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)

5. Desirable Qualifications

a. Professional Experience

- Experience in developing plans in a large, preferably multi-national organization.

- Previous staff experience in joint and/or multi-national HQ.
- Experience coordinating inter- entities and operational planning and analysis.
- Experience supporting complex and multi - dimensional filed operations in coordination with political, military or security environment.

b. Education/Training

- Project Management certification (i.e. PRINCE2)

6. Attributes/Competencies

- **Personal Attributes:** The incumbent must be a seasoned professional possessing a high degree of self-reliance, tact, sound judgement, adaptability and the ability to express himself/herself clearly and persuasively.

S/he must have good inter personal and communication skills as well as diplomacy when dealing with military and civilian staff members and their managers. S/he must be able to use own initiative and judgment to propose solutions for unexpected problems and determine which issues to refer to supervisor. S/he must be able to plan and organize her/his own work and prioritize tasks and actions. Skillful in handling details, personal documents, follow up actions, deadlines. The variety of regulations and procedures require the incumbent to be able of quick and efficient continuous practical learning on the job.

S/he has to be able to draw upon a strong ability to perform critical and flexible thinking, prepare and propose solutions and the ability to make judgements without the benefit of guidance from supervisor.

- **Professional Contacts:** The post holder will deal with multiple internal and external stakeholders the incumbent, soliciting and providing information and inputs, has routine contact with personnel at SHAPE, ACO Commands, ACT, Host Nations and NATO HQ. S/he has professional contact with supervisors and managers at all levels. S/he coordinates routine meetings and product submissions with SHAPE, ACO, ACT, and NATO HQ.

- **Contribution To Objectives:** The incumbent plays a key role in executing activities related to the NATO 2030 Resourcing Programme and, in extent, the Common Founded Resourcing Pillars in order to deliver the right capabilities in support of the full implementation of DDA based on a 360-degree approach. S/he provides analysis and review of products to the Programme Manager to allow decision making, being an active contributor in the coordination of Common Funded implementation activities, including NATO 2030 Resourcing.

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.