SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 260257

Vacancy Number: G03/26

Post Number: OSC OISX 0040

Job Title: Staff Officer (Systems and Capabilities)

NATO Grade: G20

Basic Monthly Salary (12 x per year): 9 604.83€, tax free

Closing Date: Monday, 23 March 2026, 23:59h (Brussels time)

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 Operations (OPS) Directorate delivers comprehensive situational awareness, enabling the identification of crises, and supports estimates, response options and planning. In monitoring NATO's current operations, it enables SACEUR's direction and guidance to be disseminated, ensuring coherent Joint Effects, whilst providing comprehensive assessments to NATO HQ.

The J2 Division provides comprehensive advice, warning, and situational awareness to the Command Group (CG) and Allied Command Operations (ACO).

The J26 Intelligence Systems Branch develops policy and guidance for the fielding, training, and operation of ACO intelligence systems; manages and administers ACO intelligence systems support; analyses and prioritizes user requirements; coordinates interfaces and optimizes sharing with other domains and functional services.

SHAPE is the Strategic Headquarters for Allied Command Operations. The Operations Directorate at SHAPE is responsible for ensuring that ACO forces are at the state of readiness required to carry out an effective defense under the terms of MC 400. J2 Intelligence Division provides comprehensive advice to the Command Group and Allied Command Operations (ACO) on Intelligence, Counter-Intelligence, Security, Information Assurance, Biometrics and Identity Intelligence, Geospatial, Joint Intelligence, Surveillance, Reconnaissance (including ISTAR), Intelligence support to Joint Effects and Targeting, Intelligence Systems, Databases, and Interfaces, as well as Intelligence Support

to other disciplines. The Intelligence Systems Branch is responsible for: developing policy and guidance for the fielding, training, and operation of ACO intelligence systems; managing and administering ACO intelligence systems support; analyzing and prioritizing user requirements to develop ACO intelligence systems capabilities; coordinating interfaces and optimizing sharing with other domains and functional services. The incumbent is responsible to the Branch Head for the development, design, coordination, and implementation of the NATO-wide Intelligence architecture and related Intelligence and Joint Intelligence Surveillance and Reconnaissance (JISR) systems; and provides guidance and oversight for the fielding, training, operation, and use of intelligence systems.

Principal Duties

The incumbent's duties are:

1. Provides direction and guidance for the use, administration, and support of intelligence systems throughout ACO.
2. Responsible for the design and implementation of the overall intelligence architecture.
3. Represents the intelligence user community for the creation of information systems strategies to meet intelligence operational requirements.
4. Prepares plans, concepts, procedures and policies pertaining to intelligence handling systems and capabilities across the command structure, considering the consequences on hardware, software and resource implications.
5. Designs, coordinates, and oversees the implementation of intelligence systems architectures in support of operations and exercises.
6. Guides development and validation of new requirements and liaises with ACT and other stakeholder to develop and evaluate options for their satisfaction.
7. Initiates operational requirement statements to overcome identified deficiencies.
8. Establishes priorities and monitors progress to ensure requirements are met.
9. Represents user requirements and provides guidance and oversight for the implementation, acceptance, and operation of new intelligence systems.
10. Submits requirements and directs implementation of intelligence systems projects in support of current operations.
11. Advises Branch Head on project/programme implementation progress and recommend /initiates actions as required.
12. Represents ACO Intelligence on various related working groups, committees, and boards.
13. Coordinates and directs programmes of work for intelligence systems operations, maintenance and support.
14. May be required to direct and supervise the work priorities of one or more HQ multifunctional teams.

Special Requirements and Additional Duties
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 up to 180 days. The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract. The risk of injury is categorised as No risk / risk might increase when deployed.

ESSENTIAL QUALIFICATIONS

Professional/Experience

1. Demonstrated ability to design, develop, and implement intelligence system architectures across a large, multi-layered organisation.

2. Proven ability to coordinate system operations, maintenance, and support activities with other divisions and agencies.

3. Experience managing technical resources, including annual budget planning, allocation, and oversight for intelligence systems.

4. Previous experience engaging with stakeholders to ensure user needs are reflected in system design, development, and implementation.

Education/Training

University Degree and 6 years post related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 8 years function related experience.

In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

Language
English - SLP 4444 - (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

Professional/Experience

1. Strong understanding of how intelligence systems integrate with operational requirements, CIS infrastructures and interoperability standards across large, multi-stakeholder environments.

2. Demonstrable evidence of maintaining knowledge of advances in CIS technology.

Education/Training

1. Possession of a recognised project management certification (e.g., PRINCE2);

2. Completion of recognised national or NATO intelligence courses.

3. Completion of Information Technology Infrastructure Library Foundation course.

Attributes/Competencies

Personal Attributes: Must perform with little supervision. Must be a self-starter and able to work on his/her own. Must be able to express himself/herself clearly and concisely to multi-national groups. Provides direction and guidance to the staff officers assigned. Must use tact, flexibility, and consensus building skills in dealing with external staff and organizations. Must be able adapt to new technology and changing operational situations.

Receives broad guidance from the Branch Head, J26 Intelligence Systems. Incumbent is expected to perform with little, if any, supervision. There are no written directives governing this post. Provides direction and guidance to the staff officers assigned.

Identifies deficiencies and initiates action towards their resolution and improvement. Importantly, the incumbent provides long-term continuity for branch tasks which exceed the length of a military posting, as well as background, advice and guidance regarding other areas of the J2 based on historical precedence or which may not have been fully documented.

Tact and diplomacy to work with NATO and non-NATO national representatives, external agencies and flag officers.

Must be able to express himself/herself clearly and concisely to multi-national groups. Demonstrated capability of highly effective written and oral communication.

Professional Contacts: The incumbent maintains frequent contact with senior staffs (OF-6/A-5 level) from NATO HQ, NCIA, BGX, ACT, SHAPE and its subordinate NCS, NFS, and MOU organisations, as well as National representatives at the OF-6 level. The incumbent is personally responsible for developing and providing briefings to the above audiences on matters related to this post's principal duties. Incumbent is responsible for representing Intelligence user requirements to external staffs and agencies such as ACT, NCIA, and NATO Working Groups and Committees when dealing with designated Intelligence functional services tasks. Incumbent is responsible for coordinating staff level intelligence requirements and planning activities with SHAPE Divisions and subordinate commands. Responsible for representing intelligence user requirements to external staffs and agencies such as the CIS procurement, development and support agencies; NATO BICES management and support elements; ACT; NATO Working Groups and Committees; and civilian contractors when dealing with Intelligence projects and issues. Interacts directly with national intelligence planners (CHOD/MOD level). Serves as the ACO Representative to the BICES Board of Directors, interacting with National representatives at the OF-6 level.

Contribution To Objectives: This is a key position within Intelligence Directorate J2, providing consistency and continuity for the development and implementation of Intelligence architectures. The post is the ACO senior representative for information technology support to the intelligence functional services.

Importantly, the post provides long-term continuity for projects which normally exceed the length of a military posting, as well as background, advice, and guidance regarding other areas of operations /intelligence based on historical precedence.

REMARKS:
Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

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 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) 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