

**SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

Vacancy Number: G81/26

TALEO Number: 261137

Job Title: Staff Officer (Workforce Establishment)

Post Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Grade: G15

Basic Monthly Salary: 6,713.06 EUR

Closing Date: Sunday 26 July 2026

1. POST CONTEXT

Supreme Headquarters Allied Powers Europe (SHAPE) is NATO's main military headquarters in Europe. It helps the Alliance plan and run operations, and it advises NATO's senior military commander in Europe (SACEUR) under the direction of NATO's political decision-making body (the North Atlantic Council).

The J1 Division is responsible for ensuring capable workforce and personnel directives and management across Allied Command Operations (ACO).

The Workforce and Organisation Branch is responsible for all aspects of management of workforce and organisation and personnel within ACO.

The Staff Officer is responsible to ensure comprehensive planning and coordination of new workforce approach to workforce, which would combine the Peacetime Establishment (PE) and Crisis Establishment (CE) development processes into a single mechanism, which aims to define and capture Workforce requirements for Peacetime, Crisis and Conflict in a single Workforce Establishment (WE).

2. PRINCIPAL DUTIES

The incumbent's duties are:

- 1) Responsible to ensure comprehensive planning and coordination of new approach to workforce, which would combine the PE and CE development processes into a single mechanism.
- 2) Act as the primary Workforce Analyst to Workforce and Organization Branch relating to new workforce approach.
- 3) Introduce pre-emptive, focused corporate solutions to improve Workforce and Organizational performance relating to new workforce approach.
- 4) Identify opportunities for Workforce and Organizational analysis for resource savings and organizational optimization across Allied Command Operations (ACO) relating to new workforce approach.

- 5) Participates to the Exercise Planning Process for NATO exercises as a member of J1 Division Exercise Planning Group relating to new workforce approach.
- 6) Contributes as a member of J1 Division Exercise Planning Group to the development of detailed exercise planning documents, including objectives, timelines, and resource requirements relating to new workforce approach.
- 7) Contributes support to J1 Division Exercise Planning Group in workforce issues exercise planning and execution which are related to new workforce approach.

3. 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 183 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.

4. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

- 1) Workforce planning and analysis experience: developing and justifying staffing requirements (numbers, roles and skills) based on organizational needs, including assessing options, costs and risks.
- 2) HR/personnel management experience: advising managers on staffing and personnel processes in a large, regulated organization.
- 3) Stakeholder coordination and delivery: coordinating cross-functional work with senior stakeholders (HR, finance, and operational teams), producing clear written recommendations and delivering agreed outputs to time and quality.

2. Education/Training

University Degree in human resources management, business administration, law, social sciences, or related field, public administration or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in the above mentioned 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.

3. Language

English – SPL 3333 – (Listening, Speaking, Reading and Writing)

5. DESIRABLE QUALIFICATIONS

1. Professional/Experience

- 1) Experience in organizational design and change management (i.e. performing fundamental changes in organizational structures).
- 2) Experience working in an international or defense/operations environment with mixed civilian and military stakeholders, including negotiation and delivery through multi-level governance.
- 3) Advanced workforce analytics experience, including building dashboards/briefings from large datasets and using statistics to identify trends, risks, and staffing priorities.

6. COMPETENCIES

- **Personal attributes:** Highly professional, well organized, and technically competent. Able to engage, negotiate, and influence stakeholders, and to show maturity, creativity and sound data-driven judgement. Strong critical thinking and analytical skills, including working with large datasets. Excellent written and oral communication skills. Works well with others, using diplomacy and respect. Able to prioritize, multitask and adapt to high workloads, including short deadlines and pressure. Takes initiative to keep processes and information up to date. HR & Personnel Management advisory skills. Experience with workforce planning & establishment design. Focus on process and organizational improvement.
- **Professional contacts:** Comfortable working with a wide range of military and civilian personnel across SHAPE, across Allied Command Operations (ACO), and with partner organizations.
- **Contribution to objectives:** Supports NATO 2030 by improving workforce structures, bringing peacetime and crisis staffing processes into one approach to capture workforce needs for peacetime, crisis and conflict in a single Workforce Establishment, and supporting overall readiness.

7. 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 post 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 defense 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.

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.

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.

ADDITIONAL INFORMATION

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.

A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment. Essential information must be included in the application form. Particular attention should be given to Education and Experience section of the application form. The application should be in English. Shortlisted candidates may be requested to provide original documentary evidence and a set of copies supporting statements in their applications. After submitting your application, you will receive an acknowledgement of receipt of your application.

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) Candidates' individual telephone or e-mail enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.
- D) At SHAPE, we value the human element. While we recognize the role of generative AI in today's workplace, we want to hear your unique voice and authentic experiences. Please note that SHAPE screens applications for AI dependency and reserves the right to disqualify candidates who fail to demonstrate original work. The use of AI tools during any stage of the assessment or interview process is not permitted unless otherwise specified.
- E) 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.