



**JWC VACANCY**  
**NOTICE 260978**

**Job Title:** Staff Officer (Management, Tasking & Coordination)

*Please note that the JWC is currently trialling a new organizational structure. Consequently, reporting lines, job titles, functional alignments and some duties may differ slightly from those outlined in this vacancy notice.*

**NATO Body:** Joint Warfare Centre (JWC)

**Primary Location:** Stavanger, Norway

**Schedule:** Full-Time

**Salary (Pay Basis):** 93,933.00 NOK Monthly

**Grade:** G15




**Clearance Level:** NATO Secret (NS)

**Application Deadline:** 5 July 2026

**Description**

We are seeking a Staff Officer with strong interpersonal skills to join the Management, Tasking & Coordination (MTC) Branch - JWC's focal point for information coordination/management and staff processes.

In this role, you will be playing an important part in ensuring work is progressed, tracked, staffed and delivered across the headquarters. Your contribution will support JWC's mission to plan, prepare and deliver joint operational-level training, strengthening NATO's warfighting readiness and operational effectiveness.

-  International work environment in Norway
-  Possibility to impact and improve processes
-  Collaboration across NATO networks

If you bring strong IT skills and curiosity of new technology, and thrive in a dynamic environment, we encourage you to apply!

## Duties

The incumbent's duties are:

- Coordinates JWC incoming and outgoing correspondence from and to Headquarters Supreme Allied Commander Transformation (HQ SACT) or all other NATO HQs / organizations and nations related correspondence.
- Delegated authority to task directly all JWC Directors, Division and Branch Heads to manage all internal JWC and HQ SACT Tasks.
- Supports MTC Branch Head (BH) to develop, manage, coordinate and issue all internal Taskers in the Tasker Tracker Enterprise System (TT+) and monitors/coordinates all HQ SACT Taskers. Ensures, maintains and coordinates the JWC input (contributions and office comments) to the HQ SACT TT+. Conducts overview in order to coordinate the internal progress of work and report to Director of Management.
- Supports MTC BH to monitor and coordinate all JWC staffing and business processes and prepares inputs for the Command Group (CG) approval cycle.
- Monitors and assesses in close coordination with MTC BH, the HQ SACT Command Read Board to deliver early notification of information to the JWC CG.
- Maintains historical records and contributes to the preparation of the ACT annual report. Collects and coordinates in close coordination with MTC BH all data related to the Management Plan.
- Supports the JWC VIP events including JWC visits and JWC Offsites and summits.
- Prepares and maintains JWC metrics for JWC CG and SACT Management office.
- Advises and supports the JWC members in the TT+ to improve the practices, skills and efficiency of this business system.
- Support the Resource, Analysis and Planning Team as required in accordance with the duties in all exercise related areas. Represents the JWC at, or participate, in NATO Military Training and Exercises Programme (MTEP) board.

## Qualifications

### **Education/Training**

- University Degree in in business administration, finance, economics or related field, law, 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

### **Professional Experience**

- Experience from an international organisation, preferably NATO, or National Ministry of Defence or similar Governmental or equivalent Civilian organisation.
- Extensive experience in office communication and information systems. (for example Microsoft 365, SharePoint and curiosity of utilising artificial intelligence (AI) in such tasks)

### **Language**

English – Upper Intermediate/Advanced

## Desirable Qualifications

### **Professional Experience**

- Previous NATO and/or joint service staff experience, ideally gained in NATO HQs or Operations, or operating, exercising or training with other NATO nations/forces in a multinational, international or coalition environment.
- Good overview and basic knowledge of NATO Structures and organisation.
- Knowledge Management project planning, Crisis Response Operations and/or Planning experience.
- Project management certification and/or experience

### Personal Attributes/Competencies

The incumbent must demonstrate excellent speaking and presentation skills, effective project management skills and the ability to work in a fast-paced, changing international environment. The candidate must be comfortable dealing directly with individuals holding all ranks on a daily basis. The work associated with this post requires considerable interpersonal tact, persuasion and perseverance when dealing with other elements of the HQ staff, International staff and other Agencies. The ability to chair strategy & policy development setting meetings and working groups is required. Good communication skills. Able to work independently. Able to work effectively in a multicultural environment.

### Work Environment

The work is normally performed in an office environment.

NOTE: The work both oral and written in this post and in this headquarters as a whole is conducted mainly in English.

Travel on temporary duty may be required for several conferences.

Irregular working hours may be required, especially during exercises/events

### How To Apply For a NATO Civilian post at JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of relevant education and vocational qualifications held to support their application.

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. Applications will not be accepted after the deadline.

**Remarks:**

**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.**

**Notes for candidates:** The candidature of NATO redundant staff at grade G15/A-2 will be considered before any other candidates.

**Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade G15/A-2, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

**Contract:**

The successful applicant will be offered a three year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**Salary:**

Starting basic salary is NOK 93,933.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at [jwc.recruitment@nato.int](mailto:jwc.recruitment@nato.int).