

**POST DESCRIPTION
NATO INTERNATIONAL STAFF**

DIVISION	CYBER AND DIGITAL TRANSFORMATION DIVISION STRATEGY AND POLICY DIRECTORATE
TITLE	Officer, Standards Engineering
GRADE	G17/20 (A3/A4)
JOB FAMILY	Core - Policy Development
WORK LEVEL	VI
POST No.	CDT TBD
SECURITY CLEARANCE	NS
CONTRACT CLAUSE	G

SUMMARY

The Cyber and Digital Transformation (CDT) Division guides all aspects of NATO's cyber defence and digital transformation and coordinates NATO efforts to counter hybrid actions, including Energy Security and Critical Undersea Infrastructure. CDT combines civilian and military expertise on strategies, policies, capability development efforts and operational delivery to ensure the Alliance retains decision and combat advantage for deterrence and defence.

Within, the Interoperability and Standardization Section (ISS), the incumbent supports NATO Standardization and Interoperability activities, with a particular focus on the portfolios of the Digital Policy Committee (DPC), the Conference of National Armaments Directors (CNAD), and the Aviation Committee (AVC). The incumbent facilitates the development, staffing, adoption and coherence of related NATO policies, architectures and standards for use in systems/software engineering toolchains in a cross-divisional team. The incumbent also supports collaboration with international and regional Standards Developing Organizations.

QUALIFICATIONS AND EXPERIENCE

The incumbent must:

- possess a university degree, or equivalent qualification in a field relevant for the position;
- have at least 5 years of relevant experience, including experience as a technical or standards editor;
- possess knowledge pertaining to the design, development, procurement and sustainment of complex systems (digital and/or materiel) affecting interoperability and standardization;
- have excellent communication (verbal and written) skills and the ability to translate strategic visions and policies into tangible deliverables; and
- possess the following minimum levels of NATO's official languages (English/French): VI ("Proficiency") in one; II ("Elementary") in the other.

The following would be considered an advantage:

- programme management experience in an international environment and professional certification in Programme and/or Project Management (e.g. MSP, PMP, PRINCE2, PMP);
- experience supporting the development and governance of structured, machine-processable engineering artefacts; and
- familiarity with processes, practices and procedures used by Standards Developing Organizations and NATO Standardization.

MAIN ACCOUNTABILITIES

Project Management: Work with key members of the relevant NATO entities to help set the necessary political and military conditions to enable effective development and adoption of standards. Lead teams and coordinate workstreams for the development, sustainment and adoption of standards and related products including required coherence mechanism. Manage practical, administrative, technical and logistic aspects efficiently. Track progress, dependencies, risks and issues.

Knowledge Management: Exchange knowledge and information with stakeholders on topics affecting the standardization portfolio and enabling tools. Promote and ensure sound information management practices for machine processable standardization artefacts, and contribute to maintaining relevant repositories and version control systems for standard artefacts. Contribute to the definition and maintenance of associated conformance mechanisms supporting consistent application of interoperability- and security-by-design principles.

Policy Development: Contribute to development of interoperability policies. Provide policy input regarding materiel and digital standards and ensure that the multiple NATO policies that affect the CDT portfolio are coherent with one another. Lead and/or support the development, staffing, adoption, maintenance and coherence of NATO standards and related products (e.g., reference architectures, semantic resources, doctrine/implementation guidance and directives), spanning to digital, cybersecurity and relevant materiel domains. Keep abreast of current techniques and developments in the field of standardization.

Stakeholder Management: Liaise extensively with all stakeholders of relevant Senior level Policy Committees, and the NATO Standardization and Innovation communities, Industry and Standards Developing Organizations to ensure that requirements related to technological enhancement are developed, delivered and sustained as efficiently and coherently as possible, in the respective standardization portfolios. Participate in meetings and represent the Division as required in internal and external events.

Perform any other related duty as assigned.

INTERRELATIONSHIPS

Reporting line: The incumbent reports to the Head, Interoperability and Standardization Section within CDT.

Interactions: The incumbent works in close cooperation with other staff members in the CDT and Defence Industry, Innovation and Armaments Division (D2IA) division. They interact with members of other divisions in the International Staff (IS) and International Military Staff (IMS), members of national delegations, NATO Standardization Office, NATO Science & Technology Organization, DIANA, NATO Command Structure entities, NATO Agencies, International Organisations, Industry and subject-matter experts.

Direct reports: N/a
Indirect reports: N/a.

COMPETENCIES

The incumbent must demonstrate:

- Analytical Thinking: makes complex plans or analyses.
- Clarity and Accuracy: checks own work.
- Conceptual Thinking: applies learned concepts.
- Customer Service Orientation: takes personal responsibility for correcting problems.
- Impact and Influence: takes multiple actions to persuade.
- Initiative: is decisive in a time-sensitive situation.
- Organisational Awareness: understands organisational climate and culture.
- Teamwork: solicits inputs and encourages others.

J.C. Gad Justesen-Jørgensen

Director

NATO Human Resources

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