

POST DESCRIPTION NATO INTERNATIONAL STAFF

DIVISION:	DEFENCE INDUSTRY, INNOVATION AND ARMAMENTS DIVISION ARMAMENTS AND MAJOR CAPABILITY PROGRAMMES DIRECTORATE
TITLE	Officer, Reoccurring Process for Aggregating Demand (REPEAD)
GRADE	G15/17 (A2/A3)
JOB FAMILY	Core – Policy and Programme Implementation
WORK LEVEL	VI
POST No.	D2IA0XXX
SECURITY CLEARANCE	NS
CONTRACT CLAUSE	G

SUMMARY

The Defence Industry, Innovation and Armaments Division (D2IA) leads on the rapid development and delivery of cutting-edge and interoperable defence capabilities, working with innovation ecosystems and industry across the Alliance to meet NATO's deterrence and defence needs.

The incumbent will be part of the D2IA team supporting the Reoccurring Process for Aggregating Demand (REPEAD). The incumbent will serve as the primary focal point for the organization and execution of the annual REPEAD cycle, including the conversion of aggregated requirements into the delivery phase. The incumbent will also contribute to other key work strands of the Major Capability Programmes and Cooperation Section, such as the creation and management of multinational High Visibility Projects (HVPs).

QUALIFICATIONS AND EXPERIENCE

The incumbent must:

- possess a university degree or equivalent level of qualification;
- have at least 2 years of relevant experience and proven track record in successfully facilitating and managing multinational and/or common funded major capability delivery efforts;
- possess excellent briefing (verbal and written) skills and have the ability to provide a high degree of impact and influence with political, civil and military stakeholders;
- exhibit a strong can-do attitude with an aptitude to streamline complex policies and processes towards generating accelerated, measurable capability deliverables; and
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; I ("Beginner") in the other.

The following would be considered an advantage:

- previous experience in successfully operating in and managing complex stakeholder environments, and

- experience in and awareness of the application of novel technologies for potential military surveillance and control application.

MAIN ACCOUNTABILITIES

Expertise Development: Obtain thorough understanding of Allied capability requirements in key areas. Develop specific proposals for multinational capability delivery in compliance with NATO policies. Contribute to a wide range of efforts to create political support from Allies to pursue multinational HVPs as well as provide necessary support to political implementation. Stay abreast of any relevant developments, within and outside NATO, including in the EU.

Project Management: Manage the execution and implementation of the REPEAD amongst Allies with a view to convert Allied requirements into targeted multinational implementation activities. Lead the planning and execution of individual activities associated with the REPEAD amongst Allies as well as strategies and work plans associated with the initiation and implementation of individual HVPs with all the relevant stakeholders involved.

Stakeholder Management: Enhance and manage internal and external networks and ensure proper coordination with subject matter experts. Represent the Directorate and Division in engagements with Allies and partners with a view to systematically capture Allied capability requirements and identify and advance multinational capability delivery opportunities in response to them. Participate in meetings at NATO Staff level, NATO Committee level, and with related external bodies.

Policy Development: Contribute to the development of concepts, policies, and procedures designed to systematically capture Allied capability requirements through REPEAD, and identify, initiate, and advance multinational capability delivery in response to these requirements and in concert with the NATO Defence Planning Process.

Perform any other related duty as assigned.

INTERRELATIONSHIPS

Reporting Line The incumbent reports to the Head of the Major Capability Programmes and Cooperation Section.

Interactions They will liaise with other groups and agencies both internal and external to NATO.

Direct reports: N/a

Indirect reports: N/a

COMPETENCIES

The incumbent must demonstrate:

- Achievement: creates own measures of excellence and improves performance.
- Analytical Thinking: sees multiple relationships.
- Change Leadership: expresses vision for change.
- Impact and Influence: uses indirect influence.
- Initiative: is decisive in a time-sensitive situation.
- Organisational Awareness: understands organisational politics.
- Teamwork: solicits inputs and encourages others.

J.C. Gad Justesen-Jørgensen

Director

NATO Human Resources

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