SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 191012
Vacancy Number: B12/1119
Post Number: OSC ZORX 0110
Job Title: ACO Archivist
NATO Grade: B-5
Basic Monthly Salary (12 x per year): 4,379.27 €, tax free
Closing Date: Sunday 26 January 2020

SHAPE is looking for an ACO Archivist to oversee the records management process across ACO in order to enable NATO to preserve its institutional memory. If you have experience in information management, archiving or library systems and enjoy the challenges of working in a small team providing an essential service for diverse NATO stakeholders, this post is for you.

GENERAL BACKGROUND:
SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:
Location: Casteau/Mons, 60 Km south of Brussels (Belgium)
Division: Information Management and Resilience

POST CONTEXT/POST SUMMARY
SHAPE is the strategic level command responsible for the planning, preparation, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance.
The Management Directorate (MGT) directs the daily HQ staffing, workflow and protocol activities, represents SHAPE at the NATO Information Management Executive Board and provides essential support services and facilities management across the SHAPE campus.
The Information Management and Resilience (IMR) Branch is responsible for the development and implementation of Information and Knowledge Management (IKM) policies across ACO; HQ staffing and workflow management; and the provision of IKM
tools and services for SHAPE. It is responsible for the development of Business Continuity (BC) plans and ACO-wide BC policies. The Registry and Records Management Centre (RRMC) is responsible to the IMR Branch Head for the provision of Registry services of all incoming/outgoing correspondence. RRMC is also responsible for the storage, maintenance and appropriate disposition (including archiving) of ACO and SHAPE Records. Providing documents retrieval upon request by ACO and SHAPE staff as well as providing postal services and operating the internal mail distribution system.

**PRINCIPAL DUTIES**
The incumbent's duties are:
1. Contribute to the development and implementation of a comprehensive records management programme across SHAPE in accordance with the NATO Records Policy and the BI-SC IKM directive.
2. Maintain SHAPE Official records in accordance with NATO Records Policy and Information Management policies and Directives, in both hard copy and electronic format.
3. Prepare record-keeping systems and implement procedures and guidance on appropriate records management in accordance with NATO policies and directives on records and information management and security of NATO information.
4. Manage the appropriate disposition of all records in both hard copy and electronic format in accordance with records management policy.
5. Collect records across SHAPE Staff and coordinate closely with information owners and originators of documents for the appraisal of their value for further preservation/retention or disposition.
6. Manage the digitization of NATO/SHAPE records in paper form and index digital files for further use by the addition of accurate metadata.
7. Respond to requests concerning retrieval of NATO/SHAPE official records.
8. Within the area of responsibility the incumbent is responsible for ensuring that strategic risk to the achievement of CG priorities are managed in accordance with ACO Enterprise Risk Management framework.
9. Liaise with all SHAPE Departments and ACO Commands to advise on the records management and ensure compliance with relevant information management policies.

**SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**
Direct Liaison with NATO Archives.
Participate in the NATO HQ Archives Committee as an observer.
The incumbent is required to undertake operation deployments and/or TDY assignments both within and outside NATO's boundaries.
Handle routine or special matters as directed by Section Chief and Branch Head.
The work is normally performed in a Normal NATO office working environment.
Normal Working Conditions apply. The work is performed in a secure area with no natural light.
The risk of injury is categorised as: No Risk

**ESSENTIAL QUALIFICATIONS**
A. **Professional/Experience**
1. Minimum 3 years experience in library, information management or archival field.
2. Minimum 1 year experience in administering a large organisation's records management system.
3. Minimum 2 years experience in electronic document management systems.
4. Minimum 2 years experience in office management procedures, including a deep knowledge in information management processes.
5. Minimum 1 year customer service experience in information management.

B. Education/Training
Higher Secondary education and completed higher vocational training in library, information science, management information systems, computer science or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

C. Language
English - SLP 3333 (Listening, Speaking, Reading and Writing)
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

DESIABLE QUALIFICATIONS

A. Professional Experience
1. Experience with centralized records procedures of a large organization with international stakeholders involving a significant outflow of correspondence, reports and memoranda.
2. Experience in a team based office environment.
3. Experience in a security conscious environment and in handling of classified or sensitive information.
4. Knowledge of the NATO military command structure, organisation and mission.
5. Knowledge of ACO organization, activities and information systems.
6. Experience in SharePoint based electronic document management systems

B. Education/Training
1. Professional education and training in Information Knowledge Management (IKM) or a related discipline.

ATTRIBUTES/COMPETENCIES

A. Personal Attributes
The incumbent must be capable of using their own initiative and working with minimal supervision as the incumbent will need to work closely with military and civilian staff both within SHAPE and across external agencies including subordinate commands and NATO HQ. They must be capable of handling details. Must possess good interpersonal and communication skills, when dealing with staff and senior officers. Thought and judgment are required to establish priorities.

B. Professional Contacts
In addition to extensive contacts with other NATO Archive staff, the incumbent will have to develop an active community of interest with other archiving staff across ACO. He/she will also maintain professional contacts with other (national and international) archivists, where there is benefit in doing so. He/she will be expected to keep abreast of technical and policy developments in the field of records management and archiving. The incumbent may be required to attend NATO Archive Committee meetings and support the work of the NATO Information Management Advisory Group in archiving matters.

C. Contribution To Objectives
The incumbent will ensure that SHAPE properly implements NATO policies on archiving and records management in order to preserve relevant data in NATO’s corporate memory. The judicious archiving of inactive records will ensure that essential information is readily available for use by the SHAPE staff and – ultimately – future generations of researchers once the information has been transferred to the NATO Archives and opened for public disclosure.

This post reports to OSC ZORX 0010 - Section Head (Registry and Records Management) - OR-9

There are no reporting responsibilities.

D. **Supervisory Responsibilities:**

Supervises the daily work of the OSC ZORX 0100 (Staff Assistant - ACO Archivist)

**REMARKS:**

This job is advertised for recruitment purposes in anticipation of formal authorization to offer a contract to the selected candidate. If authorization to offer a contract is not obtained, the selection process will be cancelled with no further obligation to the applicants.

The candidature of NICs who are redundant / unplaced from NCS-A will be given priority consideration provided their CHRM notifies SHAPE Recruitment Section by not later than the vacancy’s closing date.

Tests and interviews are expected to be held at SHAPE on 18 and 19 March 2020.

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.

**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](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.

NTAP allows adding attachments. 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. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English (preferably) or in French.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.
Remarks:
A) Only nationals from the 29 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) Candidates’ individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.