SHAPE is looking for a Communications Director.

The selected individual will be responsible for providing Strategic Communications direction & guidance to the Command Group, the wider headquarters and its subordinate organisations. They will also lead the planning and conduct of integrated communications for Alliance operations, exercises, policy, and defence planning during peace, crisis, and conflicts.

The ideal candidate will be a senior communications executive with experience at the strategic or corporate level and with experience working with multinational governmental agencies. They will have extensive experience leading a communications team in a strategic environment and be looking to join and lead a dynamic team working in a multinational environment.

GENERAL BACKGROUND:

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two strategic 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:** Communications Division (COMDIV)
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.

COMDIV is responsible for Integrated and Strategic Communication direction & guidance, and provision of communication capabilities and information function, as they relate to Alliance operations, policy, exercises and defence planning during peace, crisis, and conflicts.

Post incumbent is responsible for the integration of military communication capabilities and staff functions with other military activities at SHAPE and the provision of appropriate communication related advice and guidance across ACO.

**Principal Duties**
The incumbent's duties are:

1. Direct the communication capabilities and staff functions within SHAPE and act as primary adviser to the Command Group on strategic communication issues.
2. Provide leadership, guidance and mentoring to the SHAPE Communications Division and the wider ACO Strategic Communications community.
3. Direct the development, integration and synchronisation of strategic communication objectives and effects into all ACO related strategic planning for military operations and exercises.
4. Incorporate the integration of communication capabilities and staff functions with plans, operations, analysis and assessments in accordance with the commander's intent.
5. Coordinate and harmonise SACEUR's and ACO/SHAPE communications guidance and messaging with NATO HQ, Allied Command Transformation (ACT), NATO Command Structure (NCS) and NATO Force Structure (NFS).
6. Ensure ACO compliance with NATO policies on strategic communications and its subordinate disciplines.
7. Oversight of Military Public Affairs (MiPA) activities across ACO.
8. Oversee the SHAPE contribution to policy, doctrine, training and education for Strategic Communications, MiPA, PSYOP and Info Ops within ACO and the associated Committee's, Working Groups and Conferences.
9. Oversee the development and implementation of concepts, methods and tools to support analysis and assessment of the Information Environment (IE); to include analysis and assessment of the performance of ACO related communications related activities.
10. Direct and guide SHAPE Key Leader Engagement (KLE) programmes in coordination with the outer offices of the command group, and work in close coordination with subordinate headquarters to ensure a coordinated approach across ACO.
11. Ensure the development of a proactive outreach and internal communication programme, including development and maintenance of links with external bodies to advance SACEUR's (ACO) strategic objectives.
12. Oversee the development of an active internal communication effort that ensures ACO staff are aware of and can, where appropriate, support our overall communication objectives.
13. Manage the Communications Division budget (when allocated) and prepare/submit appropriate annual bids.
14. Where appropriate, provide additional support and assistance to communication activities with subordinate commands and across the NATO NCS.
15. Full authority over all aspects of Communications Division budgets.
16. Full authority for executing strategic plans and programs relating to ACO/SHAPE's communications objectives.

**Special Requirements and Additional Duties**
Support ACT, NATO School and other courses as a keynote speaker, subject matter expert and strategic advisor.
May be called upon to perform like duties elsewhere in the Headquarters according to the exigencies of the service.
May be required to deploy in support of operational deployments and/or exercises both within and outside NATO’s boundaries.
The work is normally performed in a Normal NATO office working environment.
Normal Working Conditions apply.
The risk of injury is categorised as: No Risk.

**Essential Qualifications**

a. **Professional/Experience**
   1. Minimum of 10 years recent experience working in an international, military or governmental communications environment.
   2. Areas of experience must include, as a minimum, min 5 years responsibility for communications strategy and planning, 5 years responsibility for media relations, 5 years responsibility for policy development and proved experience with new media
   3. Experience in managing human resources.
   4. Experience in managing financial resources.
   5. Experience in setting organisational objectives in a strategic communications environment.
   6. Experience in providing advice, guidance and briefing senior military commanders and/or civilian executives.
   7. Experience in making formal presentations to senior military commanders or civilian executives.

b. **Education/Training**
University Degree in communications, international relations, strategy, public diplomacy, public affairs or other related field, together with 15 years of related experience.

c. **Language**
English - SLP 4343 - (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.

**Desirable Qualifications**

a. **Professional Experience**
Experience in a senior appointment with NATO or with a comparable organization.

c. **Language – N/A**

**Attributes/Competencies**

a. **Personal Attributes**
- Strategic thinking is required in order to lead implementation of SACEUR’s strategic communications objectives.
- Able to work under stressful conditions.
- Able to present compelling and convincing fact-based arguments to senior military leaders and civilian executives.
- Experience with strategic policy-making.
- Strong diplomatic and interpersonal skills, able to quickly build trust with partners and colleagues.
- Strong time and priority management, high level of independence and can-do mentality, good team-player with a passion for excellence.
- Ability to think strategically, drive results, build high-performance organizational units continuously drive innovation and inspire those units to achieve their objectives.
- Strong leadership skills with the ability to manage, engage, mentor and retain team ethos.
- Strong interpersonal skills and ability to effectively communicate complicated concepts and recommend courses of action to engage diverse audiences and influence senior executives.
- A record of leadership, strategy development and expertise in project management as well as expertise in a singular communications discipline.
- Experience in building trust among executive leadership in large-scale or global organizations.
- Experienced in influencing, managing and developing large, diverse teams.
- Must be flexible, imaginative and open-minded in order to both understand a complex and evolving information environment and suggest strategies to manage it.
- Excellent judgement is required as decisions made by the incumbent can have lasting and huge impact on ACO and its reputation with member nations, media, and other stakeholders.
- Willingness to work outside normal office hours in order to complete tasks and meet the tight deadlines that are inherent in this type of work.

b. Professional Contacts
Routine contact with NATO Public Diplomacy Division, NATO International Military Staff Public Affairs, ACT Communications Director, ACO (SHAPE) senior executives.

c. Contribution To Objectives
Success in the information environment is a critical component in ACO’s military operations. The Communications Director, with oversight of ACO information campaigns and policies, will be required to make a key contribution to improving ACO performance in this area and so enhancing operational success.

This post reports to OSC GXCX 0010 - Chief Of Staff (COS) - OF-9.

d. Supervisory Responsibilities
Direct supervision of Executive Officer and Branch Heads.
Deputised by Chief Public Affairs Officer (OSC UPXX 0010).
There are first line reporting responsibilities for the following numbers of staff: 4× OF-4; 1× OF-5.

REMARKS:
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.

Selected candidate should be eligible for being granted a Cosmic Top Secret security clearance.

Given the COVID19 situation the selection process for this post will proceed in phases at dates to be fixed according to the evolution of current limitations. On-line testing / interviewing might be considered. The candidate selected for this post is expected to start the employment contract as soon as possible.
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 30 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 applications.