



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250169

Vacancy Number: G72/24

Post Number: OSC UXXX 1010

Job Title: ACO StratCom Capability Manager

NATO Grade: G20

Basic Monthly Salary (12 x per year): 9253.21€, tax free

Closing Date: Wednesday 5 March 2025

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports the Supreme Allied Commander Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council.

The J10 StratCom Directorate is responsible for Integrated and Strategic Communication direction and 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.

The StratCom Capabilities Manager will be responsible to Director J10 StratCom, through Branch Head Plans and Capabilities Branch for all StratCom capability related issues including managing the Allied Command Operations (ACO) StratCom Capability, Exercise and Training requirements, contribution to NDPP processes, and managing the delivery of ongoing StratCom projects. The StratCom Capabilities Manager is the section head for the Capabilities Section.

PRINCIPAL DUTIES

The incumbent's duties are:

- 1) Responsible for the operational requirements for ACO StratCom capabilities and implementation of the overall StratCom systems architecture.
- 2) Represents the StratCom user community for the creation of StratCom capability strategies to meet StratCom operational requirements.

- 3) Prepares plans, concepts, procedures and policies pertaining to StratCom systems and capabilities across the command structure, taking into account the consequences on hardware, software and resource implications.
- 4) Acts as Section Head for the Capabilities Section
- 5) Represents the ACO requirements in the development of StratCom Force elements through NDPP including Capability Code, Capability Statement, and Force Structure processes.
- 6) Represents ACO StratCom and supports the development of StratCom doctrine, policy, and Standard Operating Procedures.
- 7) Enables and delivers the SHAPE J10 StratCom contribution to Exercise Planning and exercise scripting.
- 8) Sets and monitors the delivery of ACO StratCom individual and collective training Requirements.
- 9) Initiates operational requirement statements to overcome identified deficiencies.
- 10) Represents user requirements and provides guidance and oversight for the implementation, acceptance, and operation of new StratCom capabilities.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

- 1) The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 180 days. The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

- 1) Minimum of 6 years of experience in delivering cognitive effects in multinational and joint military operations.
- 2) Experience in advising senior leadership.
- 3) Strong understanding of defence and security issues including multi-domain operations.

B. Education/Training

University Degree and 6 years post related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 8 years post.

C. Language

English - SLP 4343 - (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) Experience in capability development and implementation.
- 2) Experience in managing long-term projects.
- 3) Advanced University degree or post graduate diploma in an information or communications related discipline.

ATTRIBUTES/COMPETENCIES

1. Personal Attributes: Must perform with little supervision. Must be a self-starter and able to work on his/her own. Must be able to express themselves clearly and concisely to multi-national groups. Provides direction and guidance to the staff officers assigned. Must use tact, flexibility, and consensus building skills in dealing with external staff and organizations. Must be able adapt to new technology and changing operational situations. Receives broad guidance from Dir J10 StratCom through the Plans and Capability Branch Head. Incumbent is expected to perform with little, if any, supervision. There are no written directives governing this post.

Tact and diplomacy to work with NATO and non-NATO national representatives, external agencies and flag officers.

Must be able to express himself clearly and concisely to multi-national groups. Demonstrated capability of highly effective written and oral communication.

2. Professional Contacts: The incumbent maintains frequent contact with senior staffs (OF-6/A-5 level) from NATO HQ, NCIA, ACT, SHAPE and its subordinate NCS, NFS, and MOU organisations, as well as National representatives at the OF-6 level. The incumbent is personally responsible for developing and providing briefings to the above audiences on matters related to this post's principal duties. Incumbent is responsible for representing StratCom user requirements to external staffs and agencies such as ACT, NCIA, and NATO Working Groups and Committees when dealing with designated tasks. Incumbent is responsible for coordinating staff level StratCom capability requirements and planning activities with SHAPE Divisions and subordinate commands. Responsible for representing StratCom user requirements to external staffs and agencies such as the information systems procurement,

development and support agencies; ACT; NATO Working Groups and Committees; and civilian contractors when dealing with StratCom projects and issues. Interacts directly with national StratCom planners (MOD level).

3. Contribution to Objectives: This is a key position within StratCom Directorate, providing dedicated expertise for the development and implementation of StratCom capabilities, representing ACO at Capability related meetings. Enhancing StratCom capability delivery will contribute directly and indirectly to the readiness of assigned NATO forces and to the Command Group Understanding in SHAPE. This post is a Command Group agreed post as part of the Strategic Warfighting HQ initiative.

REMARKS:

Duration of contract: Pending Approval. The successful candidate will fill this post as a Project Related NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO](#)

Application Process

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- a. Only nationals from the 32 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. 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.