GENERAL BACKGROUND:

The NATO CIS Group conducts CIS operational planning and provides deployed/deployable CIS services and support in support of NATO military operations and exercises. The NATO CIS Group is located at the Supreme Headquarters Allied Powers Europe (SHAPE) the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO).

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)
Division: J1

Post Context/Post Summary
The J1 Division is responsible for the management of NATO Communications Information Systems Group military and civilian personnel administration and organizational documents/policies.
The Manpower branch is responsible for all Peacetime Establishment (PE) documents, job descriptions and database files.
The incumbent provides expert manpower advice and manages the Peacetime Establishments for the NATO CIS Group HQs and subordinate organisational elements.

Principal Duties
The incumbent's duties are:
1. Manages the Peacetime Establishments for the NATO CIS Group HQs and subordinate organisational elements.
2. Provides to the NATO CIS Group Commander, the Division Head and the Battalion Commanders expert organisational structure and manpower advice based on NATO policies and CIS industry standards.
3. Represents NATO CIS Group in manpower related meetings with other NATO Bodies.
4. Participates in manpower operational planning, contingency and exercise activities.
5. Develops and manages out-of-cycle PE Change Proposals in response to evolving crisis and development in technology (i.e. Capability Packages, etc.) and assesses the implementation of the changes.
6. Participates in the development of policies with respect to Human Resources management.
7. Maintains direct contacts with Human Resource managers and manpower specialist at higher HQs, subordinate elements and with other NATO Bodies if needed.
8. Plans, organizes and implements a 3-year review programme of Job Descriptions, in accordance with standard NATO manpower management policy.
9. Assists higher HQs with the classification of civilian positions appearing on Peacetime and Crisis Establishments and acts as Classification Board member or Technical Advisor, when requested.
10. Directs the application, operation and utilisation of the MAPS & ERT data systems as the corporate tools and common repository for all PE/CE data and post-line details at NATO CIS Group and supported elements.
11. Conducts manpower surveys, audits and studies and reports findings to the leadership.
12. Manages transition processes affecting organisational structure and manpower.
13. Oversees the implementation of NATO manpower policies and procedures.
14. Prepares and presents subject-matter updates and briefings, background papers, reports and official correspondence for senior officer signature, as requested.
15. Participates in meetings, seminars, conferences, training teams and working groups.
16. Identifies and develops best business practices for the Manpower Section, promotes and fosters improvement.
17. Undertakes work as part of a project team or working group, as directed or assigned.

Special Requirements and Additional Duties
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. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.
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 2 years of previous experience in the development, implementation and maintenance of positions in an organizational structure.
2. Minimum of 2 years of previous experience in the development of position (job) descriptions.
3. Previous experience in manpower (position) statistical accounting.
4. Previous experience in the classification (salary grade level determination) of positions in an organization.
5. Previous experience in the development, implementation and/or management of manpower policies in an organization.
b. **Education/Training**
University Degree in human resources management, business administration, law, social sciences, or related field, public administration or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 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.

**Desirable Qualifications**

a. **Professional Experience**
1. Experience working in a Manpower Office of an international organization or military Headquarters.
2. Familiarity with NATO procedures and Manpower Policies.
3. Proficiency in the use of Manpower Software.
4. Proficiency in the use of Microsoft Power Point slide development.
5. Proficiency in the development of personnel strength analysis and future personnel strength projections.

b. **Education/Training** – N/A

c. **Language** – N/A

**Attributes/Competencies**

a. **Personal Attributes**
The incumbent must possess excellent interpersonal and communication skills, as well as tact; demonstrate good judgment to prioritize work; be able to apply published policy and procedures to individual and varying circumstances.

b. **Professional Contacts**
The incumbent is the initial point of contact regarding information or analysis/changes to the PE organizational structure, functions or job description information. Incumbent routinely interacts with all levels in the internal chain of command in addition to relevant officials at NATO HQ (NDMC, NDMAA) and SACT. The incumbent may be required to interface with similar officials of national organizations.

c. **Contribution To Objectives**
The incumbent serves as the primary analyst for the NATO CIS Group organizational structure and the creation/maintenance of both military and civilian job descriptions; as such, he or she is required to provide detailed and relevant analysis on which the chain of command may consider future actions or mitigation efforts in the event of crisis. This post reports to OCG RRXX 0010 – Branch Head (Manpower) OF-4.

There are no reporting responsibilities.

**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.

*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 might be considered.*

**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 application.