



HQ SACT VACANCY NOTICE 210146

Applications are now invited for the post of Administrator (Protocol)/Deputy Chief of Protocol - TSC MUXX 0020, A-4/NATO Grade G-20 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing date for applications: 21 March 2021

Location: Norfolk, Virginia, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-4 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-4, please advise the HQ SACT Civilian HR Manager no later than the closing date.

Contract: Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Salary: Starting basic salary (Single Salary Spine effective 1 April 2021) is USD 10109.09 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int

Administrator (Protocol)/Deputy Chief of Protocol - TSC MUXX 0020

NATO Body: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

Schedule: Full-time

Basic Salary: 10,109.09 USD per month.

Grade: A-4/NG 20

HQ SACT vacancy notice 210146

Are you a senior protocol specialist with broad experience executing high level engagements with senior participants? If so, this position offers you a unique opportunity to support the NATO Alliance at its Warfare Development Command.

Post Context

The Administrator assists the HQ SACT Chief of Protocol in the performance of their duties. Plans, coordinates HQ area support, and executes all command group level conferences within the HQ and at off-site locations as required by operations. Maintains and communicates the details of the organizational strategy for distinguished visits, conferences, ceremonies, and official social events, ensuring that uniformly recognised and accepted NATO Protocol standards are developed and applied throughout all planning. Schedules staff support and organizes workload among section personnel; ensures quality control for administrative products in support of detailed visit programmes for distinguished visitors, conferences, special events, ceremonies and social functions.

Reports to: Branch Head (Protocol)/Chief of Protocol

Principal Duties: He/she will

- a. Oversee the co-ordination of Protocol scheduling - responsible for seeking approval for, and scheduling, all SACT protocol events and ensure coordination of the programme with respective HQs and agencies and recommendations for resolving scheduling conflicts.
- b. Have responsibility for long range planning, staff coordination, facilitation, protocol and receptions in conjunction with other Branches with support to major seminars, symposia, and conferences.
- c. Deal with senior military and political leaders and commercial businesses to ensure all conferences are carried out smoothly and efficiently.
- d. Co-ordinate and execute all aspects of approved protocol events as directed by Branch Head.

- e. Have responsibility for the issue and maintenance of ACT Directives on Protocol matters and developing and coordinating the ACT input to NATO Protocol policy.
- f. Provide advice and training on matters relating to the customs and regulations governing diplomatic formality, precedence and etiquette.
- g. Brief the Command Group as required regarding all official visitors/protocol events.
- h. Oversee maintenance of historical Distinguished Visitors (DV) database.
- i. Direct the operations and supervises Conference Centres personnel support in the execution of conferences, briefings, seminars and exercises.
- j. Oversee the Management of Budget spending - ensure Chief of Protocol is appropriately briefed and coordinate spend plans.
- k. Provide subject matter expertise with regard to NATO Protocol policies and procedures and in-depth knowledge of precedence with regard to the organization of protocol events.
- l. Be the Subject Matter Expert, who provides professional guidance to the Education & Individual Training Branch on material to be taught at the NATO Protocol Course at NATO School in Oberammergau. He/she will maintain awareness of developing trends within the wider occupational field, absorb new information rapidly and apply it effectively. He/she will plan and coordinate SMEs to teach NATO Protocol Course.

Essential Qualifications

- a. University Degree and 7 years post related experience.
- b. 7 Years experience in protocol.
- c. 5 years experience of managing and scheduling programs
- d. Must present a professional appearance, interact well with others.
- e. Excellent organizational and communication skills.

Language

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

Desirable Qualifications

a. Professional Experience

- 1. Protocol experience in a multinational environment.

b. Education/Training

1. NATO Staff Officer Orientation Course - provided by NATO - School Oberammergau (NSO).

Attributes/Competencies

- **Personal Attributes:** He/she must be detail oriented, visionary, creative and adaptive. He/she must be tactful, diplomatic and sensitive. He/she must possess excellent interpersonal and communications skills and be able to adapt to changing times and changing directions. He/she must be able and willing to travel.
- **Managerial Responsibilities:** He/she will act as Deputy, in the absence of the Branch Head he/she supervises, manages and is responsible for all the staff assigned to the Protocol Branch.
- **Professional Contacts:** Most contacts are at the officer or senior management level to include: SHAPE/NATO HQ/PCC NATO and partner countries/US Military Command/Attaches/Congressional Staff/Commercial Business (Hotels/Restaurants Tourist Venues). Most contacts are related to VIP visits or conference support and meeting the needs of these visitors. An extremely high degree of tact and diplomacy is required for this position since this position often deals with head of state and very senior political and military leaders. Internally, he/she deals with SACT, DSACT and COS on a continuing basis in preparations for seminars, conferences and VIP visits. When dealing with commercial business he/she must be forceful in obtaining satisfactory service performance.
- **Contribution To Objectives:** He/she will assist in developing and co-ordinating ACT's input to NATO Protocol policy. He/she has a direct influence on SACT's and ACT's image and execution of SACT's objectives and policies through the professional management of protocol events. He/she promotes SACT's influence on NATO's evolving policies through thought provoking and challenging seminars and symposium and assisting in better supporting Partnership for Peace programs. He/she assists in managing the command's database in order to streamline and avoid duplication of efforts. He/she is to provide the best possible support to VIP visits, seminars, conferences and symposium events. He/she is usually the first and last impression point for these venues and as such is the primary interface with the staffs and visitors to ensure the success of the venue.

Security Clearance

The successful applicant will be required to apply for and receive a NATO Secret Security Clearance prior to final confirmation of contract and commencement of employment.

Work Environment

He/she will be required to work in a normal office environment.

Contract

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Notes for Candidates

The candidature of NATO redundant staff at grade A-4/NG 20 will be considered with priority.

Notes for NATO Civilian Human Resources Managers

If you have qualified redundant staff at grade A-4/NG 20, please advise the HQ SACT Civilian HR Manager no later than the closing date.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int