



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

Vacancy Number: 231361

Job Title: Ammo Specialist Staff Officer

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

Grade: G15

Basic Monthly Salary: 6,118.54EUR

Closing Date: Thursday 7 December 2023

1. POST CONTEXT

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 SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Support Directorate is responsible for directing, monitoring and co-ordinating the implementation of Integrated Resource Management (IRM) activities and staff functions at all levels of command across Allied Command Operations (ACO).

The J4 Division is the Requirements Authority and Capability User Authority for NATO logistics and provides the cross-cutting authority, direction and requirement-setting at the strategic level for all project, sustain and maintain functions of logistics

The Logistics Strategic Plans Branch is responsible for the development of all strategic Logistics Plans, Directives and Concepts of Support

The Logistic Requirements Section (LRQ) leads the identification, definition and development of operational requirements for all logistics commodities and functions, the development of processes and the management oversight of commodity and resource management by subordinate NATO Headquarters

(HQs).

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At the Strategic level, SHAPE J4 stands as the Logistic Requirements Authority and provides the cross-functional Strategic direction for the implementation of Enablement activity, which is far broader than Logistics and necessitates cross-Divisional coordination and close liaison with NSPA through the Contract Integrator (CI) Team.

2. PRINCIPAL DUTIES

The incumbent's duties are:

- 1) Develop and maintain situational awareness over existing ammunition storage capabilities and Class V multinational arrangements.
- 2) Analysis of operational ammunition storage requirements and identification of gaps between the requirements and the existing capabilities.
- 3) Conduct, coordinate and execute the process of Operational Requirements Statements and associated capability development and administration to identify and meet the needs of the necessary Ammunition Storage sites for large scale deployments.

NATO committee responsibilities:

Observer and as ammunition Subject Matter Expert (SME), possible advisor to various logistics related NATO committees.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

- 1) The incumbent is expected to develop their knowledge and expertise related to ammunition storage and handling, which includes NATO arms, ammunition and explosive related STANAGs; Explosive Safety

and munition Risk Management; ammunition stockpiling and interchangeability/interoperability principles and concepts; etc.

- 2) As ammunition SME, the incumbent has to be prepared to contribute to the strategic planning process, advise on the ammunition related capabilities to plans, policies, doctrines and objectives of SHAPE and ACO and to support overall SHAPE J4 outputs.

4. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

- 1) Minimum of 2 years of experience in general logistics management
- 2) Minimum of 2 years of experience developing plans and policy guidance to implement logistic management programs.

2. Education/Training

University Degree in logistics, transport 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.

3. Language

English – SPL 3333 – (Listening, Speaking, Reading and Writing)

5. DESIRABLE QUALIFICATIONS

1. Professional/Experience

- 1) Experience in military logistics
- 2) Experience working in a major headquarters
- 3) Experience in joint and multinational logistics

6. COMPETENCIES

- 1) Personal Attributes: The incumbent must have good interpersonal and communication skills as well as diplomacy when dealing with staff members. Initiative, original thought, and team building are key qualities for this post as the incumbent will need to work closely with staff within the office and other NATO agencies.
- 2) Professional Contacts: The incumbent has professional contacts with staff members within NATO organizations and NATO agencies.
- 3) Contribution to Objectives: The incumbent will add value within J4 Division as a key SME on Ammunition and Class V supply, able to manage infrastructure development projects.

7.CONTRACT

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.

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.

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.

8.ADDITIONAL INFORMATION

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](#)

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. The application should be in English.

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

After submitting your application, you will receive an acknowledgement of receipt of your application.

Remarks:

A) Only nationals from the 31 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) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.