



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241737

Vacancy Number: G107/24

Post Number: OSC MJJX 1030

Number of Positions: 4

Job Title: Analyst (MDSOC)

NATO Grade: G15

Basic Monthly Salary (12 x per year): 6,467.30€, tax free

Closing Date: Wednesday, 1 January 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 Partnerships Directorate (PD) enhances Military Cooperation (MilCoop) with Partner nations, International Organisations (IO) and Host Nations (HN).

The J9 Cooperation and Liaison Division provides overarching direction, coordination and advice across ACO on interaction between the Civil and Military entities.

The Civil-Military Cooperation Plans and Operations Branch provides Civil-Military expertise in the Operations and Exercise planning process.

J9 Multi-Domain Strategic Operation Centre (MDSOC) Resilience Analyst is the responsible to maintain the Resilience Common Operational Picture (COP) across SHAPE's operations and observe, report, and initially assess strategically relevant events and outcomes, in a timely manner, to facilitate ACO decision-making.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Ensure SA of the Resilience Common Operational Picture (COP) of SACEURs AOR.

2. Monitor and assess the civil factors within the operating environment.
3. Monitor and assess the Resilience 7 Base Line Resilience Requirements within the operating environment.
4. Updates the Civil Environment Picture with Civil Factors, Human Security and Resilience inputs.
5. Ensure the internal information flow between MDSOC and J9 on operations/missions/activities.
6. Provide CIMIC expertise to the MDSOC.
7. Maintain SA on the readiness of CIMIC assets and capabilities TOA'd to SACEUR.
8. Human Security Focal Point.
9. Provide situational awareness in the event of HADR (Humanitarian Aid Disaster Relieve)
10. Consolidate Resilience reports from subordinate units (JFC/ARF/NRF).
11. Participate as needed in SHAPE BR events.
12. Performing any other duties as directed by CPO Branch Head.

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) Previous Civil Military Cooperation experience at Strategic/Operational/Tactical HQ.
- 2) Broad knowledge and experience working on ANY of the following:
 - a. 7 Base Line Resilience Requirements
 - b. CIMIC Human Security related Cross Cutting Topics
 - c. Coordination of the development of CIMIC guidance, directives and functional area policies, including contributing to the development of CIMIC doctrine, policy and common inputs
 - d. Conducting defense and strategic operations planning within the CIMIC area.

- e. Providing feedback and inputs to the development of CIMIC policy and guidance and developing military concepts or inputs to concept development within the CIMIC (including CIVIL Emergency Planning) functional area.
- 3) Ability to interface, coordinate and discuss operational issues with senior officials.
- 4) Experience working with the military.

B. Education/Training

1. University Degree in business administration, engineering, economics, public administration, operations research, business process engineering or related discipline and 2 years post 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.

C. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) Thorough knowledge of NATO CIMIC policy, doctrine, environment and procedures.
- 2) CIMIC experience in a NATO deployment or deployed experience with multinational/joint operations.
- 3) Demonstrate excellent public speaking skills.
- 4) Demonstrate excellent ability to communicate orally and in writing.
- 5) Thorough knowledge of historical, political and legal background on sensitive issues related to NATO's operational areas; Alliance policy, NATO military and political initiatives in these regions; Views of Allies and Partner Nations on these issues.

B. Education/Training

1. NATO Comprehensive Operations Planning Course (COPC) (JPL-OP-3555) provided by NATO - School Oberammergau (NSO) or Strategic Operations Planning Course (SOPC S5-45) in NSO or any other NATO strategic/operational planning course.
2. NATO Civil-Military Interaction (CMI)/CIMIC Orientation Course (CMI-CM-2423) provided by NATO - School Oberammergau (NSO) or NATO CIMIC Higher Command Course provided by NATO CIMIC Centre of Excellence (CCoE), The Hague.

3. NATO and UN Approaches to the Protection of Civilians (NATO-UN POC) (MCP-CM-35463) provided by Finnish Defense Forces International Centre (FINCENT), Finland

ATTRIBUTES/COMPETENCIES

1. **Personal Attributes:** The range of personal attributes required for this post are very demanding and exacting, but without them the function will fail. Foremost, an analytical mind is needed to identify and evaluate complex and competing issues and that can develop imaginative yet still pragmatic solutions. Inter-personal skills must also be highly developed. The post holder will be working in an international community where different cultural values and styles exist. The holder will need to be able to work successfully with staff at all levels of the organization, from the lower ranks during the analysis work up to the highest levels when presenting findings and recommendations. This requires tact, judgement and agility. High standards of personal and professional behavior and moral courage are also needed.
2. **Professional Contacts:** The incumbent must be comfortable to engage with a range of individuals from across ACO SHAPE and also with the NATO Command Structure and Partner nations. This will be a mixture of Military and Civilian personnel. The individual must have a high level of understanding and be cognizant of sensitivities with an international environment.

REMARKS:

Duration of 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.

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.