Job Title: Analyst

NATO Grade: A-2 / NATO Grade: 15

Basic Monthly Salary (12 x per year): 5,554.93 €, tax free

Closing Date: Sunday 1 November 2020

SHAPE is looking for a full time professional Analyst to perform Political and Security Analysis (PSA) and contribute to long term projects including PSA involvement in crisis identification (horizon scanning). If you have minimum 2 years’ experience in conducting PMESII or equivalent analysis at a strategic level and enjoy working in an international, fast paced environment, this post is for you.

GENERAL BACKGROUND:
SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:
Location: Casteau/Mons, 60 Km south of Brussels (Belgium)
Division: CCOMC

POST CONTEXT/POST SUMMARY
SHAPE is the strategic level command responsible for the planning, preparation, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance. Strategic Employment Directorate delivers comprehensive situational awareness, enabling the identification of crises, and supports estimates, response options and planning. In monitoring NATO’s current operations, it enables SACEUR’s direction and guidance to be disseminated, ensuring coherent Joint Effects, whilst providing comprehensive assessments to NATO HQ.

The CCOMC is SHAPE’s organization for thinking, planning and acting strategically and comprehensively in multiple crises and operations simultaneously. PSA provides a Research and Analysis capability within specific Regional and Thematic domains contributing to SACEUR’s mission.
Within SHAPE, the Strategic Employment Directorate delivers comprehensive situational awareness, enabling the identification of crises, and supports estimates, response options and planning. In monitoring NATO's current operations, it enables SACEUR's direction and guidance to be disseminated, ensuring coherent Joint Effects, whilst providing comprehensive assessments to NATO HQ. In the Employment Directorate the Comprehensive Crisis and Operations Management Centre (CCOMC) is SHAPE’s organization for thinking, planning and acting strategically and comprehensively in multiple crises and operations simultaneously.

PSA group applies regional and thematic (primarily Political, Economic and Social ) expertise through research and analysis activities, in order to develop products contributing to SACEUR's contextualized understanding of emerging, and on-going crisis and current operations especially as they impact Alliance interests.

The Analyst (Political and Security) conducts conflict analysis related to SACEUR's Strategic Spaces.

**PRINCIPAL DUTIES**
The incumbent's duties are:
1. Contribute within the assigned Strategic Spaces to produce and maintain continuous operational and strategic indications and warning of emerging and evolving threats and crises.
2. Contribute to CCOMC Groups' holistic situational understanding in support of planning, execution and assessment of operations.
3. Contribute to the information acquisition based on SACEUR's priorities, and propose the acquisition of information sources and adjustment to knowledge networks to new requirements.
4. Interact with analysts at operational and tactical level to understand the stated knowledge requirements. Collates and displays information pertinent to their area of interest.
5. Interact with approved networks of experts within and external to NATO to achieve a holistic understanding of potential crisis areas.
6. Conduct, within the assigned Strategic Spaces, collaborative analysis with assigned analyst teams and external analytical capacities.
7. Apply the System of Systems Analysis or other methodologies to address the Political, Military, Economic, Social, Infrastructure and Information (PMESII) domains.
8. Propose more appropriate analytical methods and problem solving approaches, and apply other methods as directed by the Principal Analyst.
9. Generate clear, holistic and actionable products for decision makers and staff; to include self-explanatory presentation.
10. Ensure that assessments are not fixed in time, and that the review process enables to recognize, learn and adapt to changes in circumstances.
11. Follow direction and guidelines on standardizing PSA information acquisition, collation, storage, catalogue, protection and dissemination.
12. Follow direction and guidance to ensure information is properly and effectively organized, fused, arranged and displayed in the knowledge base.
13. Coordinate with Senior Analyst (Production) and Information Disclosure Officer to provide information at the classification level needed by non-NATO actors.
14. Based on PSA direction, lead or coordinate analytical teams in both thematic, as well as regional configurations.

**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 2 years of recent experience in a governmental, non-governmental, international with a responsibility related to political analysis on the Middle East and North African region.
2) At least 1 year experience in advising mediation efforts towards conflict resolution.
3) Having a proven track record of politico-security analytical production for at least 1 year, aimed at informing political decision makers.
4) Minimum 2 years of experience in the application of political analysis and/or advising.

**b. Education/Training**

University Degree in sociology, behavioural science, 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) At least 1 year political analysis/advising while posted in the Middle East and North Africa region.
2) At least 1 year of duty in a diplomatic service and/or international organization’s political affairs department.

**b. Language**

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

**ATTRIBUTES/COMPETENCIES**

**A. Personal Attributes**

Motivated, flexible, highly collaborative team player and effective communicator. Able to convey complex problems simply; open to new analytical and problem solving techniques.

**B. Professional Contacts**

Collaborates as required with subject matter experts and customers across SHAPE staff, ACO-subordinate commands and other information partners (i.e. international, governmental and non-governmental organizations, centers of excellence and academia) to obtain necessary information/analysis to support ACO’s knowledge requirements.

**C. Contribution To Objectives**
Lead of analytical work on specific elements of the CCOM processes. The incumbent is the academic integrator of experts from other contributing disciplines and organizations cooperating in the analysis area. He/she delivers the contents of the comprehensive and dynamic situation awareness to commanders and planners by means of briefings, planning sessions, or short deployments to the operations area.

This post reports to OSC OOAX 0070 - Principal Analyst.

REMARKS:
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.

The candidature of NICs who are redundant / unplaced from NCS-A will be given priority consideration provided their CHRM notifies SHAPE Recruitment Section by not later than the vacancy’s closing date.

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.

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.

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.