



HQ SACT VACANCY NOTICE 231354

Applications are now invited for the post of Branch Head (Innovation) - TSC FEEX 0010 - NATO Grade (NG) 22 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: 18 December 2023

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

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-5/NG22 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-5/NG22, 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 is USD 13,518.72 per month to which relevant allowances will be added.

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

Are you an experienced senior leader in the innovation, science and technology field with experience at strategic level of collaborating with academia and industry. If so, this position offers you a unique opportunity to support the NATO Alliance at its Capability Development Command.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO's posture, military structures, forces, capabilities and doctrines.

The Capability Development Directorate (CAPDEV) comprises two Divisions—Requirements and Capabilities. The Directorate supports SACT in his Capabilities Requirement Authority (CRA) role. It is responsible for a holistic through lifecycle Capability Development approach that infuses innovation and transformative efforts that are an integral part of the Warfare Development. This includes responsibilities for elicitation, development, capture and collection, quality review, traceability and visibility of capability requirements.

The Requirements Division executes requirements management for NATO capabilities. It develops capability requirements, provides traceability and quality assurance of capability requirements, performs gap analysis and supports interoperability and implementation options across the DOTMLPFI spectrum.

The Innovation Branch science and technological trends, and contributes to the development of innovative, cost-effective and interoperable capability solutions to current and anticipated capability shortfalls and priorities, thereby contributing to NATO's military advantage against potential opponents.

He/she sets the strategy and orientation of the Command's Science and Technology (S&T) programmes and initiatives, leads major S&T programme execution, innovation, outreach and collaboration with Academia and Industry and general solving problems through open innovation projects.

Reports to: - Assistant Chief Of Staff Requirements

Principal Duties: His/her duties are:

- a. Lead the Innovation Branch, which includes the Section Science and Technology, the Section Innovation Hub and the Section Matchmaking and Office for Collaboration with Academia and Industry (OCAI).
- b. Understand, explain and present complex S&T ideas to both specialists and non-specialists up to SACT, upon request.
- c. Lead, direct, supervise and co-ordinate the support provided by the Branch to the entire Command in order to coherently and effectively outreach, influence and collaborate with S&T entities (particularly the NATO Science & Technology Organization), Academia, and Industry, and all other relevant technology-focused and innovation entities, such as public and private innovation hubs across NATO nations.
- d. Lead, direct and supervise the conduct of ACT's S&T exploration, assessment and prospective analysis efforts through the conduct and coordination of a sustained technology watch function, with a particular focus on disruptive technologies, game changing solutions and potential impact and innovation opportunities for NATO.
- e. Lead, supervise and validate the production and delivery of S&T advice that informs the strategic foresight analysis efforts (SFA, FFAO), policy development, the NATO Defence Planning (e.g., "NDPP step 2 Set Requirements") and subsequent capability and force development efforts, including but not limited to strategic foresight, capability requirements formulation, concept development and experimentation and analysis of alternatives (AoA).

- f. Lead the command S&T strategy and policy development and regular updates. Develop long-term strategic relationships with NATO and non-NATO S&T entities and oversee their fruitful implementation (e.g., the ACT-STO structured partnership and associated action plan).
- g. Set the vision, lead and orient the ACT S&T and Open Innovation programmes, including those executed by the STO Centre for Maritime Research and Experimentation.
- h. Set the vision, the strategy and lead innovation within ACT and inspire innovation across NATO by way of developing and exploiting inter alia ACT's Innovation Hub capabilities, a NATO-wide innovation network, and leading/supporting collaborative initiatives such as workshops, demonstrations, innovation challenges and courses.
- i. Lead, direct, supervise, and foster ACT's engagement with Industry and Academia by ensuring the effective operations of the Office of Collaboration with Academia and Industry (OCAI), including high-level engagement with Industry and Academia representatives (i.e., Chief Executive Officers, Chief technology Officers, Academic Deans and Directors).
- j. Lead and supervise innovation matters across the ACT. Branches of HQ SACT and with ACO. Monitor innovation activities within ACT and projects that across the command. Supervise an Innovation Rolling Picture.
- k. Represent ACT before the Science and Technology Board and its Maritime Advisory Sub-Group, the CNAD, the NIAG, the SPSC, the NATO Innovation Board their executives (e.g., NATO Chief Scientist, CMRE Director, CSO Director, Chairman of the MASG, Deputy ASG Defence Investment, Deputy ASG Emerging Security Division, NIAG Chairman, etc.) and all relevant national and international entities discussing S&T and innovation matters.
- l. Deputize and act as ACOS Requirements, if so delegated/required.
- m. Direct and oversee the budget of the Branch.

Essential Qualifications

- a. University Degree in Science or Technology and 10 years related experience.
- b. Seven years' practical experience in progressively more senior leadership roles in the Science and Technology environment. Experience must include scientific leadership experience at the senior management level and in leading personnel engaged in science and technology development and in the conduct of major studies that address the impact of science and technology on military capabilities.
- c. Proven experience in leading and managing major S&T programmes and conducting science and technology activities within national and international defense research laboratories or academic institutions.
- d. Proved experience in creating, developing and operating capabilities that foster and accelerate innovation within an organization.
- e. Experience in successfully interacting and influencing senior military and political leadership within a military and/or multinational organization, preferably NATO.

Language

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

Desirable Qualifications

a. Professional Experience

- 1. Experience in working in a multinational joint strategic or/and operational headquarters.

2. Experience in working within the NATO defense planning process.
3. Experience in both hard and soft sciences,
4. Experience in assessing the use and potential impact of disruptive technologies within a military context.
5. Experience in interacting with Industry and Academia at the senior executive level.

b. Education/Training

1. Project management course.
2. NATO Senior Officer Policy Course (ETE-ET-2581) provided by NATO - School Oberammergau (NSO)

c. Language

1. French SLP 2222 - (Listening, Speaking, Reading and Writing).

Attributes/Competencies

- Personal Attributes:
 - a. He/she must be capable of working harmoniously in a multinational environment at strategic level.
 - b. He/she must be capable of convincing a wide variety of senior NATO and national actors towards a common goal.
 - c. He/she must be capable of using initiative. He/she must be capable of leading a large team of staff officers.
 - d. He/she must be in good health and be prepared to travel within and outside the United States in support of the listed duties.
- Managerial Responsibilities: He/she manages the Innovation Branch with three sections and 24 staff members on the Peacetime Establishment (PE) which includes civilian and military staff members from HQ SACT. Additionally, contractors and scientists that work on a contract base in science and technology or other special projects and studies. As Branch Head the he/she has to lead the Sections Heads and supervise the projects, work assignments and the priorities of the permanent or ad hoc teams within the Innovation Hub.
- Professional Contacts: As the ACT point of entry and SACT representative, he/she needs to develop trust and maintain working relationships with many senior representatives of NATO, of governments, of Industry, of Academia, and of the S&T community. These relationships include but are not limited to: Heads of NATO Bodies (STO, CSO, CMRE, NIAG, NCIA), major industrial companies and small/medium enterprises' Chief Executive Officers and Chief Technical Officers, and up to OF-9 rank military.
- Contribution To Objectives: He/she provides scientific and technical advice to HQ SACT chain of command that supports the development of policy, capabilities, and common-funded procurement in support of defense planning, training and education. He/She has a strong influence on the decisions and solutions identified by the Strategic Commands, which, in turn, lead to financial decisions on software, hardware and contractor support commitments. His/her advice and actions have a major influence on NATO capability development and transformation. This post will ensure that the most effective use is made of science and technology and innovation in the development and transformation of Alliance capabilities.
- Supervisory Responsibilities:

- a. Directs and supervises the work priorities of a major unit in the HQ, providing professional guidance and instruction to the staff of the organizational element composed by military and civilian personnel.
- b. Dependent on requirements, may be required to direct and supervise the work priorities of one or more HQ multifunctional teams.
- c. There are first line reporting responsibilities for the following numbers of staff: 2x A3/G17; 1x OF-4

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 [HQ SACT web site](#) gives full details on the eligibility criteria and application processes to be adopted by all candidates. However, candidates should particularly note:

- When completing the application form using NATO Talent Acquisition Platform, you are able to add attachments. Only attachments specifically asked for as part of the application process will be considered. All applications **must include an uploaded a copy of the qualification/certificate covering the highest level of education required by the job description**. If this certificate is not in one of the official NATO languages, you should include a translation into English or French. If you are unable to upload this certificate, you must provide an explanation as to why this is the case in your application, for example, "I am deployed and my certificates are in storage".
- Please answer each of the pre-screening questions completely in English. Expressions such as: "please see attached CV, please see annex, please see enclosed document, etc" are not acceptable; this is a cause of immediate rejection of the application.
- Particular attention should be given to Education and Experience section of your application form, which should be populated with details of your career to date and educational achievements and certifications as they relate to your application.

The [HQ SACT web site](#) gives details on the eligibility criteria and application processes to be adopted by all candidates.

The candidature of NATO redundant staff at grade A5/NG22 will be considered with priority.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

[This vacancy will close on 18 December 2023 @ 17:59hrs \(Eastern\)/11:59hrs \(CET\).](#)

Notes for NATO Civilian Human Resources Managers

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