



INTERNATIONAL MILITARY STAFF  
ETAT-MAJOR MILITAIRE INTERNATIONAL



**OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

**STAFF VACANCY 210263**

**DIVISION:** International Military Staff  
NATO HQ C3 Staff  
Information Services Branch (ISB)

**TITLE:** Branch Head – Information Services Branch

**GRADE:** G-22 (A-5)

**Please note that the competition for this post will take place on-line and is provisionally scheduled for end of June 2021.**

1. **Post Context.** The NHQC3S is an integrated staff composed of members of the International Military Staff (IMS) and the International Staff (IS) responsible for analysis, advice, and actionable recommendations to Nations and NATO Bodies that will lead to the delivery of C3 capabilities and C3 support to other related systems. Led by the Director NHQC3S, the Staff supports the different NATO committees and in particular, the Military Committee, the C3 Board and the Cyber Defence Committee. It functionally operates under the coordinated executive management authority of the Director General of the IMS (DGIMS) and the Assistant Secretary General (ASG) for Defence Investment (DI).

The Information Services Branch (ISB) acts as the Staff lead for information sharing in support of effective decision-making, through relevant policies, standards, processes and technologies pertaining to information management and information sharing services. The Branch is responsible for the delivery of outputs contributing to NATO's cost-effective, interoperable, harmonised and secure C3 capability.

A senior ICT professional serving as Head, ISB, responsible to the Director NHQC3S to lead and contribute to data & information solutions and capabilities underpinning the consultation and command & control functions of the Alliance and contribute to NATO's data agenda and ambitions.

2. **Principal Duties.**

- Acting as the Staff lead for information-sharing in support of effective decision-making, through the development of relevant policies, standards, processes and technologies pertaining to information management, information sharing services;

- Establishing and maintaining subject matter expertise in software engineering, information management, Alliance functional services, information and integration services and common services domain;
- Maintaining in the Branch the necessary skills in software architectural design and service-oriented solutions;
- Conducting liaison and coordination with senior-level Staffs in IS, IMS, Strategic Commands, Agencies, Nations and Industry to provide specialist professional assistance to, and assessment for, the development of information services and where appropriate their interaction with national systems;
- Representing the NHQC3S and NATO Bodies concerned with information services.
- Serving as principal advisor for all information service matters to Director, DGIMS and ASG/DI;
- Acting, when so directed, as Chairman of Capability Panels, Teams, Workshops or other groups created to further the development of specific NATO information service matters;
- Supporting the work of allocated C3B sub-structure Capability Panels and Teams in order to facilitate the coordination and Programmes of Work of these Bodies in the Branch domain of expertise;
- Providing an effective secretariat for the C3B sub-structure in the domain of information services;
- Conducting the day-to-day management of the Information Services Branch;
- Assigning Project Managers to allocated projects and tasks and implements them in a timely fashion using and coordinating the efforts of assigned Subject Matter Experts within and external to the broader NHQC3 Staff;
- Supervising the activities of his subordinate Staff and writes their International Efficiency Reports and Performance Management reports accordingly;
- Representing the Director as directed.

### 3. **Special Requirements and Additional Duties.**

- Performing a role additional related duties, albeit in a different organisational element to which the individual normally works;
- Traveling both within and outside of NATO boundaries;
- Performing a role in the IMS Crisis Management Organisation during exercises and in times of tension, crisis or war.
- Attending as directed additional training and specialised courses relevant to the aforementioned duties;
- Working irregular hours and overtime whenever necessary.

### 4. **Essential Qualifications.**

#### **Professional/Experience.**

- Recent and extensive experience in Military Command and Control Information Systems.
- A background of systems analysis, design, software development, and project management with at least seven years' experience in their application to Information Systems.
- Experience of Staff work at the higher levels of management, preferably in a government or military organisation.
- The ability to plan, manage and coordinate the work of senior Staffs.

- Experience in the preparation of reports and position papers and in the preparation and delivery of presentations.
- Must be capable of acting as Chairperson of a multinational committee/group, which implies taking a full and active role in multinational conferences and meetings.
- Must have excellent interpersonal skills and the ability to work as a team leader within NATO.

**Education/Training.** A degree in Information Technology from a university or institute of recognised standing or an equivalent qualification (at least to ISCED level 64/65/66 categories 6/7/8).

**Languages.** Candidates must have a very good command of spoken and written English. The working language in the IMS is English and therefore candidates will be required to pass a one-hour multiple-choice computer-based test in English at the required level as well as to demonstrate their abilities in the written test and interview.

**Computer Literacy.** Use of MS-Office applications is crucial to the effective and successful execution of daily duties. Advanced user experience with Word, Outlook, Excel, PowerPoint and web applications and database programs.

## 5. **Desirable Qualifications.**

### **Professional/Experience.**

- Experience with a detailed knowledge of the NATO structure, practice and procedures.
- Technical experience in a wide range of software engineering attributes.
- Knowledge of a range of associated management specialities, e.g. Configuration, Quality, Security and Data Management.

### **Education/Training.**

- NATO Senior Officer Policy Course;
- NATO Information Knowledge Management (IKM) Course;
- Non-specified training that will allow the incumbent to remain current or gain new skills associated with existing or emerging requirements of the post.

**Languages.** An intermediate level of spoken and written French.

## 6. **Personal Attributes.**

- Thoughtfulness, maturity and tactfulness;
- Ability to prioritise work;
- Initiative;
- Punctuality;
- Sound judgement;
- Managerial ability;
- Ability to take decisions over a wide field;
- Ability to work effectively in a multinational environment, with senior officials.

- Candidates must demonstrate the following competencies:
  - **Achievement:** Sets and works to meet challenging goals.
  - **Change Leadership:** Personally leads change.
  - **Conceptual Thinking:** Clarifies complex data or situations.
  - **Developing Others:** Provides in-depth mentoring, coaching and training.
  - **Impact and Influence:** Uses indirect influence.
  - **Initiative:** Plans and acts for the long-term.
  - **Leadership:** Positions self as the leader.
  - **Organizational Awareness:** Understands organisational politics.
  - **Self-Control:** Stays composed and positive even under extreme pressure.

7. **Managerial Responsibilities.** Direct supervision of a mixed Staff of military and civilian (multiple grades) and contractors.

8. **Professional Contacts.**

- Conducts professional contact with representatives from the Information Technology Industry at middle to higher managerial level.
- Maintains close liaison with representatives from the Strategic Commands, NHQ Executive Secretariat, NCIA at middle and higher managerial levels.

9. **Contribution to the Objectives.** Directly contributes to the support of the C3B, MC and C3B sub-structure in the production of IS/IT Policy, and in IS/IT Planning, Architecture and Implementation.

10. **Remarks.**

- Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
- Multinational environment and work with groups where members represent sovereign Nations; composed of the NATO and PfP Nations, the NATO Agencies, the NATO Military Authorities, the NATO Committees/Working Groups and other non-NATO International Organisations like the EU
- Work Environment – Normal office environment.

11. **How to apply.**

Applications must be submitted by **9 May 2021** (23:59 Brussels time) using one of the following links, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

12. **Additional Information.**

The successful applicant will be offered a three-year definite duration contract which may be renewed. If the successful candidate is seconded from a national administration, public institution or the armed forces of a NATO member state, he/she will be offered a three-year definite duration contract which may be renewed for a further period of up to three years. The maximum time of service in post for seconded staff is six years. Serving NATO

international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Appointment will be subject to the deliverance of a NATO SECRET security clearance by the national authorities and approval of the medical file by the NATO Medical Adviser.

A written test will be held as part of the selection procedure.

Due to an ongoing revision of the IMS structure, NHQC3S will probably undergo an organizational review in the near future, which might have an impact on its structure and on this post.

NATO as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

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.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

Please note that the IMS at NATO Headquarters in Brussels, Belgium is a non-smoking environment.