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STAFF VACANCY 200214

DIVISION: International Military Staff
          NATO HQ C3 Staff
          Executive Coordination Office

TITLE:   C3 Staff Support Section Head

GRADE:   B-5

Please note that the competition for this post will take place in Brussels and is provisionally scheduled for end of May/beginning of June 2020

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 Executive Coordination Office (ECO) provides overall support and coordination.

Reporting to the Knowledge and Resources Manager (KRM), this is a supervisory post responsible for successful operational management and coordination of the information flow in and out of the NHQC3S and supporting the Executive Officer in day-to-day administrative tasks relevant to the NHQC3S personnel. This is primarily achieved by the management of three Staff Support members within the C3 Staff Support Section, providing support to a Staff of 80+ personnel.

2. **Principal Duties.**

- The successful operational management of subordinate staff ensuring synergy between the business requirements and the underlying technology;
- Representing the NHQC3S at external meetings in areas consistent with Staff Support functionality;
• Ensuring implementation and enforcement of Information Management (IM) policies and procedures that are applicable to the NHQC3S;
• Assembling ad-hoc teams from the NHQC3S to address IM-related issues;
• Drafting annual performance reports of subordinate staff;
• Creating C3 Staff Support policy and procedural documentation;
• Acting as Information Security Manager;
• Liaising with the IMS Information Knowledge Management (IKM) office to coordinate and collectively address work processes related to addressing the business needs of staff members across the IMS;
• Performing other tasks as directed by the KRM;
• Supporting a working environment that facilitates reliable information exchange and staffing processes within the NHQC3S and with NATO stakeholders;
• Supporting the development of a capability that allows national experts to easily identify and contact appropriate PoCs and Subject Matter Experts in all domains relating to C3;
• Supporting IMS IKM office strategies in implementing the NATO Information Management Policy and the Primary Directive of Information Management;
• Assisting in the development of Communities of Interest within the NHQC3S and stakeholder domain;
• Contributing the IM-part of the KM training plan;
• Generating Systems Requirements in close coordination with the IMS IKM to support NHQC3S processes and KM techniques in an optimized way;
• Supporting the maintenance, operation and improvement of NHQC3S tasking process;
• Deputising for the KRM during periods of absence.

3. **Special Requirements and Additional Duties.** The incumbent may be required to:

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

4. **Essential Qualifications.**

   **Professional/Experience.**

   • Skills and experience to lead, manage and motivate a team;
   • Strong experience in information management;
   • Background in business orientated technology and information security;
   • Proven understanding of project management skills.

   **Education/Training.** Higher secondary education coupled with at least 5 years of experience in the aforementioned essential duties (at least to ISCED level 3, category 35 subcategories 3/4).
Languages. Candidates must have an advanced 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. Good working user experience with Word, Outlook, Excel, PowerPoint and web applications.

5. Desirable Qualifications.

Professional/Experience.

- Previous experience working in a multinational environment;
- Previous experience in business oriented information technology;
- In-depth knowledge in Information and Information Security Management.

Education/Training.

- University degree in information technology or information management related discipline (to ISCED level 6, categories 64 and 65, subcategories 5/6);
- Formal Project Management and Information Security Management qualifications;
- 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. A proficient command of spoken and written English and an intermediate level of spoken and written French.

6. Personal Attributes.

- Ability to lead and manage a team;
- Ability to prioritise work;
- Initiative;
- Punctuality;
- Ability to be flexible in responding to work requirements.
- Be prepared to work long hours, often under pressure.

- Candidates must demonstrate the following competencies:
  - **Achievement**: Works to meet standards;
  - **Analytical Thinking**: Sees multiple relationships;
  - **Clarity and Accuracy**: Checks own work;
  - **Conceptual Thinking**: Applies learned concepts;
  - **Customer Service Orientation**: Takes personal responsibility for correcting problems;
  - **Empathy**: Is open to others’ perspectives;
  - **Impact and Influence**: Takes multiple actions to persuade;
  - **Initiative**: Is decisive in time-sensitive situations;
  - **Teamwork**: Solicits inputs and encourages others.
7. **Managerial Responsibilities.** The general managerial responsibilities include the day-to-day task schedules and delegation of tasks beyond those considered routine. The incumbent will be required to lead and manage three military staff.

8. **Professional Contacts.** Professional contacts are necessary for both within and outside of the Organisation and are authorised to include the representation of the NHQC3S as appropriate to the post. This would normally be restricted to the procedural matters of information management, with occasional input to information management policy matters within the NHQC3 Staff.

9. **Contribution to the Objectives.** The incumbent plays a major role in supporting the NHQC3S objectives by the provision of operational management for centralised administrative and information technology supporting functions.

10. **Remarks.**

   - Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
   - Work Environment – Normal office environment.

11. **How to apply.**

    Applications must be submitted by **19 April 2020** (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.

    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 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 NSO at NATO Headquarters in Brussels, Belgium is a non-smoking environment.