



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241379

Vacancy Number: G144/24

Post Number: OSC MCND 1020

Job Title: Capacity Building Coordination Officer #2

NATO Grade: G11

Basic Monthly Salary (12 x per year): 4,771.04 € tax free

Closing Date: 03 October 2024

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 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 Military Cooperation Division coordinates the participation of Partner nations in NATO conducted exercises training and education, and coordinates and enables partner and non-NATO Troop Contribution Nations (NNTCN) participation in NATO-led missions and operations.

The Country Engagement Branch supports partners to develop appropriate capabilities and interoperability with NATO forces and maintain situational awareness (non-intelligence) of partner nations through direct engagement.

The Defence Capacity Building Team (DCB) responsibilities include analysing and assessing offers and requests for support.

Principal Duties

The incumbent's duties are:

1. Establishes links and help develop the CB structure and practical coordination mechanisms for NATO's additional capacity development with partners.
2. Develops assessments on the opportunities to support the CB needs;
3. Monitors the development and implementation of NATO's military execution of CB;

4. Provides high-level writing and analytical skills needed to ensure effective Bi-SC contribution to, and understanding of, developing policy issues at the political-military level;
5. Coordinates and integrate relevant CB policy concepts and guidelines within the Cell and other PD Divisions during the development of DCB packages;
6. Develops and participate in major CB policy and planning initiatives in NATO HQ, SCs and Subordinate Commands and provide advice on CB strategic-political issues;
7. Leads the development of CB Lessons Learned assessments (identifying short falls and gaps) during the development and implementation of CB related projects and activities.

Special Requirements and Additional Duties

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

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.

Essential Qualifications

A. Professional/Experience

1. Minimum of one year of work experience in a Partnerships and Capacity Building/Capability Development role.
2. Minimum of one year of work experience in coordinating and administering stakeholder meetings, preparing and delivering presentations, drafting written briefs/point papers and coordinating reports.
3. Previous experience required as a member of staff at a Strategic or Operational organization.

B. Education/Training

University degree in political science, public administration, international relations or related discipline with one year of post-related experience or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with two years post-related experience.

C. Language

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

Desirable Qualifications

a. Professional Experience

1. Military experience in an Operational or Strategic HQ.
2. Ability to interface, coordinate and discuss policy and operational issues with senior officials.
3. Demonstrable excellent ability to communicate orally and in writing.
4. Inter-personal relationship and negotiation skills.

5. Capacity to relate to and work with the military.
6. Experience in interaction with NATO policies, plans, operations, command decision making and relationships with subordinate commands, International Organizations operating with or alongside NATO.
7. 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. Introduction to Military Partnerships Course (IMPC) or equivalent.

Attributes/Competencies

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.

PROFESSIONAL CONTACTS: The incumbent must be comfortable to engage with a range of individuals from across ACO SHAPE and also with all of the NATO Command Structure. This will be a mixture of Military and Civilian personnel. There will also be engagement with NATO HQ. The individual must have a high level of maturity, understanding and be cognizant of sensitivities with an international environment

CONTRIBUTION TO THE OBJECTIVES: The post will directly impact the achievement of NATO 2030 Capacity Building Objectives.

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.

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.

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.

ADDITIONAL INFORMATION

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](#)

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. The application should be in English.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

After submitting your application, you will receive an acknowledgement of receipt of your application.

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) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

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