



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 210221

Vacancy Number: A13/0321

Post Number: OSC RHXX 0030

Job Title: Cell Head (Policy)

NATO Grade: 20

Basic Monthly Salary (12 x per year): 7,990.64 €, tax free

Closing Date: Tuesday 31 August 2021

SHAPE is looking for a Cell Head (Policy) to support the J1 Division in developing and promulgating organisational design, workforce and military-civilian personnel policy, guidance and procedures.

If you have minimum 6 years of experience in Human Resource policies and workforce management procedures 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: J1

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 Strategic Enablement (STREN) Directorate is responsible for directing, monitoring and co-ordinating the implementation of Integrated Resource

Management (IRM) activities and staff functions at all levels of command across Allied Command Operations (ACO).

The J1 Division is responsible for ensuring capable workforce and personnel directives and management across Allied Command Operations (ACO).

Cell Chief ACO Policy and Plans is responsible for developing and promulgating workforce, organisational and military-civilian personnel policy, guidance and procedures.

PRINCIPAL DUTIES

The incumbent's duties are:

- a) Supervises the Policy Cell
- b) Develops and promulgates workforce (military and civilian), organisational, and military personnel policy, guidance, and procedures for Workforce and Organisation programme in establishing and maintaining PE under SACEUR's PEA.
- c) Develops long range strategic plans that will incorporate execution of current and future evolving PE roles and missions.
- d) Provides ACO positions and guidance on workforce and personnel problems submitted by the ACO Command Group, Workforce Authorities and Subordinate Command J1s and Civilian Human Resource Managers (CHRM).
- e) Resolves civilian workforce and personnel issues submitted by ACO Workforce and CHRM staffs from their local circumstances as well as interpreting the NATO Workforce Procedures and Regulations, the NATO Civilian Personnel Regulation (NCPR) and related ACO Policies and Directives
- f) Plans for and oversees the evolving implementation of the ACO Civilian Personnel Information System.
- g) Provides expertise on civilian and military matters to the NATO IMS, IS, and ACO workforce authorities.
- h) Prepares background papers for Complaints and Appeals impacting on civilian workforce issues.
- i) Drafts and co-ordinates revisions and amendments to ACO Workforce and Personnel Directives and procedures.
- j) Actions Command Group taskers.
- k) Provides interpretation of NATO wide civilian personnel policies and regulations. Develops and adapts those documents into ACO wide plans and policies where SACEUR has the final authority.
- l) Represents ACO on NDMAA civilian classification boards.
- m) Chairs Classification Boards convened for the grading of NATO civilian posts appearing on the Peacetime Establishments (PEs).
- n) Provides ad-hoc advice to the SHAPE and ACO Command Groups on a wide range of both military and personnel policy issues.
- o) Coordinates, as necessary, with the SHAPE Legal Advisor, ACO Financial Controller, the Human Resource policy staffs of the IMS and IS, ACT, ACO Workforce staff, Joint Force Command J1s, ACO Component Command J1s and Civilian Human Resource Managers as well as staff of other SHAPE divisions.
- p) Establishes and maintains civilian recruitment and job description policies for posts appearing on PE and CEs and their associated ACO Directives.
- q) Establishes and maintains the NDMC approved post classification policy and its application ACO-wide.

- r) Assures the quality of ACO civilian job descriptions thus ensuring the effectiveness of the ACO civilian staffs.
- s) Develops command advice, guidance and authority for all civilian and military personnel policies and procedures and the subsequent recommendation and decisions that influence the employment, work conditions, morale and welfare of civilians employed at each of the ACO commands.
- t) Responsible for all requests for SACEUR approval within the NATO Civilian Personnel Regulations where the SACEUR has the authority within his role as Head of NATO Body.
- u) Represents ACO for all negotiations with National Unions during the Local Wage Rate (LWR) collective bargaining process.
- v) Develops and presents SACEUR positions on all key civilian personnel issues raised and coordinated with the SEGEN.

Committee Participation:

- Defined Contribution Pension Scheme Management Board - Member/Representative
- NDMAA NIC Classification Board - Member/Representative
- Military Budget Committee - Contributor
- Advisory Panel on Administration - Member/Representative
- NATO Defence Workforce Committee - Contributor
- NATO Joint Consultative Board - Member/Representative

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 TOY assignments, both within and without NATO boundaries up to 30 days.

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 6 years of recent experience in the planning, implementation and revision of human resource policies and workforce management procedures.
- 2) Minimum 5 years of recent experience in the conduct of workforce surveys and the civilian classification process.
- 3) Minimum 5 years of experience in project/programme management development and execution.
- 4) Minimum 5 years of recent experience working in a Human Resources Management capacity within a military multinational environment or international organization.
- 5) Minimum 5 years of experience working collective bargaining negotiations with national unions.

b. Education/Training

University Degree in human resources management, business administration, law, social sciences, or related field, public administration or related discipline and 6 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 6 years post related and 2 years function related experience.

c. Language

English - SLP 4343 - (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.

e. NATO Occupational Codes

50413F - Human Resources management

50413P - Personnel management

DESIRABLE QUALIFICATIONS

a. Professional Experience

1. At least 10 years of recent experience in Human Resource Management, in a leading/decision making role.
2. Working knowledge of principles, practices and concepts related to the management of workforce establishments, organisations and personnel.

b. Education/Training

University degree in Resource Management or Human Resources.

c. Language

English - SLP 4444 - (Listening, Speaking, Reading and Writing)

ATTRIBUTES/COMPETENCIES

a. Personal Attributes

Must possess excellent interpersonal and communication skills, poise and tact. When dealing with outside agencies and, in particular, when dealing with personnel matters of a personal nature, the incumbent will need to possess considerable tact and persuasion as well as understanding of cultural differences. Requires little to no supervision and must use initiative to propose solutions for unexpected problems and determine which issues should be referred to either the Branch Chief, J1 or Chief of Staff for resolution. Exercises judgment in determining proper courses of action and perceives the impact and implications on other parts of the organisation. Must be able to multitask and provide effective leadership and guidance to the subordinate staff which includes both military and civilian personnel. Must be able to rapidly adapt to changing environments, tasks, responsibilities, or people. Must possess good health, be stress tolerant and have the ability to work long hours when required.

b. Professional Contacts

As required provides ad-hoc advice to the SHAPE and ACO Command Groups on a wide range of both military and personnel policy issues.

In performing of his duties, the incumbent will coordinate, as necessary, with the SHAPE Legal Advisor, ACO Financial Controller, the Human Resource policy staffs of the IMS and IS, ACT, ACO Workforce staff, Joint Force Command J1s, ACO Component Command J1s and Civilian Human Resource Managers as well as staff of other SHAPE divisions.

c. Contribution To Objectives

- 1) Assists ACOS J1 in the creation, development and promulgation of ACO workforce and personnel policies requiring SACEUR approval.
- 2) Establishes and maintains civilian recruitment and job description policies for posts appearing on PE and CEs and their associated ACO Directives.
- 3) Establishes and maintains the NDMC approved post classification policy and its application ACO-wide.
- 4) Assures the quality of ACO civilian job descriptions thus ensuring the effectiveness of the ACO civilian staffs.
- 5) Develops command advice, guidance and authority for all civilian and military personnel policies and procedures and the subsequent
- 6) recommendation and decisions that influence the employment, work conditions, morale and welfare of civilians employed at each of the
- 7) ACO commands.
- 8) Responsible for all requests for SACEUR approval within the NATO Civilian Personnel Regulations where the SACEUR has the authority within his role as Head of NATO Body.

This post reports to OSC RHXX 0010 - Assistant Chief of Staff (J1) - OF-6

d. Supervisory Responsibilities

There are first line reporting responsibilities for the following numbers of staff: 2x A2/G15

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 selection activities are expected to take place on the 24th and the 29th of September 2021.

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 and interested in this post should inform this office, via their CHRM/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 be informed about the outcome of their application.