NOTIFICATION OF AN “A” GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

LOCATION: Headquarters Joint Force Command Naples (HQ JFCNP), Italy
DIVISION: J9
TITLE: Civil Planner (Plans, Policy, Programs and Exec)
GRADE: A-2
SECURITY CLEARANCE: NATO SECRET
VACANCY N°: 190926

1. POST CONTEXT

HQ JFCNP is a joint headquarters capable of executing effective command and control over an assigned Joint Operating Area.

The Plans Directorates is responsible for planning, directing, monitoring, assessing and coordinating planning, readiness and partnerships staff functions.

The J9 Division is responsible for the planning, coordination and implementation of NATO’s strategic policy and guidance through the development of effective dialogue, information exchange, cooperation, coordination and consultation with all relevant civilian and military actors, NATO and non-NATO entities and organizations, academia, security institutions and initiatives. It supports JF HQ planning and conduct of operations by providing military and civilian expertise related to Civil-Military Cooperation.

Military Partnership Branch is responsible for providing advice in the creation of political and military partnership plans and charged to implement guidance through military assistance to support defence goals that assist creating regional stability.

The Partner Coordination Section is responsible for all aspects of military partnership within the JFCNP delegated partner portfolio. It is charged with managing and executing the Operational Capability Concept Evaluation and Feedback (OCC E&F) Programme.

The Civil Planner (Plans, Policy, Programs and Exec), is an active member of the “One NATO” country team as the NATO Subject Matter Expert (SME) for Education, Training, Exercise and Evaluations (ETEE), and directly supports NATO’s Cooperative Security objective by strengthening NATO’s relationship with assigned partner countries by working with NATO International Staff Political Affairs & Security Policy (IS PASP), International Military Staff Cooperative Security Division (IMS CSD), SHAPE Partnership Directorate (SHAPE PD), Single Service Command’s (SSCs), J9, and JFCNP staff officers.

The Civil Planner (Plans, Policy, Programs and Exec) reports directly to the Section Head (Partner Coord).

2. DUTIES

The Civil Planner (Plans, Policy, Programs and Exec) works with NATO International Staff
The Civil Planner (Plans, Policy, Programs and Exec) is JFCNP Special Matter Expert and primary coordinator for all military cooperation activities with assigned partner countries and he/she uses his/her expertise to routinely advise NATO Flag Officers/General Officers/Deputy Secretaries at the JFC, SHAPE, IMS and IS levels on the best areas of military cooperation, and provides expertise on how best to offer, plan, and execute, said cooperation.

The Civil Planner (Plans, Policy, Programs and Exec) analyses, interprets, and responds to higher level pol-mil policy documents to develop/execute tailored annual military cooperation plans aligned to cooperation objectives and milestones.

The Civil Planner (Plans, Policy, Programs and Exec) maintains consistent liaison/coordination with partner Primary National Military Representative, NATO IS & IMS, SHAPE and Single Service Commands Military Staffs.

The Civil Planner (Plans, Policy, Programs and Exec) Assists IS & IMS in reviews of strategic partnership documents and objectives.

The Civil Planner (Plans, Policy, Programs and Exec) contributes to IMS Partner Military Cooperation Assessment process.

The Civil Planner (Plans, Policy, Programs and Exec) analyses and facilitates annual bids for NATO ETEE activities consistent with partnership goals.

The Civil Planner (Plans, Policy, Programs and Exec) suggests, plans, coordinates, leads and executes annual Expert Staff Meetings in both partner nation capitals & JFCNP and invites members from SSCs, SHAPE and IMS to contribute. It should be noted that the level of interaction at these meetings will be with positions equivalent to the rank level of OF-5 and above.

The Civil Planner (Plans, Policy, Programs and Exec) advises Assistant Chief of Staff - Plans (J9), on NATO military partnership relationships, programs, and activities.

The Civil Planner (Plans, Policy, Programs and Exec) suggests, plans, coordinates, executes and reports on Key Leader Engagements with partner countries.

The Civil Planner (Plans, Policy, Programs and Exec) monitors real-world information, analyses complex information accurately with the ultimate goal to advise JFCNP leadership on current events in partner nations that could impact NATO partnership activities and/or place NATO-members in-country at risk.

The Civil Planner (Plans, Policy, Programs and Exec) coordinates and synchronizes various J9 MPB activities and other partnership events within JFCNP.

The Civil Planner (Plans, Policy, Programs and Exec) has functional Area decision authority.

Under routine circumstances, the job is performed in a typical office environment where the risk of injury is categorized as “no risk”. However, the Civil Planner (Plans, Policy, Programs
and Exec) may be required to undertake deployments in support of military operations and exercises, and/or short-term travel assignments, both within and outside of NATO boundaries. Such operational deployment may take up to 30 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy up to 30 days, if required.

3. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

University Degree in international affairs, political science, law, military strategic studies, or economics, or advanced vocational training in one/or more of mentioned fields, coupled with an additional 2 years of function-related, and 2 years of post-related experience,

Or

Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years of post-related experience.

Ample professional background of a NATO, Joint or Combined Staff, or within an International Organisation, or Ministry of Defence (MOD).

Broad military experience with the capability of explaining military requirements to IOs-NGOs.

Professional experience in one or a mix of the following: Military Peace Support Operations (PSO), Defence Diplomacy, CIMIC.

Broad interface with governmental and non-governmental organisations at directorate level.

Professional expertise and experience in change management and information dissemination.

Experience within organization(s) at MOD-level.

Must have an English Standard Language Proficiency level of professional in Listening, Speaking, Reading and Writing (SLP 3333 based on NATO standards).

DESIRABLE

Post-graduate university education in international affairs, political science, law, military strategic studies, or economics, or advanced vocational training in one/or more of mentioned fields, coupled with an additional 2 years of function-related experience, for a total of eight years of professional experience.

National General Staff College or NATO Defence College graduate.

Participant in NATO training and exercises

Knowledge of NATO Military Partnership programmes and procedures.

Broad experience in United Nations/European Union monitoring missions (political,
humanitarian, military, or economic).

Experience in Defence reform and SSR-related position.

POLMIL experience, as an international military attaché, or with at least 3 years of multilateral/international organisation experience.

French Standard Language Proficiency level of “professional” in Listening and Speaking and “functional” in Reading and Writing (SLP 3322 based on NATO standards).

Italian Standard Language Proficiency level of “professional” in Listening and Speaking and “functional” in Reading and Writing (SLP 3322 based on NATO standards).

NATO COURSES:
NATO Introduction to Military Partnerships (IMP) (MCP-CM-12375)
NATO STAFF OFFICER ORIENTATION COURSE (NU) (ETE-ET-1032)

4. POSITION AND CANDIDATE PROFILE

Personal attributes
The incumbent in this post is required to be a generalist in defence diplomacy and peace support operations. He/she must understand and be able to report clearly on a broad range of issues to provide useful information to the DCOS P&R on which sound advice and guidance to national authorities for the effective implementation of their national programmes will be formulated.

The incumbent must be able to integrate into a military organisation and work in a team, have good communication skills, must be able to work under pressure and with short suspense, and willing to work outside normal office hours and environment.

He/she must be able to solve problems with minimal guidance, available to travel regularly to other HQs for co-ordination, and ready to deploy temporarily to other HQs in support of development of Security requirements.

The incumbent must be flexible and able to work in more than one context simultaneously.

Professional contacts
The incumbent is required to establish and maintain appropriate professional contacts within JFC HQ Naples as well as with his counterparts in his forward NATO HQ, local, regional, and international security organizations. The incumbent will establish procedures for routine sharing of information.

Contribution to the objectives
The incumbent provides information and trend analysis on SSR-related issues to the Director of the Cooperation Directorate’s and SSR Operations Officer in order to provide a solid basis for formulating SSR advice and guidance. The incumbent also provides information to his respective forward HQ and ensures that information flows freely between JFC HQ Naples and his forward HQ.

Supervisory Responsibilities
Depending on requirements may be required to direct and supervise the work priorities of one or more HQ functional teams.

There are no reporting responsibilities.
5. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade A-2 in Italy is Euro 5,285.21 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.

6. HOW TO APPLY:

1. HQ JFC Naples uses NATO Talent Acquisition Platform. In order to apply for this vacancy, please visit the platform at: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en, and search for vacancies within HQ JFC Naples.

2. Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as “please see attached CV”, or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application forms must be filled out in English.

3. Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgment please make sure the submission process is completed, or re-submit the application.

4. Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of University diplomas listing the exams sustained, transcripts (that is, list of courses with grades and dates), for all pertinent university and vocational training courses.

5. Candidates’ individual telephone or email enquiries about the submission of their applications cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

Employment pre-requisites:

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Additional information:

A NATO security clearance of the level required by the position, and approval of the candidate’s medical file by the NATO Medical Adviser, are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of
applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates’ national authorities.