Applications are now invited for the post of Community Manager (Innovation Hub) - TSC FEEX 0320 - NATO Grade (NG) 15 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made on line: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en

Closing date for applications: 09 October 2022

Location: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-2/NG-15 will be considered before any other candidates.

- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-2/NG-15, please advise the HQ SACT Civilian HR Manager no later than the closing date.

Contract: Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Salary: Starting basic salary is USD 7644.87 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int
Community Manager (Innovation Hub) - TSC FEEX 0320

NATO Body: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

Schedule: Full-time

Basic Salary: 7,644.87 USD per month.

Grade: NG 15

HQ SACT vacancy notice 220720

Are you a specialist in the field of Science and Technology? If so, this position offers you a unique opportunity to support the NATO Alliance at its Capability Development Command.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO’s posture, military structures, forces, capabilities and doctrines.

The Capability Development Directorate (CAPDEV) comprises two Divisions—Requirements and Capabilities. The Directorate supports SACT in his Capabilities Requirement Authority (CRA) role. It is responsible for a holistic through lifecycle Capability Development approach that infuses innovation and transformative efforts that are an integral part of the Warfare Development. This includes responsibilities for elicitation, development, capture and collection, quality review, traceability and visibility of capability requirements.

The Requirements Division executes requirements management for NATO capabilities. It develops capability requirements, provides traceability and quality assurance of capability requirements, performs gap analysis and supports interoperability and implementation options across the DOTMLPFI spectrum.

The Innovation Branch science and technological trends, and contributes to the development of innovative, cost-effective and interoperable capability solutions to current and anticipated capability shortfalls and priorities, thereby contributing to NATO’s military advantage against potential opponents.

The Community Manager manages part of the innovation network of the Innovation Hub. Creating and leveraging communities of interest and conducting design thinking activities.

Reports to: - Section Head (Innovation Hub).

Principal Duties: His/her duties are:
a. Contributes to the identification of potential innovative S&T solutions to emerging security challenges of NATO interest, through monitoring, analysing and exploiting scientific and technological research areas and innovative uses of existing and new technologies developed by the private and public sectors.

b. Foster collaboration with Academia, Industry and research centres to exploit opportunities and potential innovation sprung from those entities.

c. Contributes to the solution development by leading, managing or participating in solution design and development projects in collaboration with Academia, industry and the public entities.

d. Ensures the coherence of the projects he/she manages with the user requirements and the capability development process.

e. Translates Capability Requirements into research, technology development and analysis effort requirements.

f. Leverages Open Innovation in support of Innovation within ACT and across NATO by way of developing and exploiting the NATO Innovation Hub, implementing a NATO Innovation Network, leading/supporting collaborative initiative such as workshops, demonstrations, innovation challenges or courses.

g. Promotes and support his/her assigned projects, and related activities and events inside and outside ACT.

h. Act as member of the Innovation Branch, executing tasks and duties as directed by the Section Head Innovation Hub or his superiors with regards to any other projects, activities, and outputs related to the Branch core tasks in the field of Innovation, Science and Technology.

**Essential Qualifications**

a. University Degree and 2 years function related experience.

b. Two years' experience in Science and Technology or innovative approaches addressing military capability shortfalls.

c. Knowledge of a wide variety of techniques for assessing the effect of S&T and innovative solutions on military capability.

d. Two years' experience in conducting and fostering open innovation in support of military transformation.

e. Knowledge of a wide variety of innovative applications and related technologies.

**Language**

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

a. Professional Experience

1. Experience working in a military and/or multinational organization.
2. Participation in the management and conduct of science and technology, and innovation programs.
3. Publication of papers/articles on scientific, technological or innovation topics.
4. Work in support of the NATO defence planning process.

b. Education/Training

1. Courses related to specific operational shortfall.
2. NATO Staff Officer Orientation Course provided by NATO - School Oberammergau (NSO)

Attributes/Competencies

• Personal Attributes:
  1. He/she must be capable of working harmoniously in a multinational environment.
  2. He/she must be able to work effectively without direct supervision in analysing the impact of S&T innovation.
  3. He/she must be capable of interacting with a wide variety of NATO and national actors.
  4. He/she must be capable of initiative at working level.
  5. He/she must be capable of leading a project group of up to seven members.
  6. He/she must be in good health and be prepared to travel within and outside North America in support of the listed duties.

• Managerial Responsibilities: There are no personnel management responsibilities for this position. The incumbent may oversee contractor’s work on occasion.
  
• Professional Contacts: Able to liaise effectively both within and outside the HQ with military and civilian personnel up to the rank/position equivalent to OF-6. Outside contacts include subject matter experts from NATO HQ, NATO agencies and research centres, and national government agencies, academia and industry. His/her personality has to be able to create and maintain a network of innovators, scientist, developers and subject matter experts.

• Contribution To Objectives: The incumbent provides advice in open innovation to HQ SACT staff that support the development of policy, capabilities, defence planning, training and education. He/she has an influence on the S&T and innovative
solutions identified by the Strategic Commands, which, in turn, lead to financial decisions on software, hardware and contractor support commitments. His/her advice and actions have an influence on NATO capability development and transformation. This post will ensure that the most effective use is made of S&T and innovation in the development and transformation of Alliance capabilities.

**Security Clearance**

The successful applicant will be required to apply for and receive a NATO Secret Security Clearance prior to final confirmation of contract and commencement of employment.

**Work Environment**

He/she will be required to work in a normal office environment.

**Contract**

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

**Notes for Candidates**

The HQ SACT web site gives details on the eligibility criteria and application processes to be adopted by all candidates.

The candidature of NATO redundant staff at grade A-2/NG 15 will be considered with priority.

**Notes for NATO Civilian Human Resources Managers**

If you have qualified redundant staff at grade A-2/NG 15, please advise the HQ SACT Civilian HR Manager no later than the closing date.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int