STAFF VACANCY 200172

DIVISION: NATO STANDARDIZATION OFFICE

TITLE: Deputy Director/Head, Policy & Coordination Branch

GRADE: A-5

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

1. **Post Context.** The Deputy Director (DD) of the NATO Standardization Office (NSO) and the Branch Head (BH) of the Policy & Coordination (P&C) Branch is a dual-hatted position under the authority of the Director NSO (DNSO). The DD, is responsible for the internal and external coordination within the NSO, and deputises for and assists the Director in his/her managerial, supervisory and coordination functions with respect to the efficient and effective operation of the office. The BH P&C is responsible for the development and maintenance of the NATO Policy for Standardization, policy for NATOS’s Civil Standards activities, NATO Standardization priorities and for the provision of inputs on overall standardization matters to defence planning. In addition, he/she is responsible for the planning and execution of NSO engagement with NATO partner nations, for ensuring the standardization of NATO terminology and for the application of civil standards.

2. **Principal Duties.**

   As DD, he/she is responsible for:

   - Assisting the Director in promoting and coordinating standardization activities;
   - Conducting the overall external coordination for the Office and providing policy guidance to the NSO Branches;
   - Directing and supervising the work of the NSO Branches;
   - Monitoring and ensuring the timely follow-on to the various tasks assigned to the NSO Branches;
   - Representing the Director NSO at meetings as appropriate;
   - Chairing the NATO Standardization Staff Group on behalf of the DNSO;
   - Performing other duties as may be required.
As BH, P&C Branch, he/she is responsible for:

- Planning, directing and supervising the work of the Branch;
- The maintenance of policy for NATO’s standardization activities and monitoring implementation;
- The development and maintenance of NATO’s standardization priorities;
- The coordination of the prioritised objectives of the Committee for Standardization (CS) and the annual CS report to the Council;
- The coordination of NSO input on overall interoperability and standardization to Defence Planning Documents, in particular to the various products of the NATO Defence Planning Process;
- The assessment of NATO defence initiatives/projects in order to identify critical capabilities requiring associated standards and to develop and maintain NATO standardization priorities resulting from capability requirements;
- Supervising the NATO Civil Standards activities;
- The promotion and coordination of standardized NATO terminology;
- The maintenance of the NATO Terminology Management Programme and the NATO Terminology databases;
- Preparing meetings of the CS and subordinate structure including the provision of Secretarial support;
- Coordinating the development of NSO priorities, objectives and reports;
- Monitoring and ensuring the timely follow-on to the various tasks assigned to or generated by the P&C Branch;
- Performing other duties as may be required.

3. Special Requirements and Additional Duties.

- Perform additional duties such as carrying out special projects as assigned by the Director NSO;
- Travel both within and outside of NATO boundaries and work irregular hours whenever necessary;
- Perform duties in the NATO HQ Crisis Management Organisation.

4. Essential Qualifications.

Professional/Experience.

- A minimum of 10 years’ relevant experience in progressively responsible positions with a focus on policy and programme/project management gained at a senior staff or Command function in a national and/or international defence organisation;
- An up-to-date knowledge of NATO policy and methods of work and experience in the management of international meetings and in the preparation and giving of formal presentations;
- Conversant with key defence and security policy issues on the NATO agenda;
- Experience with national and international defence planning activities and of managing defence related programmes;
- Capacity for planning, quick analysis and concise revision of reports, briefing memoranda and documents;
- Experience of NATO Standardization matters;
- A high standard of concise written and oral communication skills;
- Knowledge of the Alliance’s political and military consultative process;
• Good personal qualities including leadership, managerial and organisational skills.

**Key challenges.** The key challenges that the successful candidate will be faced with during the next two to three years will include:

• Improved incorporation of standardization in the NATO Defence Planning Process to emphasise the importance of Standardization as quality enabler for capability delivery.
• Improved alignment of NATO Standardization activities with NATO planning priorities.
• More coordinated use of NATO interoperability enablers to improve interoperability within the Alliance.

In addition to the application form, candidates are required to submit a word or pdf document, maximum 800 words, summarizing their views on the key challenges expressed above and possible other challenges they see, and how they would address them, if appointed. This essay will be part of the shortlisting assessment and will be checked for plagiarism.

**Education/Training.** The applicant must be educated at least to university Master Degree level or equivalent (at least level 74/75/76 in sub-categories 6/7/8 of ISCED levels) preferably in law, information management systems, business administration, public administration or equivalent discipline from a University or Institute of recognised standing or national military equivalent.

**Languages.** The applicant must have a very good command of spoken and written English (proficient). The working language in the NSO 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. Advanced working user experience with Word and Outlook. Basic working user experience with Excel and PowerPoint.

5. **Desirable Qualifications.**

**Professional/Experience.**

• Knowledge of the NATO Defence Planning Process (NDPP);
• Experience working in a management position within a major international organisation;
• Experience with civil and defence standardization entities.

**Education/Training.**

• A graduate of a National Staff/Defence College and/or the NATO Defense College.
• Senior Course, NATO Defense College.
Languages. A working knowledge of French (intermediate).

6. Personal Attributes.

- Ability to exercise personal authority in his/her field of activity;
- Supervision of others to work in harmonious cooperation in a demanding environment with people of different nationalities and opinions;
- Be reliable and trustworthy.
- Dedication to the objectives of NATO Standardization, personal integrity and willingness to assume responsibility of meeting tasks;
- Good judgement and good negotiating skills and a high degree of tact, integrity and discretion;
- Good communication skills.

- The applicant must demonstrate the following competencies:
  - **Achievement**: Sets and works to meet challenging goals;
  - **Change Leadership**: Champions change;
  - **Conceptual Thinking**: Creates new concepts;
  - **Developing Others**: Provides in-depth mentoring, coaching and training;
  - **Impact and Influence**: Uses complex influence strategies;
  - **Initiative**: Plans and acts for the long-term;
  - **Leadership**: Communicates a compelling vision;
  - **Organizational Awareness**: Understands underlying issues;
  - **Self-Control**: Stays composed and positive even in challenging circumstances.

7. Managerial Responsibilities.

- Must have executive ability, tact and a convincing manner to reach consensus;
- In his/her role as DD, s/he provides guidance to the NSO Executive Officer and to five Branch Heads;
- In his/her role as BH, s/he supervises six Staff Officers.

8. Professional Contacts.

- As DD and BH: maintain staff level contact at Branch Head and Director level and as the NSO is NATO’s focal point for standardization based at NATO HQ, liaison activity is diverse and some may be at a higher level with both military and civilian authorities.

9. Contribution to the Objectives.

- **As DD**, responsible for the external and internal coordination with the NATO Standardization Organisation. He/she deputes and assists the DSNO in his/her managerial, supervisory and coordination function with respect to the efficient and effective operation of the Office.

- **As BH**, responsible for development and maintenance of the NATO Policy for Standardization, policy for NATO’s Civil Standards activities, NATO Standardization Priorities and for the provision of inputs on overall standardization matters to defence planning. He/she assists in DNSO in his/her managerial, supervisory and coordination function with respect to the efficient and effective operation of the Branch
and deputizes for the Director in his/her absence. In addition, he/she is responsible for the planning and execution of NSO engagement with NATO partner nations, for ensuring the standardization of NATO Terminology and for the application of civil standards.

10. **Remarks.**

   - Security Clearance – NATO SECRET (if not currently held, will be requested by NATO).
   - Work Environment – Normal office environment.

11. **How to apply.**

Applications must be submitted by **14 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)

**NOTE**

In addition to the application form, candidates are required to submit a word or pdf document, maximum 800 words, summarizing their views on the key challenges expressed above and possible other challenges they see, and how they would address them, if appointed. This essay will be part of the shortlisting assessment and will be checked for plagiarism.

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.

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.