Applications are now invited for the post of Deputy Political Advisor—TSC GSAX 0020, NATO Grade A-5 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), SACT Representative Europe, NATO HQ, Brussels, Belgium.

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

Closing date for applications: 22 March 2020

Location: Norfolk, Virginia, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-5 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-5, please advise the HQ SACT Civilian HR Manager no later than the closing date.

**Contract:** In accordance with the HQ SACT Peacetime Establishment, this is a post in which turnover is desirable. The maximum period of service foreseen in this post is 6 years. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 3 years.

If the successful applicant is seconded from the national administration of one of NATO’s member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is 6 years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**Salary:** Starting basic salary (effective 1 January 2020) is Euro 9224.26 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int
Deputy Political Advisor – TSC GSAX 0020

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

Post location: Headquarters Supreme Allied Commander Transformation, SACT Representative Europe, NATO HQ, Brussels, Belgium

Schedule: Full-time

Basic Salary: 9224.26 Euro per month.

Grade: A-5

HQ SACT vacancy notice 200104

Based at the Supreme Allied Commander Transformation’s (SACT) ‘embassy’ in NATO Headquarters, Brussels, this position offers a unique opportunity for a dynamic political networker with experience at strategic level in the international environment

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 Command Group provides general support, coordination, management, administrative service and specialist advice to SACT, Deputy SACT (DSACT) and Chief of Staff (COS).

COS is responsible to SACT and DSACT for the staff activity necessary to execute ACT’s mission. It is the focal point for the implementation of the Commander’s direction and guidance as well as the initiation and co-ordination of all ACT staff efforts.

Supreme Allied Commander Transformation’s Representative in Europe (SACTREPEUR) is the Commander’s direct representative, and the staff (STRE) are ACT’s permanent advocates and interlocutors in Headquarters NATO, acting as a force multiplier through their collocation and intimate understanding of the Headquarters’ workings and personalities. SACTREPEUR and STRE operate across three related functions: carrying ACT’s position into formal events; shaping the environment in Headquarters NATO for successful ACT outcomes; and being active sensors to make sure, through dialogue and formal reporting, that leadership and staff in HQ SACT have an understanding of the prevailing environment in NATO’s political Headquarters.
The Political Advisor (POLAD) and the staff of the International Affairs Office, as part of the Staff Advisory Group (SAG), advise SACT on relevant political, diplomatic and political military matters.

The Deputy Political Advisor (DPOLAD) will support SACT’s Representative in Europe (STRE) and SACT’s POLAD by interfacing with Deputy Permanent Representatives and their subordinates, focusing on Defence Advisors, Deputy Assistants Secretary General (DASG) and below. As tasked by SACTREPEUR and/or POLAD, the incumbent may interface with Permanent Representatives and Assistants Secretary General.

In fulfilling their principal duties, the DPOLAD has direct access to SACT, DSACT, COS and POLAD as appropriate to provide advice and seek direction.

**Reports to:** SACTREPEUR

**Principal Duties: He/she will**

a) Administer political policy or guidance which affects or may affect ACT keeping POLAD and SACTREPEUR fully informed of all political level developments at NATO HQ that impact the interests and initiatives of ACT.

b) Administer current information on political affairs which occurs within and between member nations of NATO, ensuring that SACTREPEUR and POLAD are kept informed of political level developments that impact the interests or initiatives of ACT.

c) Provide political advice within the routine/ weekly reporting requirements of STRE;

d) Ensure regular liaison and engagement with the NATO International Staff (IS), engaging at DASG level.

e) Ensure regular liaison and engagement with National Delegations, engaging at Deputy Permanent Representative’s and Defence Counsellor’s level.

f) As directed by SACTREPEUR and/or POLAD, represent ACT at conferences, staff visits and meetings related to political topics or chaired by political bodies and report it;

g) Reports to POLAD and SACTREPEUR on the political developments taking place at NATO HQ, develops any strategic proposal SACT’s engagement in NATO HQ and seeks agreement for formal engagement with North Atlantic Council (NAC) and ASGs.

h) Under direction of POLAD and SACTREPEUR, act to advocate for ACT’s strategic engagement goals and objectives with National Delegations and the IS; promote and advertise ACT’s work at the political level and in all relevant meetings in NATO HQ.
i) Engage the IS on strategic issues under POLAD and SACTREPEUR direction.

j) Support SACTREPEUR in his duties with political advice and engagement in close coordination with the POLAD.

**Essential Qualifications**

a. University Degree in political science, public administration, international relations or related discipline and 10 years post related experience.

b. A minimum of 10 years’ professional experience in diplomacy and/or international affairs with an emphasis on security and politico-military issues. This should include at least five years of experience as a senior civilian advisor in a national Ministry (Foreign Affairs or Defense), or related civilian posting at a strategic or political level HQ.

c. Experience working within international/multinational organisations such as NATO, EU, UN or OSCE.

d. Previous political analysis experience with a demonstrated ability to synthesise data, develop recommendations, influence partners and provide advisory documents at 4 star (or civilian equivalent) strategic level.

e. Proven experience in advising senior management and interacting with senior government officials.

f. Extensive experience in providing high-level political, policy and strategic advice, including a proven track record of success and progressive responsibility in such a role.

g. Strong written and verbal communication and advocacy skills and a proven ability to work in an environment requiring liaison and collaboration with multiple actors.

**Language**

English - SLP 4343 - (Listening, Speaking, Reading and Writing)

**Desirable Qualifications**

**Professional Experience**

1. Extensive network of contacts in academia, Government, International Organisations, Non-Governmental Organisations and relevant Think Tanks.

2. Demonstrated experience with coordination with Governmental Agencies, IOs and NGO’s.
Education/Training

1. Post Graduate degree in International Affairs, International Relations, Political Science or closely related subject.

Language

1. French - SLP 3232 - (Listening, Speaking, Reading and Writing)

Attributes/Competencies

**Personal Attributes**: He/she must demonstrate clarity of thought, the ability to analyse and extract information from a variety of sources and propose sound and well-reasoned solutions, clearly and articulately. He/she must also be able to work well with others. There is also a requirement for potential international travel as part of the duties and to work outside normal working hours.

**Professional Contacts**: The DPOLAD interacts routinely up to Deputies/DASG level, seeking agreement for formal engagement with NAC and ASGs. He/she will be required to interface with staff at all levels of NATO and Nations, representing the ACT at meetings and conferences, presenting to those groups if necessary. These contacts will be both formal and informal.

**Contribution To Objectives**: He/she has an important impact on the command’s ability meet objectives.

Work Environment

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

Contract

In accordance with the HQ SACT Peacetime Establishment, this is a post in which turnover is desirable. The maximum period of service foreseen in this post is 6 years. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 3 years.

If the successful applicant is seconded from the national administration of one of NATO’s member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is 6 years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.
Notes for Candidates

The candidature of NATO redundant staff at grade A-5 will be considered with priority.

Notes for NATO Civilian Human Resources Managers

If you have qualified redundant staff at grade A-5, 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