



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250921

Vacancy Number: G52/25

Post Number: OSC MCEE 0020

Job Title: Education & Individual Training Manager (Residential)

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6,467.30 €, tax free

Closing Date: Saturday 14 June 2025

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (SHAPE) is the strategic level command responsible for the planning, preparation, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance.

The Partnerships Directorate (PD) enhances Military Cooperation (MilCoop) with Partner nations, International Organisations (IO) and Host Nations (HN).

The Military Cooperation Division coordinates the participation of Partner nations in NATO conducted exercises training and education, and coordinates and enables partner and non-NATO Troop Contribution Nations (NNTCN) participation in NATO-led missions and operations.

The Education, Training, Exercises and Evaluations (ETEE) Branch acts as coordinator for Partner Nations' (PN) participation in ACO's Military Cooperation programmes, in the areas of Education & Individual Training, as well as Collective Training & Exercises.

The Education & Individual Training (E&IT) Section coordinates Partner Nations' (PN) participation in the residential courses and Mobile Training Solutions (MTS) portion of ACO's Military cooperation programmes.

The Education & Individual Training (E&IT) Manager coordinates Partner Nations' participation in the residential courses and Mobile Training Solutions (MTS) portion of ACO's MilCoop programmes.

PRINCIPAL DUTIES

1. Plans and coordinates the Education & Individual Training (residential courses) portion of MilCoop programmes.
2. Manages the participation of Partner Nations in courses conducted by NATO and non-NATO Education and Training Facilities (ETFs), including Centres of Excellence (COEs), Partnership Training and Education Centres (PTECs), etc. This includes but is not limited to overseeing the bidding process, securing financial resources, allocating and managing seats, and handling requests outside of the planning cycle.

3. Coordinates with and provides advice to Country Desk Officers (CDOs) and Regional Analysts (RAs) to develop the E&IT portion of the Recommended List of Activities (RLA) for Partner Nations.
4. Acts as ePRIME Coordinator for events and activities falling under the ACT portion of the Partnership Cooperation Menu (PCM).
5. Provides coordination and assistance on the planning and implementation of MilCoop programmes to ACT Action Authorities (ETFs and HQ SACT).
6. Liaises with the ACT Budget Manager to plan and resource E&IT MilCoop programmes for residential courses.
7. Oversees the coordination of out-of-cycle requests with relevant stakeholders to update the MilCoop plans.
8. Facilitates information exchange between internal and external stakeholders (Partner Nations' representatives, ETFs, MilCoop planners).
9. Monitors the development of training statistics on E&IT MilCoop programmes for residential courses.
10. Represents individual training needs of Partner Nations at meetings, working groups, and conferences with other ETFs, as required, including the NSO Primary Allocation Working Group.
11. Serves as an enduring subject matter expert on E&IT (residential courses) issues for the Section, SCs and Subordinate Commands.

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 post requires a great deal of duty travel. During the tour of duty the incumbent of the post may be required to attend other training courses. Could be required to work outside normal working hours

ESSENTIAL QUALIFICATIONS

a. Professional/Experience

1. Professional experience working in a military or political strategic environment at the national or international level.
2. Experience in applying knowledge of the environment, system composition and technologies for Education and Training.
3. Excellent organizational and analytical abilities.

b. Education/Training

University Degree in criminology, police, public or business administration, administration of justice, criminal law, comparative general management, political theory, behavioural or social psychology or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

c. Language

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

DESIRABLE QUALIFICATIONS

a. Professional Experience

1. Knowledge of NATO, its structures and methods of operation.
2. Experience at service/joint national or NATO staff level.
3. This post desires a good understanding of NATO's Partnerships or transnational and geopolitical issues of Partner Regions (e.g. Eastern Europe, Middle East, North Africa, Western Africa/Sahel Region or Central Asia).

ATTRIBUTES/COMPETENCIES

- **Personal Attributes:** The range of personal attributes required for this post are demanding. Foremost, an analytical mind is needed to identify and evaluate complex and competing issues and that can develop imaginative yet still pragmatic solutions. Inter-personal skills must also be highly developed. The post holder will be working in an international community where different cultural values and styles exist. The holder will need to be able to work successfully with staff at all levels of the organization, from the lower ranks during the analysis work up to the highest levels when presenting findings and recommendations. High standards of personal and professional behaviour and moral courage are also needed.

- **Professional Contacts:** The incumbent must be comfortable to engage with a range of individuals from across ACO SHAPE. This will be a mixture of Military and Civilian personnel. The individual must have a high level of maturity, understanding and be cognizant of sensitivities with an international environment. In addition to this, the incumbent should possess enhanced interpersonal skills to establish effective and efficient coordination links, diffuse conflict and reduce tension.

REMARKS:

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.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, 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.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

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.

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.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- A. Only nationals from the 32 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 interested in this post should inform this office, via their HR/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 receive an answer indicating the outcome of their application.
- E. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate