

	NATO	NORTH ATLANTIC TREATY ORGANIZATION INTERNATIONAL STAFF
	OTAN	ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD SECRETARIAT INTERNATIONAL

VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

Executive Officer (210122)

Primary Location Belgium-Brussels

NATO Body NATO International Staff (NATO IS)

Schedule Full-time

Application Deadline 18-Mar-2021

Salary (Pay Basis) 7,004.83Euro (EUR) Monthly

Grade A.3/ NATO Grade G17

Clearance Level NS

Description

1. SUMMARY

The NATO Communications and Information Organisation (NCIO) was established in 2012 as a subsidiary body to the North Atlantic Treaty Organisation with a view to meeting the collective requirements of NATO Nations for capability delivery and service provision related to Consultation, Command and Control, Communications, Information and Cyber Defence.

The NCIO is composed of:

- a Governing Body, the Agency Supervisory Board (ASB), which consists of a representative for each NATO nation, chaired by a national, elected Chairperson, assisted by an independent Secretariat;
- an Executive Body, the NCI Agency, led by a General Manager;
- Multinational (MN) Programmes; and
- Communications and Information (C&I) Partnerships.

The position is part of the independent Secretariat and is located at NATO Headquarters in Brussels, Belgium. The incumbent will be responsible for ensuring that the workflow of the Secretariat is handled efficiently and effectively and that high quality, fully staffed products are delivered in a timely fashion to the Agency Supervisory Board and its sub-Committees as well as other stakeholders. S/He will support and work closely with the Chairperson of the Board and Head Secretariat in the efficient and effective management and operation of the Secretariat, also by coordinating tasking within the team and with other members of the NCIO, particularly the NCI Agency, MN Programmes (when established) and C&I Partnerships.

Under the direction of the Head Secretariat, the selected individual will be responsible for the alignment of the Chair' programme (or Vice-Chair when applicable) to the priorities and

decisions of the ASB as well as guidance by the Chair, as well as the synchronisation of the Chair's programme with the Secretariat's activities.

The incumbent will take on ad-hoc assignments and special projects that fall within the Secretariat's purview, will liaise with members of the International Staff, International Military Staff, NPLSO Organisations and the Council's Secretariat in order to determine common approaches to management issues and adherence to organisational goals. S/he provides well-researched and substantiated advice to the Chairperson and Head Secretariat on a wide range of policy and administrative issues and activities.

The post requires deep knowledge of good management practices and procedures, besides flexibility and excellent drafting skills. The incumbent must be capable of representing the Secretariat in dealings with senior NATO staff.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must possess:

- a Master's degree or equivalent qualification, ideally in Business Administration, Engineering Management, or Business Engineering;
- at least 5 years relevant experience in progressively responsible positions with a focus on policy, administration and/or personnel management, including the ability to quickly grasp the intricacies of issues being discussed at the highest levels;
- a sound understanding of NATO's priorities, coupled with political awareness and a strong interest in, and familiarity with, current developments in international affairs;
- a basic understanding of NATO's technological edge as well as of emerging and disruptive technologies;
- a basic understanding of cost and risk analysis in project and change management;
- relevant experience in prioritising, multitasking and in dealing with a large amount of issues and tasks in relation to committees' work;
- ability to provide direction and guidance to the Administrative Assistants within the Secretariat;
- excellent communication, drafting and presentation skills, specifically the ability to process and present complex information in an easily understandable manner;
- the ability to draft clear, unambiguous and fluent written material and presentations combined with proficiency in using Microsoft Office suite of software, especially SharePoint;
- in-depth working knowledge of Document Management Systems such as Microsoft SharePoint or Adobe Cloud;
- the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one and III ("Intermediate") in the other.

DESIRABLE

The following would be considered an advantage:

- certification training in project and/or Program Management or experience in managing projects or programs within the public or private sector;
- prior exposure to the Communications, Command, Control, Computers, Cyber (C5), Intelligence, Surveillance and Reconnaissance (ISR) capability lifecycle ;
- previous experience within an international organisation, a national administration or the armed forces.

3. MAIN ACCOUNTABILITIES

Planning and Execution

Lead front-office coordination within the Secretariat, liaising with NCI Agency personnel, International Staff (IS), International Military Staff (IMS), and other NATO personnel as suitable. Monitor compliance with all decisions taken by the Board and its sub-structure, and follow up to ensure the timely execution of all tasks. Contribute to better coherence, prioritisation, collaboration and planning across the NCIO, as well as to the more effective and efficient conduct of the Secretariat's business.

Expertise Development

Assist and advise the Head Secretariat in translating organisational vision into mid-term work plans for the Secretariat. Draft position papers and conduct analyses as necessary. Act as Executive Management subject matter expert to ensure standardisation and high levels of executive support. Make proposals for enhancing and simplifying committee procedures and working methods. Develop guidelines for the format, number, length and quality of documents submitted to the Board and other subordinate bodies.

Stakeholder Management

Collaborate with Executive Officers of NATO organisations in order to determine common approaches to management and adherence to organisational goals. Seek to ensure that the Secretariat works to meet the Chairperson' and Board' agenda and assist the Head Secretariat in this respect.

Work closely with the Secretariat's subject matter experts to ensure the full coordination of committee issues. Represent the Secretariat at meetings, conferences and seminars as required.

People Management

Coordinate the work of the Administrative Assistants. Assist the Head Secretariat in the management of the team to ensure that the work is performed in an efficient and effective manner and on a priority basis. Provide mentoring, coaching, and regular feedback on performance. Be available to offer guidance at critical moments. Develop a network of contacts within the NATO Headquarters. Liaise with points of contact to ensure efficiency in daily management of workload and processes. Reconcile the interests and views of stakeholders whilst preserving the Secretariat's neutrality and independence at all times.

Information Management

Type and format all kinds of documents, including memoranda, cover letters, and tables of figures requiring careful presentation using the standard software packages used by NATO (Word, Excel and PowerPoint). Take minutes at meetings as necessary. Oversee the paper flow, including retrieving and organising correspondence/documents. Maintain an effective follow-up and/or reminder system for pending actions and manage the communication flow related to meetings, in order to ensure that all involved possess the correct information to achieve their objectives. Develop the work plans of the Agency Supervisory Board, Finance Committee, Audit Committee, and further sub-Committees when created. Develop and maintain an information management platform covering all NCIO committees, and ensure that it is kept up-to-date with the inclusion of relevant documents and a rolling list of tasking.

Knowledge Management

Review and prepare correspondence, documents, or reports on matters with which the Secretariat is concerned. Facilitate information sharing, with discretion, with a view to transferring knowledge across the NCIO and with key external interlocutors. Ensure that knowledge is maintained and available. Act as the SharePoint Portal Site Owner and first point of contact for portal and collaboration issues. Collect, categorise and track relevant information required for various tasks and projects. Maintain a well-structured electronic filing system.

Financial Management

Guide the Administrative Assistants in the coordination and timely preparation, execution and follow-up of the Secretariat's annual budget in accordance with applicable policies and regulations. Verify the correct, efficient and effective use of financial resources.

Organisational Efficiencies

Promote management tools and mechanisms, in particular online tools that can help the Secretariat function more effectively and in the exchange of information. Determine cultural and procedural changes to current roles, structures and processes so as to ensure optimal functioning of the Secretariat.

Policy Development

Contribute to the structure and development of policy development and determine how a policy will affect a functional area of work. Coordinate internal policy matters and initiatives in collaboration with relevant contacts. Advise the Head Secretariat on wider policy development, suggesting potential opportunities for collaboration or highlighting areas of overlap. Perform any other related duty as assigned.

Direct reports: two.

Indirect reports: N/A.

4. INTERRELATIONSHIPS

The incumbent reports to the Head Secretariat and works closely with the Secretariat's subject matter experts in identifying and addressing needs and future developments. S/he will have frequent contact with officials of the NATO International Staff (IS), International Military Staff (IMS) and NCI Agency staff, at all levels.

5. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Creates own measures of excellence and improves performance;
- Analytical Thinking: Sees multiple relationships;
- Customer Service Orientation: Makes things better for the customer, addressing underlying customer needs;
- Impact and Influence: Uses indirect influence;
- Initiative: Is decisive in a time-sensitive situation;
- Teamwork: Solicits inputs and encourages others;
- Flexibility: Adapts to unforeseen situations;
- Organisational Awareness: Understands organisational climate and culture.

6. CONTRACT:

Contract to be offered to the successful applicant (if non-seconded): Definite duration contract of three years; possibility of renewal for up to three years, during which the incumbent may apply for conversion to an indefinite duration contract.

Contract clause applicable:

In accordance with the contract policy, this is a post in which turnover is desirable for political reasons in order to be able to accommodate the Organisation's need to carry out its tasks as mandated by the Nations in a changing environment, for example by maintaining the flexibility necessary to shape the Organisation's skills profile, and to ensure appropriate international diversity.

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. However, according to the procedure described in the contract policy the incumbent may apply for conversion to an indefinite contract during the period of renewal and no later than one year before the end of contract.

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 six years.

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

7. RECRUITMENT PROCESS:

Please note that we can only accept applications from nationals of NATO member countries. Applications must be submitted using e-recruitment system, 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

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment, can be found at our website (<http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>)

8. ADDITIONAL INFORMATION:

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, 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.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

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.

The organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.