



## **SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

**TALEO Job Number: 250908**

**Vacancy Number: G53/25**

**Post Number: OSC MCEE 0030**

**Job Title: E&IT Manager (Out of Country)**

**NATO Grade: 15**

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

**Closing Date: Sunday 22 June 2025**

### **POST CONTEXT/POST SUMMARY**

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

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 (In Country) coordinates Partner Nations' participation in the residential courses and Mobile Training Solutions (MTS) portion of ACO's MilCoop programs.

### **PRINCIPAL DUTIES**

The incumbent's duties are:

1. Plans and coordinates the Education & Individual Training (In-Country) portion of MilCoop programmes.
2. Is responsible for the management of all Mobile Training Solutions (MTS)/ In-country Education and Individual Training (E&IT) events open to Partner Nations by NATO, non-NATO Education and Training Facilities, including Centres of Excellence (COEs), Partnership Training and Education Centres (PTECs), etc. This includes, but is not limited to coordinating the requests across ACO with Subordinate Commands, securing financial resources, and managing requests outside of the planning cycle.
3. Coordinates with and provides advice to Country Desk Officers (CDOs) and Regional Analysts (RAs) to develop the MTS portion of E&IT for Partner Nations.
4. Coordinates with relevant stakeholders to identify Out-of-Country training solutions for Partners' E&IT requirements and enhance MilCoop programmes.
5. Liaises with the SHAPE PD Budget Managers to plan and resource E&IT MilCoop programmes for MTS.
6. Oversees the coordination of out-of-cycle requests with relevant stakeholders to update the MilCoop plans.
7. Facilitates information exchange between internal and external stakeholders (Partner Nations' representatives, MTS providers, MilCoop planners).
8. Monitors the development of training statistics on E&IT MilCoop programmes for MTS.
9. Serves as an enduring subject matter expert on E&IT (In-Country) 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 incumbent may be required to perform other related duties as directed.

The incumbent is required to undertake operation deployments and/or TDY assignments both within and outside NATO's boundaries.

## **ESSENTIAL QUALIFICATIONS**

### **a. Professional/Experience**

1. Previous experience in education and training at the national or international level.
2. Excellent organizational skills and ability to interact with military or civilian officials in an international environment.

### **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. Proven knowledge of the NATO Education & Training system.
2. Experience working with the NATO Partnership programs and tools, such as the Partnership Cooperation Menu (PCM) and the ePRIME system.

### **b. Education/Training**

NATO Introduction to Military Partnerships (IMP) (MCP-CM-12375) provided by Finnish Defence Forces International Centre (FINCENT), Finland

## **ATTRIBUTES/COMPETENCIES**

- **Personal Attributes:** The incumbent should be able to self-start and accept direct responsibility for a wide a ranging programmes. He/she should be able to think laterally and possess a high standard of written and oral communication skills. Listening and persuasiveness are crucial to the incumbent's effective participation. Diplomacy and tact are essential in interacting with high-level officials in multinational civil and military environments. Must be able to provide high-level advice and briefings to senior level officials on key issues to assist in the formulation of E&IT policy and programmes.

She/he will have wide-ranging experience and be able to interact with both military and civilian personnel, collaborate within a team environment and be able to perform under pressure.

- **Contribution To Objectives:** There will be significant interaction with other Subordinate Commands, Partnership Directorate Branches, as well as PNMRs in order to ensure the E&IT programs are meeting operational intent.

## **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