SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 220666
Vacancy Number: A16/0622
Post Number: OSC OIOX 0020
Job Title: Development Officer
NATO Grade: 17
Basic Monthly Salary (12 x per year): 7,068.58 €, tax free
Closing Date: Sunday 25 September 2022

SHAPE is looking for a Subject Matter Expert in Intelligence Requirement Management, Collection Management, Joint Intelligence Surveillance and Reconnaissance and Intelligence Support to Targeting to plan and develop Information and Knowledge Management based solutions in support of Intelligence Operations Branch (J23) activities at SHAPE and to a wider extent in ACO, as well as harmonise and bring innovative solutions to the conduct of Intelligence Operations in a multinational environment.

GENERAL BACKGROUND:
SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:
Location: Casteau/Mons, 60 Km south of Brussels (Belgium)
Division: J2

Post Context/Post Summary
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 Strategic Employment (SEM) Directorate delivers comprehensive situational awareness, enabling the identification of crises, and supports estimates, response options and planning. In monitoring NATO’s current operations, it enables SACEUR’s direction and guidance to be disseminated, ensuring coherent Joint Effects, whilst providing comprehensive assessments to NATO HQ.
The J2 Division provides comprehensive advice, warning, and situational awareness to the Command Group (CG) and Allied Command Operations (ACO).
The J23 Intelligence Operations branch provides strategic focus and expertise on Intelligence Requirement Management (IRM), Collection Management (CM), Joint Intelligence, surveillance and reconnaissance (ISR) and Intelligence support to targeting (TGT) within ACO. The post serves for the planning and development of Information and Knowledge Management (IKM) solutions in support of J23, Intelligence Operations Branch activities at SHAPE and to a wider extent in ACO, as well as to harmonise and bring innovative solutions to the conduct of Intelligence Operations in ACO, to include Intelligence Requirements Management and Collection Management (IRM&CM), Joint Intelligence Surveillance and Reconnaissance (JISR) and Intelligence Support to Targeting (ISTT). Is the only civilian position in the IKM/IRM&CM/JISR/ISTT domains and is responsible for analysing complex issues, taking into consideration technical constraints, legal restraints, policy developments, best practices and lessons identified, and applying critical and constructive thinking to bring effective and innovative solutions to issues related to the specific domains. The civilian Officer is the subject matter expert and long term leader/mentor for the development of IKM/IRM&CM/JISR/ISTT activities and initiatives.

**Principal Duties**
- Lead on developing and implementing IKM practices within J2 such that an appropriate framework supports IRM&CM/JISR/ISTT domains across the division.
- Provide advice and guidance to ACOS J2 (via the Chain of Command) on IKM best practice and identify areas of IKM risk to J2.
- Analyse complex issues, taking into consideration technical constraints, legal restraints, policy developments and best practices, and apply critical and constructive thinking to bring effective and innovative solutions to IRM&CM and IKM issues in the intelligence domain, which will affect the conduct of Intelligence Operations throughout and beyond ACO.
- Commence, lead and manage projects as directed.
- Mentor IRM&CM staff and other personnel within the HQ and in ACO, as required, on the development of Intelligence Operations and the related IKM support.
- Ensure that planning, development and conduct of SHAPE and ACO Intelligence Operations are developed in accordance with long-term lines and courses of action.
- Is the SHAPE and ACO subject matter expert for the IKM issues with respect to IRM&CM, JISR, ISTT initiatives.
- Guarantee that adequate Information and Knowledge Management (IKM) processes and tools are used, in order to ensure timely and effective dissemination of intelligence products and JISR results.
- Provide IKM recommendations for Intelligence System programs such as INTEL-FS, ISR Collection Management Tool (ICMT) and other future similar programs.
- Manage the conduct of measurement of performance (MoP) and measurement of effectiveness (MoE) on IKM in support of Intelligence Operations, as well as in other functions of the Branch, and identifies courses of action to improve the efficacy of the related processes.
- Cooperate with the Section Heads of J23 Branch, the ACO Intelligence Production Manager, J22 Branch, J26 Branch, Joint Effects Branch and other SHAPE organizational structures and stakeholders, to achieve a seamless conduct of all functions within the Intelligence Operations Branch responsibilities.
- Interact and coordinate with relevant counterparts from higher, lateral, and subordinate organizations as necessary.
- Create and maintain a working network with relevant counterparts at NATO and partner nations, as well as with IKM, IRM&CM, JISR, ISTT bodies at NATO HQ (Brussels), in the NCS and relevant MoU organizations. To fulfill this tasks, the incumbent may be requested to establish working relations with personnel at OF-5/A-5 level or higher.
- Maintain IKM, IRM&CM-related lessons identified/lessons learned from exercises and activities. Support NATO exercises and Trial events as subject matter expert, also participating in them if required.
- Monitor the application of NATO IRM&CM/JISR/ISTGT doctrine and procedures and proposes amendments. Develop and co-ordinate with other staff elements on related policies, concepts, doctrine, and directives within ACO. Responsible for contributing to the development of the related NATO policy and to lead the development of pertinent ACO directives.
- Support the planning of, and participates in (as necessary), the IRM&CM Panel and the IRM&CM Working Group, the JISR conference, the NATO Targeting Working Group and other governance meetings, as directed.
- Provide support to NATO courses as required.
- Perform general staff functions and coordinates with other staff elements, ACO Commands and outside agencies as required.
- Deputize as Branch Head, J23 Intelligence Operations.

As Project manager, the incumbent can be given budget authority. The incumbent has decision authority as determined by the Branch Head, J23 Intelligence Operations.

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 work is normally performed in a Normal NATO office working environment. Normal Working Conditions apply.
The risk of injury is categorised as: No risk / risk might increase when deployed.

Essential Qualifications

a. Professional/Experience
1) 10 years of experience in the intelligence and security realm, including a previous experience in an IRM&CM/JISR/ISTT function.
2) At least 2-year experience in an Intelligence Requirements Management or Collection Management function.
3) Experience in Measurement of Performance and Measurement of Effectiveness development and analysis.
4) Working experience in all steps of the intelligence cycle: Direction, Collection (e.g. in specific intelligence collection disciplines as SIGINT, HUMINT, IMINT, OSINT, MASINT, etc.), Processing (e.g. in an analytical position), Dissemination.

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 4 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years post related experience.

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

Desirable Qualifications

a. Professional Experience
1) Professional Intelligence Officer.
2) Thorough knowledge of NATO intelligence policy, doctrine, environment and procedures.
3) Understanding of information and knowledge management theory and practices.
4) Familiarity with BICES environment and NATO intelligence systems, e.g. INTEL-FS, ICMT.
5) Work experience in a Joint environment and/or at the strategic level.
6) Intelligence experience in a NATO deployment or deployed experience with multinational/joint operations.
7) Knowledge/experience of NATO JISR systems.
8) Intelligence staff work at MOD or NATO HQ.

b. Education/Training
1) PRINCE 2 practitioner, PMP or other Project Management certification.
2) NATO or national staff college graduate.
3) NATO JISR Operations Awareness Course provided by NATO School Oberammergau.
4) JFAC ISR Practitioners Course provided by NATO - HQ Air Command.
5) SOCC ISR Operations Course provided by NATO - Special Operations School.
6) NATO SOF Intelligence Collections Course provided by NATO - Special Operations School.
7) NATO Intelligence Functional Systems Training (NIFST) provided by NATO Communications and Information Systems School.
8) NATO Intelligence Requirement Management and Collection Management (IRM&CM) Course provided by Italian Joint Intelligence Training Center.
9) NATO Joint Targeting Staff (NJTS) Course provided by NATO School Oberammergau.

Attributes/Competencies

a. Personal Attributes
The incumbent is an intelligence professional with a wide and 10-year experience in the intelligence and security realm, with knowledge and experience in IRM&CM, familiarity with NATO intelligence systems and an understanding of IKM practices. Is an effective problem solver and is responsible to bring effective and innovative solutions to issues which will affect the conduct of Intelligence Operations throughout ACO and beyond. Is requested to analyse complex issues taking into consideration technical constraints, legal restraints, policy developments, best practices and lessons identified, and to apply critical and constructive thinking. As mentor and project manager is a recognized team leader with recognized leadership skills, whereas as team member is motivated, flexible and highly collaborative. Collaborates extensively with subject matter experts, leaders and intelligence consumers across SHAPE, subordinate commands, HQ NATO and other partner bodies as required, to support the conduct of ACO Intelligence Operations. Has thorough analytical and critical thinking skills and is capable of approaching issues from multiple perspectives, to propose solutions and to deliver convincing presentations to decision-makers as an effective communicator.

b. Managerial Responsibilities
As project manager, the incumbent can be given additional managerial responsibilities.

c. Professional Contacts
The incumbent works as part of a team of predominantly military personnel of mixed ranges of rank and experience. Is required to participate in teams of extremely varied skill sets and knowledge, working with technical, operations and planning staff. The civilian Officer is required to engage with senior officers, normally up to OF-6 level, and formally brief Flag Officers / General Officers as required. Is responsible for mentoring IRM&CM/JISR/ISTT staff (to include the Branch Head level and above, as required) at SHAPE and beyond, on the development of the related activities; specifically, he/she mentors military personnel in the subject matter expertise and tradecraft required to enable to fulfill their duties as Intel practitioners. Is also a point of reference, throughout ACO and potentially NATO HQ, on IKM/IRM&CM/JISR/ISTT policy issues and developments, specifically with regards to IKM issues, in support of the related Section Heads. May lead or participate in project management teams on intelligence-related projects. Works in group as a team leader. Creates and maintains a working network with relevant counterparts at NATO and partner nations, as well as with IKM, IRM&CM, JISR, ISTT bodies at NATO HQ (Brussels), in the NCS and relevant MoU organizations. To fulfill these tasks, may be requested to establish working relations with personnel at OF-5/A-5 level or higher. Is also required to represent SHAPE at ACO, NATO and international conferences or similar venues and to make routine and regular engagement with counterparts at NATO HQ, ACO commands, MOU organizations and the nations. May also be requested to provide training or lectures in NATO or national courses.

d. Contribution To Objectives
The incumbent is essential to develop and maintain a professional, experienced and enduring IRM&CM/JISR/ISTT capability and related IKM support with the required subject matter expertise, as well as to ensure stability in processes and activities beyond rotating military personnel in the Intelligence Operations Branch. The expertise is required not only to the
planning and conduct of the related activities at SHAPE, but also to contribute providing adequate direction to intelligence activities across ACO and beyond, maintaining the necessary harmonization with NATO HQ and ACT.

Inspired from the long experience in the specific domain, monitors the conduct of IRM&CM/JISR/ISTT activities and related IKM solutions, mentors military personnel and orients/leads the development of the related doctrine and policy to facilitate the organization in reaching its intelligence objectives.

Performs other related duties as directed or assigned.

This post reports to OSC OIOX 0010 - Branch Head (J23 Intelligence Operations) - OF-5. No reporting responsibilities.

REMARKS:
Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

Applications are to be submitted using NATO Talent Acquisition Platform (https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en). Only nationals from the 30 NATO member states can apply for vacancies at SHAPE.

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.

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.