



NATO COMMUNICATION & INFORMATION SYSTEMS GROUP



TALEO Job Number: 250797

Vacancy Number: G21/25

Post Number: OCG RXXX 0040

Job Title: HR (Organizational Design) Business Analyst

NATO Grade: G15

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

Closing Date: Sunday 18 May 2025

POST CONTEXT/POST SUMMARY

The NATO Communications and Information Systems (CIS) Group plans, delivers and supports NATO's Deployable Communication and Information Systems (DCIS) in order to enable command and control (C2) for NATO's deployed HQs.

The J1 Division is responsible for the development, planning, staffing and execution of the NATO Communications and Information Systems (CIS) Group workforce policy and personnel management & administration. It is also responsible for executing the Peacetime Establishment (PE) and Crisis Establishment (CE) authority for the SACEUR, with responsibility for developing, verifying and maintaining NCISG PEs and CEs, including NCS-CE Tiered Reinforcement.

The incumbent coordinates the NATO CIS Group's organizational/structural design/review programme and acts as senior advisor for the NATO CIS Group HQs and subordinate organizational elements on workforce policies and procedures; provides expert advice on civilian personnel policy and administration matters, as required.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Manages the Peacetime Establishments (PE) and Crisis Establishments for NATO CIS Group HQ alignment.
2. Develops and oversees workforce policies and procedures for peacetime and crisis operations, with a specific emphasis on organizational/structural design/review.

3. Coordinates and evaluates the NATO CIS Group's PE/CE workforce program, providing expert advice on organizational structure and workforce (posts/positions) requirements based on NATO policies and CIS industry standards.
4. Assesses PE/CE organizational structures to identify and implement improvements that enhance efficiency and effectiveness.
5. Provides high-level advice on organizational structure sustainment, focusing on organizational structure alignment with the overall mission and strategic objectives.
6. Develops detailed plans for rolling out organizational/structural changes.
7. Prepares and manages out-of-cycle PE Change Proposals in response to emerging crises and technological advancements, ensuring seamless adjustments to organizational frameworks.
8. Manages and maintains workforce (organizational elements, posts/positions) authorizations and documents, including CE workforce programmes, allocation reports, and reinforcement mechanisms, emphasizing structural alignment within organizational frameworks.
9. Directs and utilizes corporate data systems for accurate and consistent management of PE/CE structural data and post-alignment.
10. Oversees and conducts workforce surveys, audits, and studies to assess organizational effectiveness, providing recommendations to leadership for structural improvements.
11. Implements and monitors NATO workforce policies within the context of organizational structure design and review, preparing subject-matter updates, reports, and official correspondence accordingly.
12. Coordinates the Temporary Augmentation Programmes, ensuring alignment with organizational structures and strategic goals.
13. Develops and promotes best practices for workforce management, with a focus on structural designs and reviews to ensure compliance and continuous improvement.
14. Participates or leads, as required, cross-functional meetings, seminars, training teams, and working groups, emphasizing organizational design and structural alignment.
15. Has the authority to task and intervene to adjust the day-to-day work priorities of the assigned functional area staff.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent 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. This is a mandatory deployment post. The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and outside NATO's boundaries. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

- Act, as required, as NCISG advisor on civilian personnel policy and administration.

- Act as NCISG Classification Board Chairman for Temporary Civilian Personnel and Consultant positions.

- Assist higher HQ with the classification of civilian positions appearing on Peacetime Establishments and acts as Classification Board member or Technical Advisor, when requested.

- Act as J1 member in the NCISG Data Protection Board, Internal Controller and Risk Manager Focal point/expert.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

- 1) At least 2 years of experience in designing and reviewing organizational structures across various levels of responsibility.
- 2) Minimum 2 years of experience in developing, implementing, and maintaining positions within an organizational structure.
- 3) At least 2 years of experience in crafting, updating, and maintaining job descriptions.
- 4) A minimum of 2 years of experience in analyzing organizational structures and planning workforce needs.

B. Education/Training

University degree in human resources, management, organizational development, or a related field and 2 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 4 years function related experience.

C. Language

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

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) Minimum 3 years experience in organizational design and workforce planning in a large international or military setting.
- 2) Proven familiarity with NATO workforce policies, HR regulations, and structural design principles.
- 3) Proven ability to effectively gather, analyze, document, and manage various types of organizational requirements.
- 4) Strong analytical skills to interpret data, identify trends, and draw meaningful insights that inform organizational design decisions.

ATTRIBUTES/COMPETENCIES

1. Personal Attributes: The position relies on a high capability individual for analytical and strategic thought who is able to manage complex programmes and projects, taking into consideration multiple factors working simultaneously. Requires little supervision. The incumbent may furthermore be required to display creative thinking in proposing the adaptation of existing rules or creation of new procedures to comply with new situations, such as crisis and out-of-area operations. Integrity and communication skills, both oral and written, are essential to the satisfactory performance of the full range of principal duties of this post. Must be able to handle detail accurately and at the same time to have an overall picture of the organization as it relates to requirements. Frequently works under pressure and

expected to handle heavy workload and long hours. Possesses good interpersonal and communication skills; displays courtesy, understanding and tact when dealing with others

2. **Managerial Responsibilities:** - May be required to direct and supervise the work priorities of one or more HQ multifunctional teams / working groups.
3. **Professional Contacts:** Professional contacts with others inside and/or outside own organization and at higher level to include the Commander, Deputy Commander/Chief of Staff and other senior officials providing advice and recommendations, other than normal professional courtesies or information gathering. The post has contact with individuals and organizations at varying levels which involves explanation, discussion, persuasion and approval of action. In addition some contact involves negotiations and consultation with representatives of member nations in Working Groups. The maintenance of a close liaison with higher HQ Workforce Section is essential;
4. **Contribution to Objectives:** The incumbent of this post exercises judgement and critical thinking when advising on workforce and personnel matters. The work involves the analysis and research of a complete task with the development of recommendations that affect the plans and management of the Operational Element and, as in the case of PE, CE and Functional Reviews, direct impact on the work and objectives of the NCISG HQs and its subordinated units/elements. The successful management of organizational structures is considered vital to the achievement of the objectives and mission of the NCISG and its subordinated units/elements. Furthermore, the effectiveness of the incumbent's performance has a material impact on the NCISG budget and as such, is important to the maintenance of NCISG's capabilities.

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.

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.

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.

ADDITIONAL INFORMATION

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 5 NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment. Essential information must be included in the application form. Particular attention should be given to Education and Experience section of the application form. The application should be in English. Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. After submitting your application, you will receive an acknowledgement of receipt of your application.

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) All candidates will receive an answer indicating the outcome of their application

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.

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.