SHAPE is looking for a full time professional Historian to assist the ACO Historical Advisor in providing expertise on matters of historical aspects in the context of strategic high-level meetings, conferences, exercises and other decision-making. If you have extensive experience as a Historian and enjoy the challenges of working in a dynamic, fast paced international environment, this post is for you.

**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:** Office of Chief of Staff

**Post Context/Post Summary**
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 Command Group (CG) provides and sustains strategic level command and control capabilities to support SACEUR in exercising his command functions.

COS receives decisions of SACEUR. Directs, coordinates and supervises all activities of the SHAPE staff and ensures that the best and most timely staff work is produced.

Statement of Function: The Office of the ACO Historical Advisor (HIS) serves as ACO’s strategic historical research and advisory entity and is responsible for serving as the institutional memory of plans, operations and decisions within SHAPE and ACO. HIS is part of the Staff Advisory Group, located within the Office of the Vice Chief of Staff SHAPE, and provides advice to the SHAPE Command Group and ACO Commanders on
own initiative and in response to tasking on the whole range of historical issues and historical aspects of current issues. HIS serves as advisor and provides expertise on matters of historical aspects in the context of strategic high-level meetings, conferences, exercises and other decision-making. HIS fulfills the function of special advisor with direct access to the Command Group.

**Principal Duties**
The incumbent’s duties are:

1) During absences of the ACO Historical Advisor, exercise his/her functions in accordance with Direction and Guidance received by the Advisor.

2) Review historical information contained in CG speeches, documents and publications to ensure that they are accurate and that sensitive historical issues are handled in such a manner as to avoid controversy or embarrassment to SHAPE/NATO.

3) Support the Advisor in providing overall direction to and develop policies for the ACO Historical Programme, which includes issuing guidance on determining the historical significance of older records for preservation decisions, preparing historical summaries of the activities of SHAPE and ACO for future rapid reference, and downgrading/declassification decisions for older records.

4) Support the Staff Assistant in managing the clerical and administrative functions of the office.

5) Establish policies and procedures for administering the section’s extensive document holdings and serve as the Branch Security Officer, ensuring the correct application of NATO security procedures for the accounting, production, storage, classification, receipt, dispatch and destruction of classified material.

6) Prepare detailed histories on specific subjects as requested by the CG, which requires developing research strategies, conducting the research and then writing the histories.

7) Research and write staff studies, memoranda for the record, briefing papers, and responses to taskers and queries on historical issues.

8) Collect information from a wide range of sources on current crisis situations and NATO-led operations and then prepare constantly updated Operational Diaries for use by the CG, SHAPE staff, and any subordinate headquarters in ACO involved in planning or operations related to the crisis or operation.

9) Support the Advisor in preparation for and conduct of recorded interviews with senior officers and other senior officials, as well as personnel from higher and lower headquarters and outside organisations, in order to obtain essential information not always included in official documentation. Edit the interview transcripts.

10) Attend important staff meetings, briefings and conferences, taking notes for the historical record, and also participate in working groups and/or committees as directed by the Historical Advisor.

11) Assist staff officers and visiting official historians from the member nations with their research in SHAPE’s older records.

12) Provide guidance to additional duty Historical Section in all ACO Headquarters and to field historians deployed in support of NATO operations.

13) Support and advise the SHAPE Archivist in reviewing document holdings in SHAPE divisions to determine which documents should be transferred to the Office of the ACO Historical Advisor, NATO HQ Archives or SHAPE Central Registry for preservation as historical records.

14) Support the Historical Advisor in determining which older SHAPE and ACO documents may be downgraded or declassified and released, consulting with staff subject matter experts and National Military Representatives (NMRs) as necessary.
15) Within the area of responsibility the incumbent is responsible for ensuring that strategic risk to the achievement of CG priorities are managed in accordance with ACO Enterprise Risk Management framework.

**Special Requirements and Additional Duties**
The incumbent handles routine or special matters as directed by the Vice Chief of Staff and the Historical Advisor.
The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 30 days.
The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.
The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorized as: No risk / risk might increase when deployed.

**Essential Qualifications**

a. **Professional/Experience**
   1) Minimum 2 years of experience in carrying out historical research and writing using archival materials, as evidenced by scholarly publications and/or the preparation of official histories and research papers.
   2) Minimum 1 year of experience in a related post in a multinational environment and interact effectively with senior officers.
   3) Proven Knowledge of military and/or diplomatic history, preferably European, in the 20th and 21st centuries.

b. **Education/Training**
   University Degree in history, politics, international relations or related discipline and 2 years post related experience, or a 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 4343 (Listening, Speaking, Reading and Writing)
   French - SLP 2222 (Listening, Speaking, Reading and Writing)
   NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

**Desirable Qualifications**

a. **Professional Experience**
   Specializations:
   1) Extensive knowledge of the history of NATO.

   **Specific Experience:**
   1) Familiarity with military staff procedures through previous military or civilian service at a senior headquarters.
   2) Experience in a military headquarters and/or international organization.

b. **Education/Training**
   1) Doctorate in History and/or International Relations.
   2) NATO Alternative Analysis Course (JPL-OA-21565) provided by NATO - School Oberammergau (NSO).
c. Language – N/A

Attributes/Competencies

a. Personal Attributes
The post requires considerable initiative and judgment and a high degree of flexibility in order to be able to respond to the tremendously varied requests for information from the SHAPE staff as well as from NATO HQ, other ACO HQs, outside organizations, the media and the general public.
Flexibility and analytical ability are required for developing and carrying out research strategies to find needed information using resources both inside and outside of SHAPE, as well as for preparing historical reports that summarize and evaluate the wide range of issues being worked by the SHAPE staff.
There is often a need to master complex new subject areas in a very short time.
Preparing for and conducting interviews of senior officers and officials requires a high degree of thought and judgment in selecting the questions to be asked, gaining the interviewee’s trust and confidence, and developing follow-on questions in the course of the interview.

Judgment and a keen awareness of the political sensitivities of historical issues are also necessary in providing advice to senior officers and in reviewing their speeches and publications prior to delivery.
Evaluation of material for potential downgrading or declassification requires extensive judgment.

b. Managerial Responsibilities – N/A

c. Professional Contacts
In addition to extensive contacts with staff officers from all of the SHAPE divisions, the Assistant Advisor conducts interviews with very senior officers and officials. He/She must therefore be able to inspire their trust and confidence in his ability to maintain confidentiality and must exercise a high degree of tact, coupled with polite perseverance, in conducting such historical interviews.
The Assistant Advisor also has considerable professional contacts outside SHAPE, responding to historical queries from the official history offices of the member nations, from university professors and students interested in the history of NATO, from the media (in coordination with the Public Information Office) and the general public. Coordinates with National Military Representatives on declassification issues and their requests for historical information, and maintains ties with official historians from the member nations.

d. Contribution To Objectives
The Assistant Advisor ensures that SHAPE/ACO maintains an effective institutional memory by gathering and preserving records, conducting interviews to obtain essential (and often sensitive) information from senior officers and key staff officers, and preparing written histories summarizing the activities of SHAPE and ACO.
The historical chronologies and reports prepared by the Assistant Advisor save considerable staff effort and prevent duplication of work done in the past. The Assistant Historian also assists the SHAPE staff, NATO Headquarters, and subordinate headquarters in ACO by providing needed information that would otherwise not be available.
This post reports to OSC GXCH 0010 - Historical Advisor

e. Supervisory Responsibilities
There are no reporting responsibilities.

**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.

Considering COVID-19 situation, the selection process is expected to be conducted remotely. Depending on the evolution of the current limitations, a written test is provisionally planned for the 5th of October 2020. Panel interviews are expected to take place on the 13th of October 2020.

**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](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.

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. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English (preferably) or in French.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:
A) Only nationals from the 30 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.