SHAPE is looking for a Humanitarian Affairs Advisor to support Partnerships Directorate in advising and supporting the writing of and the implementation of Humanitarian Affairs policy for SHAPE. If you are experienced in Humanitarian Operations and enjoy the challenges of working in dynamic international military 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: J9 Cooperation and Liaison Division

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.
Partnership Directorate (PD) enhances Military Cooperation (MilCoop) with Partner nations, International Organisations (IO) and Host Nations (HN).
J9 Cooperation and Liaison Division provides overarching direction, coordination and advice across ACO on interaction between the Civil and Military entities.
CL initiates, develops, maintains and enhances external relationships with relevant actors.
The Partnership Directorate is responsible for providing the overarching direction, coordination and advice regarding ACO’s interaction with both Civil and Military actors in order to develop, maintain or strengthen cooperation with NATO.
The J9 Cooperation and Liaison Division is responsible for providing situational awareness of the Civil Environment and advice on Civil Military cooperation (CIMIC). J9 promotes a Comprehensive Approach (CA): integration of both military and non-military capabilities in crisis management. The CIMIC Liaison (CL) Branch coordinates and conduct engagement and outreach activities with non-military actors such as EU, UN, IOs, NGOs, GOs, academia in order to foster and develop relationships and build trust among strategic partners. The IOs/NGOs/Humanitarian Affairs Advisor is a staff officer within the CL Branch with specific knowledge about IOs and NGOs mandate, functions, structure and relation.

**PRINCIPAL DUTIES**

The incumbent's duties are:

1. Leads the effort to liaise, engage, and relationship build to humanitarian focused civilian actors, to include IOs, NGOs, think tanks, and academic community at the strategic military level.
2. Initiates and maintains of contacts with IOs, GOs, NGOs and local actors regarding humanitarian issues during all stages of the crisis management spectrum (early analysis, shared assessment, pre-operational planning, planning, conduct of operations and post mission review).
3. Provides humanitarian subject matter expertise within the CCOM process.
4. Produces fused assessments on humanitarian issues utilizing all available information coming from civilian actors.
5. Assists in the implementation of stakeholder and comprehensive approach engagements policies.
6. Contribution to an early analysis and assessment of emerging conflicts and possible IOs, GOs and NGOs capabilities and engagement iccw CCOMC -staff.
7. Advising on a different analytical and assessment methodologies sharing with relevant humanitarian IOs and NGOs.
9. Contribution in performing suitable methods of practical cooperation with UN and EU and other IOs.
10. Providing support to Defense and Strategic (pre) operational planning with an emphasis on humanitarian inputs and Civil Military Interaction.
11. Contribute to an early analysis and shared assessment of emerging conflicts
12. Collaboration and liaison with NATO HQ and other stakeholders on humanitarian issues and CL-related issues
13. Providing support in elaboration/revision of memoranda of understanding (MOUs), and other forms of formal arrangements with IO/NGOs (where necessary).
14. Ensuring humanitarian and Civil Military Interaction Lessons Identified and Learnt implementation into concept and doctrine development, Standard operating procedures (SOPs) and Tactical Techniques and Procedures (TTPs).
15. Advocate and public diplomacy for SHAPEs civil-military assessment and pre-operational planning capability at international workshops and other fora.
16. Liaise with a wider pool of civilian expertise necessary for the successful analysis, assessment, pre-operational planning and conduct of operations.
17. POC for Cross Cutting Topics that have a Humanitarian focus.
18. Perform any other duties as directed by CL Branch Head.

**SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**
The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and outside NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days and may be on short notice. 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.

As a secondary duty and when appointed, incumbent acts as a SHAPE Alternative Analysis Facilitator in order to provide guidance, expertise and knowledge on the application of Alternative Analysis (AltA) within the division other areas within the HQ, displaying the ability and quality required to lead critical thinking and alternative perspectives.

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

**ESSENTIAL QUALIFICATIONS**

A. Professional/Experience

1. Minimum of 4 years of experience working on humanitarian, post-conflict or development topics including deployment in the field, as a member of a major International Organisation (IO), Non-Governmental Organisation (NGO) or ICRC.
2. Minimum 4 years of experience of policy writing and analysis focusing on structures, processes, sensitivities, culture, in conflict or post-conflict activities with a focus on humanitarian affairs.
3. Demonstrated knowledge and experience in analysing, designing, planning and executing activities at a strategic level with a primary focus on governance, humanitarian principles or practice, including international law, rights of Children and vulnerable peoples in armed conflict and post conflict environments.
4. Demonstrated experience of contributing to and implementing doctrine development.
5. Demonstrable experience of the implementation of Lessons Identified and Learnt into concept and doctrine development, preferably with a focus on humanitarian and Civil Military Interaction.
6. Minimum 2 years of experience working with a NATO Nation military environment.

B. Education/Training

University Degree in social or political science 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 4343 (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

1. Experience with NATO policies, plans, operations, command decision making and relationships with subordinate commands, International Organisations operating with or alongside NATO.
2. Demonstrated experience in advising senior leadership.
3. Thorough knowledge of historical, political and legal background on sensitive issues related to NATO’s operational areas; Alliance policy, NATO military and
political initiatives in these regions; Views of Allies and Partner nations on these issues.

4. Advanced knowledge of MS Office.

B. Education/Training
Masters Degree in social or political science.

ATTRIBUTES/COMPETENCIES
A. Personal Attributes
The incumbent must display analytical thought and demonstrate independent judgment in the development of policy and strategies for the Supreme Allied Commander Europe (SACEUR) in the field of civil-military interests and concerns. Must be able to provide high-level advice and briefings to senior level officials on key issues to assist in the formulation of civil-military policy and the development of operational plans. Must be able to analyse the Civil-military environment and identify its likely impact on civ-mil issues of importance to the Command and its contingency operations. Diplomacy and tact are essential in interacting with high-level officials in multinational civil and military environments. The incumbent must have strong communication skills, both oral and written. Listening and persuasiveness are crucial to the incumbent’s effective participation in policy and planning initiatives, in advising the Command Group, in coordinating policy matters internally and with other agencies and government staffs. Problem analysis skills and critical thinking underlie the incumbent’s contribution to the development of effective strategies and formulation of policy in own area of competence. May be required to perform duties outside normal working hours in support of mission essential requirements on short notice. Incumbent’s health must not preclude duty in remote locations in support of contingency operations.

B. Professional Contacts
Contacts with external civilian IO's, NGOs, PVOs and representatives of nations and agencies.

C. Contribution To Objectives
The assessments, advice and recommendations of the CL Branch have direct influence on wide ranging decisions of SACEUR on NATO and ACO matters in the field of civil-military interaction and comprehensive approach. They contribute to the HQ Staff work in all matters where sensitive civil-military positions have to be commonly considered in military planning, policy and objectives.
This post reports to OSC MJCX 0010 - Branch Head (CIMIC Liaison)

D. Supervisory Responsibilities
There are no reporting responsibilities.

REMARKS:
The candidature of NICs who are redundant / unplaced from NCS-A will be given priority consideration provided their CHRM notifies SHAPE Recruitment Section by not later than the vacancy’s closing date.
Tests and interviews are expected to be held at SHAPE on 29 and 30 January 2020.

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.
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.

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 29 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.