

**DISCLAIMER: Please note this Project Linked NATO (PLN) International Civilian Agenda 2030 post is pending Budget Committee's approval.**

**TITLE: PLN Agenda 2030 Manager, CIMIC Functional Readiness**

**GRADE: G-15 (A-2)**

**DIVISION: J9**

**DIRECTORATE: PLANS**

**SECURITY CLEARANCE: NATO S E C R E T**

**EMPLOYMENT CONTRACT: 3-year definite duration contract**

### **1. Post Context/Post Summary**

Headquarters Allied Joint Force Command Naples is a Joint Headquarters, operating at the Operational Level, capable of executing effective command and control over assigned forces in order to achieve Operational effects in an assigned Joint Operating Area. As a Joint Force Command the relationships with other NATO Command Structure and NATO Force Structure Component Command Headquarters will change between baseline activities, crisis and conflict. It also provides Joint competencies to assigned NATO Force Structure Headquarters tasked to deploy as Joint Task Force Headquarters

The Plans Directorates is responsible for planning, directing, monitoring, assessing and coordinating planning, readiness and partnerships staff functions.

The J9 Division is responsible for the planning, coordination and implementation of NATO's strategic policy and guidance through the development of effective dialogue, information exchange, cooperation, coordination and consultation with all relevant civilian and military actors, NATO and non-NATO entities and organizations, academia, security institutions and initiatives. It supports JF HQ planning and conduct of operations by providing military and civilian expertise related to Civil-Military Cooperation.

The incumbent maintains and adjusts work schedules implementing new or changed work procedures according to the given D&G.

### **2. Principal Duties**

The incumbent's duties are:

- Selects appropriately from applicable standards, methods, tools and applications.
- Demonstrates an analytical and systematic approach to problem solving. Facilitates collaboration between stakeholders who share common objectives.
- Plans, schedules and monitors work to meet time and quality targets and in accordance with relevant policies and procedures.
- Maintains an awareness of developing technologies and their application and takes some responsibility for personal development.
- Incorporates proper learning and development processes (including learning management systems) in order to meet the required output in line with the project vision.
- Investigates corporate skill requirements, and quality assurance techniques, to establish, modify or maintain processes and their associated components. Provides advice and guidance to database designers (main linkage with project team CIMIC Digital Functional Integration).

### **3. 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 undertake TDY assignments both within and without NATO's boundaries and be willing to work unsocial hours.

- The incumbent may be required to perform like duties elsewhere within the organization as directed.

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.

#### **4. Education and Essential Qualifications**

University Degree in business administration, public administration, political science, international relations, 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 5 years post related and 2 years function related experience.

Proven experience in and a deep understanding of CIMIC, with the ability to apply this knowledge to real-world situations and challenges as well as to D&G received within our organization.

Experience with the provision of vocational/practical teaching and training.

#### **Language**

English - SLP 3333 - (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.

#### **5. Desirable education/Qualifications**

Master degree from nationally recognized/certified university in business administration, politic science, international relations, with 6 years of function/post-related experience ,or Bachelor degree, with 9 years function/post related experience

Post-related certified NATO courses

NATO Operational level staff-work experience

Experience in CIMIC

Broad knowledge and understanding of NATO Global Programming and NATO Crisis Management

Experience in Higher level national or International Staff working environment;

Experience in instructional design and/or educational technology

#### **Language**

- English SLP 4343;

- Italian SLP 3322

## **6. Attributes/Competencies**

- Personal Attributes: Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements.
- Relating and Networking - Easily establishes good relationships; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others;
- Formulating Strategies and Concepts - Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organization's future potential; takes account of a wide range of issues across, and related to, the organization;
- Achieving Personal Work Goals and Objectives - Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.
- Professional Contacts: Professional contacts with others limited to the exchange of information requiring normal courtesy and effectiveness in dealing with others.
- Contribution to Objectives: - The work involves the analysis and research of a complete task with recommendations affecting the plans and management of the organizational element.

There are no reporting responsibilities.

This post reports to: CIMIC Functional Readiness Project Manager - A4/G20. This post does not deputise anybody. This post is not deputised by anybody.

## **CONTRACT**

The successful candidate will be offered a 3-year definite duration contract within the NATO Agenda 2030. The basic entry-level monthly salary for a NATO Grade 15 (A-2) in Italy is Euro 5,939.03 which is exempt from national taxation, and which may be augmented based on the selected candidate's personal status.

## **INSTRUCTIONS TO APPLY:**

HQ JFC Naples uses NATO Talent Acquisition Platform. In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ JFC Naples with duty location Naples, Italy.

Please attach relevant certificates to the application. Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

## **Please note:**

Staff members are appointed to and hold posts on the establishment of a NATO body only on condition that:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

## **ADDITIONAL INFORMATION:**

A NATO security clearance and approval of the candidate's medical file by the NATO Medical Advisor are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities.

The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS) system. For information, please visit <https://www.nato.int/cps/en/natolive/86790.ht>