



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 220363

Vacancy Number: A10/0322

Post Number: OSC ZSSM 0010

Job Title: Military Librarian

NATO Grade 15

Basic Monthly Salary (12 x per year): 5.735.66 €, tax free

Closing Date: Sunday 3 July 2022

SHAPE is recruiting a Librarian who is responsible for the development, implementation and provision of library services to SHAPE Staff and across ACO in support to co-located organisations, agencies and satellite units.

GENERAL BACKGROUND:

Supreme Headquarters Allied Powers Europe (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.

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Directorate: Management Directorate

POST CONTEXT

The 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.

Management (MGT) Directorate's primary focus is to provide all the necessary staffing and real-life support functions to enable SHAPE to deliver its critical outputs as a Strategic Military HQ. The Directorate acts as the HQ's conduit to member nations (through NMRs) and to host nation authorities.

The Base Support Group (BSG) ensures an adequate infrastructure exists to support the operational requirements of all NATO and NATO related entities located within the SHAPE campus

The Base Support (BSM) Branch provides overall management support and co-ordination in all branches within BSG.

The Military Library provides modern library services.

PRINCIPAL DUTIES

The incumbent's duties are:

- Responsible for the selection, purchase, classification, cataloguing, indexing and accounting for books, periodicals, electronic resources, databases, subscriptions and all other library collections,
- Responsible for the daily operation of the Military & Research Library including reference and circulation services for SHAPE staff.
- Provides collections and services for the SHAPE Command Group, divisions, and other tenant commands according to their needs.
- Manages the library budget and the procurement of materials including subscriptions, contracts for information services, competitive bidding process, single source bidding, etc. Performs all procurement and budget processes according to SHAPE procedures and financial systems.
- Develops procedures, directives, and policies to manage the library
- Promotes library services & provides training
- Develops new services according to staff needs.
- Performs other related duties as it may be required.

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.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

- 1) Minimum 4 years of experience in a library and/or information management and archival working environment, selecting, acquiring, organizing and storing collections of information, and facilitating the use of information.
- 2) Minimum 2 years of experience in a related post in an international environment and interacting effectively with senior officials.
- 3) Minimum 1 year of recent experience (in the last 5 years) in the development and implementation of library, information management or archival policies.

B. Education/Training

University Degree in library, information science, archival studies or related field and minimum 2 years related experience, or Higher Secondary education and completed advanced vocational training in library, information science, archival studies or related field, leading to a professional qualification or professional accreditation with minimum 4 years post related experience.

C. Language

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

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

NOTE: The working language of this post and in this Headquarters is mainly in English.

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) Experience in electronic content management systems, library automation.
- 2) Experience in a security conscious environment and in handling of classified information.
- 3) Possess experience giving training or presentations to groups.

B. Education/Training

- 1) Master's degree in library, information science, archival studies, or related field.
- 2) Interest in international security issues.
- 3) Demonstrated thorough knowledge of NATO and Alliance activities.

ATTRIBUTES/COMPETENCIES

- *Personal Attributes*: The post holder must work on his/her own initiative and be able to manage problems as and when they occur. He/she must be able to work under pressure providing real time solutions based on knowledge and experience. The ability to be decisive, adaptable and to prioritise is essential in accomplishing the various duties of the post together with being service minded. The incumbent must possess strong interpersonal and communication skills, in particular superior writing and oral skills.
- *Managerial Responsibilities*: None
- *Professional Contacts*: Maintains contacts with internal stakeholders, such as staff and senior officials, as well as external stakeholders such NATO or national military libraries, contracted suppliers.
- *Contribution To Objectives*: Provides a source of reading and research materials of a military, technical, and professional nature for the SHAPE Staff.
- *Supervisory Responsibilities*: may be required to direct and supervise the work priorities of an adhoc or permanent team within the functional area.

This post reports to OSC ZSSX 0010 - Branch Head (Support Management).

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 candidature of redundant NICs at NATO Grade 15 will be given priority consideration provided their CHRM / Personnel Officer notifies SHAPE Recruitment Section by not later than the vacancy's closing date.

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.

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 NIC at grade 15 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.