

**TITLE: Staff Officer, (GENAD)**

**LOCATION: Headquarters Allied Joint Force Command Naples; Naples (ITA)**

**GRADE: G-15**

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

**VACANCY N°: OJS GXCG 0021**

## **1. POST CONTEXT**

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO's three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR's Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Command (COM) Group provides and sustains operational level joint command and control capabilities at designated readiness states, so the COM can conduct the full range of assigned military operations throughout the NATO Area of Responsibility (AOR) and beyond.

The Office of the Chief of Staff (COS) directs staff actions on behalf of the COS and ensures that all published instructions are in accordance with the Commander (COM)'s policy and guidance.

Within the Gender Advisor Office, the incumbent is responsible for providing subject matter expert advice and guidance to Commander, CG, staff, NATO Missions and NSD-South HUB on implementing NATO's policies on UNSCR1325 and Women, Peace and Security Agenda (WPS), in accordance with the Alliance's obligations while maintaining awareness in operations and missions; conducting Gender Analysis to support crisis/conflict planning.

The incumbent reports to OJS GXCG 0010 - Gender Advisor - OF-4

## **2. DUTIES**

Supports, informs, and provides timely Subject Matter Expert advice to the Command Group and wider Joint Force Command staff on implementing NATO's policies on Gender Perspectives and the overall Women, Peace and Security Agenda, in accordance with the Alliance's obligations.

Serves as main focal point for/and raises JFHQ staff awareness, comprehension, and mandated (required) actions for the Women, Peace and Security Agenda, Bi-SC Dir 40-1, Gender in Military Operations guidance, Gender Perspectives in JFHQ Standard Operating Procedures/Instructions as well as integration of the Gender Domain in all plans and operations.

Serves as functional manager for the Gender Perspective and Human Security domain, and assesses and advises on the future development as well as structures.

Serves as main focal point and provides Subject Matter Expert advice on the reporting and addressing of instances of Sexual Exploitation and Abuse and Conflict Related Sexual Violence for the Command Group and wider JFHQ staff (to include NATO missions).

Follows the development of relevant issues within NATO as well as external trends in WPS. Contributes to the preparation of briefing packages and speaking notes on WPS for senior leadership.

Supports and coordinates the integration of gender perspectives as a crosscutting function throughout the staff organization, and proactively contributes to the development of staff policies and procedures in JFHQ. Translates and adapts political/strategic level advice into operational level military guidance.

Evaluates and assesses internal and external reports in order to detect possible gender dimensions or general constraints to the mission.

Supports and contributes to the planning, conduct and evaluation of exercise and operation processes and procedures.

Supports partner nations with developing institutional defense capacity building, contributing to JFHQ broader partnership efforts.

Conducts and disseminates gender analysis in crisis and conflict context to aid in JFHQ problem solving processes and CG course of actions for plans and operations

Establishes and maintains a permanent collaborative contact with the higher SHAPE GENAD as the coordination authority and all GENADs within ACO.

Requests and receives functional guidance from SHAPE GENAD ensuring coherence throughout ACO and is a permanent member of the ACO Gender Board.

Establishes and maintains liaison with Gender Focal Points (GFP network) within JFHQ, other HQs, NATO missions, and in Plans/Operations.

Acts as functional support/advisor, coach/trainer and reach back capability for Gender Focal Points and Mission Gender Advisors (Gender Advisor and Women Peace and Security Offices).

Collects, manages and disseminates gender-related information, policies, guidelines and documents.

Contributes to the revision of the Bi-SC Directive 40-1 and all relevant guidance documents on the Integration of Gender Perspectives in the NCS and supports doctrinal development within the Gender Advisor Community.

Provides advice on gender perspectives and WPS to the NATO Strategic Direction – South (NSD-S) Hub monitoring and assessment teams, supporting partner nation liaison and key leader engagements in the Southern Operating Environment.

Develops and executes trainings, preparation and organization of gender-related events (conferences, round tables, etc.) as well as in monitoring and analyzing the social development of societies in the AOR regarding gender relevant topics.

Develops and provides training for Mobile Training Teams and Liaison Monitoring Teams (in coordination with Mission GENAD offices).

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 deploy on operational tasks, or to undertake operational TDY assignments elsewhere.

Establish and maintain contacts and cooperation with actors active in the Gender Perspective domain, international organizations, and NGOs in areas where operations take place as well as on international and national levels.

When directed, may represent COM JFCNP on significant planning and advisory meetings and on high-level public events.

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.

### **3. QUALIFICATIONS AND EXPERIENCE**

#### **ESSENTIAL**

University Degree in law, psychology, social, political, behavioral sciences or other relevant discipline and 3 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 3 years post related and 2 years function related experience;

At least 3 years of relevant professional experience working on foreign/security/defence/gender-related affairs

Sound and comprehensive knowledge of the Women, Peace and Security Agenda and/or Gender Domain and related studies.

Experience in developing and delivering training materials to various levels of leadership and management.

Experience conducting gender analysis, identifying underlying gender perspectives and presenting them for consideration in operational planning and execution.

Proven excellent drafting and editing skills, and familiarity with Microsoft software programs (ex. MS Word, Powerpoint, etc.)

**Language requirements:**

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

French - SLP 3232 – Professional/Functional level (Listening, Speaking, Reading and Writing)

**DESIRABLE**

NATO experience or equivalent at international organization

At least 3 years of work experience within the Gender Domain (ex: Gender Equality or Women's Rights).

Experience advising Gender related topics at senior leader levels.

Proven experience in the field of gender analysis to support organizational work on gender equality and diversity.

Experience as an analyst or conducting empirical study of culture-related systems, and presenting findings in formal settings.

Experience developing curricula, and teaching personnel in a formal training environment

Experience with developing/contributing to planning documents (ex. Annexes for operation plans)

Familiar with NATO and/or military processes priorities.

English language SLP 4343 (Expert/Professional level)

**TRAINING COURSES**

Gender Training of Trainers Course (GTotT) (GEN-GO-35649) provided by Nordic Centre for Gender in Military Operations (NCGM)

Gender Advisor Course (GENAD) (GEN-GO-45610) provided by Nordic Centre for Gender in Military Operations (NCGM)

(Inactive) NATO OPERATIONAL PLANNING COURSE (NR) (JPL-SP-3054) provided by NATO - School Oberammergau (NSO)

**4. POSITION AND CANDIDATE PROFILE**

**Personal attributes**

The incumbent must be an Analytical/Strategic thinker with diplomatic sensitivity.

Strong communication and briefing skills. Executes leadership and acts as a positive organizational change agent and influencer for subordinates, peers, senior leadership, external organisations, HQs

and agencies. Establishes office and organizational objectives, delegates assignments and is accountable for actions taken by self and subordinates. Ability to be analytical and flexible in thought while being diplomatically sensitive when making decisions and advising on items which impact the work of command staff in an effort to achieve organisational objectives. Able to absorb complex technical information and communicate effectively at all levels to both specialist and non-specialist audiences.

### **Managerial Responsibilities**

Ensures administrative compliance and provides timely responses to requests for support and information as tasked on Tasker Tracker+ and related platforms. Coordinates with Joint Task Forces and other NATO missions within the AOR on gender perspective in reporting and strategic messaging. Ensures mandatory completion of Gender Perspective training by all JFHQ personnel.

### **Professional contacts**

The GENAD is expected to coordinate efforts with other stakeholders on the field, including; International Organizations (UN, EU, AU, OSCE, etc.). Additionally, in support to development of military guideline, policies, and programs; conduct staff to staff talks with IOs/NGOs. The post coordinates and executes consultations with Gender Subject Matter Experts including civil society, NGOs, and national authorities. As part of NATO's outreach efforts with partners, the GENAD develops programs and hosts events as well as represent JFCNP CG on the WPS agenda to support NATO's efforts in identifying emerging security risks and exchange information with other international stakeholders on this agenda.

### **Contribution to the objectives**

As part of the Commander's Special Advisory Group, this post effects directly and indirectly all aspects of JFCNP functions. The GENAD provides timely and accurate advice and guidance on the implementation of a gender perspective within all functional areas in support of JFCNP crisis management and deterrence efforts. The post also ensures JFCNP compliance to international commitments within the Gender Domain.

### **Supervisory Responsibilities**

Maintains oversight and accountability for subordinate NATO Mission GENAD and WPS Offices and personnel.

Establishes and maintains accountability for Gender Focal Points across the JFHQ staff; ensures their training is maintained.

Tasks Gender Focal Points to provide responses from their subject matter area on requests for information from higher headquarters.

Evaluates and consolidates Gender Analysis inputs received from Gender Focal Points for planning and operations consideration.

## **5. CONTRACT**

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite contract. NATO International Civilians will be offered a contract in accordance with the provision of the NCPRs.

The basic entry-level monthly salary for a NATO Grade 15 (A-2) in Italy is **Euro 5,725.22** 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.

## **6. INSTRUCTIONS TO APPLY:**

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 Adviser 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). For info please visit <https://www.nato.int/cps/en/natolive/86790.htm>