VACANCY NOTIFICATION

Officer, Support to Operations (200048)

Primary Location Belgium-Brussels
NATO Body NATO International Staff (NATO IS)
Schedule Full-time
Application Deadline 16-Feb-2020
Salary (Pay Basis) 5,554.93Euro (EUR) Monthly
Grade A.2/A.3
Clearance Level NS

Description

1. SUMMARY

The BICES Group Executive (BGX), a NATO entity, is the executive body of the BICES Group (BG). The BG exists to enable the sharing and exchange of Intelligence/Information between and amongst the NATO nations and with NATO, and also with other non-NATO nations and Organizations.

Two new Support to Operations Officer positions are being established as a part of a new Mission Support Team (MST) within the Support to Operations Cell. The MST will also be complemented by dual-hatted BGX personnel. The Support to Operations Officers will be the primary coordinators for contingency planning and integration support to facilitate rapid and sustained BICES national or common deployments, according to operational and mission-specific Information Exchange Requirements (IER).

They will also support collaboration between the BICES Community, NATO, the Federated Mission Network (FMN) Secretariat and the national Mission Network Communities, working to align the FMN spiral specifications, procedures and any other Coalition standards with the BICES baseline.

The two positions are interchangeable (they backup each other) but the BGX is looking specifically for experienced officers in the areas of J2/J6 for one position and J3/J5 for the other position. Within this context, not only freelance but also seconded applicants (e.g. active duty in the nations’ Armed Forces), are welcome, and we recommend contacting national Administrations for authorization, as/if required. See contract clauses applicable for seconded staff in bullet 6.
2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must possess:

- A University degree or Armed Forces equivalent, in Business Management, Information Technology, Programme Management, Computer Science or related disciplines, or an equivalent combination of education, training and experience;
- A minimum of 3 years of experience directly supporting operations, and/or and extensive knowledge of mission planning and support;
- Knowledge of intelligence-based information systems and networks; IT infrastructure (hardware, software and communications) of military mission networks;
- Ability to plan, multi-task and manage time effectively within a team;
- Ability to draft documents and briefings quickly and concisely and deliver clear and accurate presentations;
- Possess the following minimum levels of NATO’s official languages (English/French): V (“Advanced”) in English; I (“Beginner”) in French.

DESIRABLE

The following qualifications are desirable:

- Recent experience in military operations, with coalition operations experience;
- Experience working in a multinational environment;
- Familiarity with the NATO Defence Planning Process (NDPP); and/or NATO/national contingency planning processes;
- Familiarity with the FMN framework an similar Mission/Partner Environment initiatives

3. MAIN ACCOUNTABILITIES

Policy Development

Support the drafting and development of actionable and technically rigorous policies to enable BICES nations to exchange and share Intelligence, with a focus on NATO and Coalition operations and missions.

Operations Expertise

Support the effort to ensure that BICES fully understands and can implement relevant NATO and/or Coalition standards. Participate in broad discussions beyond the organization regarding the alignment with frameworks such as the FMN. Support decision makers in understanding both the BICES potential and the BICES limitations
for supporting Intelligence exchange in operations and advise on general questions with regards to mission planning and support.

**Project Management**

Act as an adviser on programming and planning issues to multiple stakeholders, helping them understand how best to take a practical approach to achieve their objectives, to include helping establish and design high-level programmatic objectives related to support to operations.

Under the guidance of the AD ISS, work towards the achievement of the BGX objectives through successful preparation for and execution of projects and programmes with regard to support to operations. Proactively identify potential obstacles, associated technical and other issues, and develop courses of action aimed at resolving them. Recommend appropriate allocation of resources in support of ongoing and planned programmatic activity.

**Stakeholder Management**

Support the establishment of resilient and robust working relationships with key stakeholders who are already working on mission support issues, including NATO bodies, namely the FMN Secretariat, NCIA and national Agencies. Collaborate and coordinate work very closely with all identified stakeholders across BICES as well as with NATO, bringing leadership and ensuring coherence of BICES’ efforts.

**Representation of the Organization**

Contribute to discussions relating to mission and Coalition support, including by making presentations, providing briefings, and by representing BICES at conferences and symposia, as requested and deemed appropriate. Prepare briefing materials for the BGX Director, AD ISS, and write speeches and articles in her/his area of expertise.

**Information Management**

Support and foster BGX Information Management team activities and cross division collaboration. Analyse ongoing and completed projects and programmes, identifying innovations to improve working practices, procedures and performance. Coordinate and collaborate every day with the team, improving workflow, enhancing coordination and harmonising the different aspects of work. Perform any other related duty as assigned.
4. Interrelationships

The incumbent reports to the AD ISS and will maintain close relations within the BGX and with officials in NATO and BICES capitals, as appropriate. The incumbent will work in close coordination with other 2 stakeholders in the Support to Operations and Exercises team and stakeholders in other BGX divisions. They will also maintain good working relations in her/his field of competence with other International Organisations.

Direct reports: N/a
Indirect reports: N/a.

5. Competencies

The incumbent must demonstrate:

- Analytical Thinking: Makes complex plans or analyses;
- Clarity and Accuracy: Checks own work;
- Conceptual Thinking: Applies learned concepts;
- Customer Service Orientation: Takes personal responsibility for correcting problems;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Is decisive in a time-sensitive situation;
- Organisational Awareness: Understands organisational climate and culture;
- Teamwork: Solicits inputs and encourages others.

6. Contract:

Contract to be offered to the successful applicant: Definite duration contract of three years; possibility of renewal for up to five years, during which the incumbent may apply for conversion to an indefinite duration contract.

Contract clause applicable:

The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 5 years. However, the incumbent may apply for conversion to an indefinite contract during the period of renewal and no later than one year before the end of contract. Unless converted to indefinite contract duration, the maximum period of service foreseen in this post is 8 years.

If the successful applicant is seconded from the national administration of one of NATO’s member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 5 years subject also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is eight years.
Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

7. RECRUITMENT PROCESS:

Please note that we can only accept applications from nationals of NATO member countries.

Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: www.nato.int/recruitment

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate’s medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment can be found at our website (http://www.nato.int/cps/en/natolive/recruit-hq-e.htm). Please note that the BICES Group Executive is not a NATO HQ International Staff (IS) subordinated body and some of the policies applicable to IS members may differ.

8. ADDITIONAL INFORMATION:

The BICES Group Executive is a NATO body. NATO as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

Building Integrity is a key element of NATO’s core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.
The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The BGX offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the BGX, located at NATO Headquarters in Brussels, Belgium is a non-smoking environment.