



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250893

Vacancy Number: G51/25

Post Number: OSC MCEC 0060

Job Title: Partner Exercises Resources and Coordination Officer

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6,467.30 €, tax free

Closing Date: Monday 9 June 2025

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.

The Partnerships Directorate (PD) enhances Military Cooperation (MilCoop) with Partner nations, International Organisations (IO) and Host Nations (HN).

The Military Cooperation Division coordinates the participation of Partner nations in NATO conducted exercises training and education, and coordinates and enables partner and non-NATO Troop Contribution Nations (NNTCN) participation in NATO-led missions and operations.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Strategizes and manages existing and new frameworks to coordinate, plan and execute new NATO-Partner Exercises (NPX) series, such as the NATO-Georgia Exercise series.
2. Advises ACO, ACO Subordinate Commands and agreed external Bodies and Nations in their planning and delivery of ETEE activities for Partner Nations focused on Collective Training & Exercises (CT&E), such as regional exercises, workshops and conferences.

3. Collects and identifies Partner Nations' capability requirements for current and future Training and Exercise opportunities iccw Regional Analysts/Country Desk Officers and Partner Nations.
4. Assesses and advises on PN-focused activities and linkages for specific disciplines within the Training and Exercise program, such as AI, combatting terrorism, maritime and regional security, and cyberspace.
5. Serves as a subject matter expert on Partnership CT&E activities for the Directorate, ACO and Subordinate Commands.
6. Contributes to the development of the Exercise portion of the NATO Partner Training Management System (PTMS).
7. Develops AARs and feedback reports, as well as strategic assessments and new concepts to support Partner CT&E activities.
8. Supports Evaluations and Assessments of ETEE conduct and execution of Partner Nations as required.

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 without NATO boundaries up to 180 days. The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract. The risk of injury is categorised as No risk / risk might increase when deployed.

ESSENTIAL QUALIFICATIONS

Professional/Experience

1. Professional experience working in a military or political strategic environment at national or international level.
2. Professional experience working in NATO Partnerships and/or Military Cooperation.
3. Knowledge of NATO's frameworks and environment.

Education/Training

University Degree and 2 years function related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

Language

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

DESIRABLE QUALIFICATIONS

Professional Experience

1. Previous experience in delivering NATO CT&E activities and planning NATO-Partner exercises.
2. Thorough understanding of NATO's Partnerships or transnational and geopolitical issues of Partner Regions (e.g. Eastern Europe, Middle East, North Africa, Western Africa/Sahel Region or Central Asia).

Education/Training

1. NATO Introduction to Military Partnerships (IMP) provided by Finnish Defence Forces International Centre (FINCENT), Finland.
2. NATO Staff Orientation Course;
3. NATO Exercise Planning Course (EPC) ADL-136 provided by NATO - School Oberammergau (NSO);

ATTRIBUTES/COMPETENCIES

Personal Attributes: The range of personal attributes required for this post are demanding and exacting. Foremost, an analytical mind is needed to identify and evaluate complex and competing issues and that can develop imaginative yet still pragmatic solutions. Interpersonal skills must also be highly developed. The post holder will be working in an international community where different cultural values and styles exist. The holder will need to be able to work successfully with staff at all levels of the organization, from the lower ranks during the analysis work up to the highest levels when presenting findings and recommendations. High standards of personal and professional behaviour and moral courage are also needed.

Professional Contacts: The incumbent must be comfortable to engage with a range of individuals from across ACO SHAPE. This will be a mixture of Military and Civilian personnel. The individual must have a high level of maturity, understanding and be cognizant of sensitivities with an international environment. In addition to this, the incumbent should possess enhanced interpersonal skills to establish effective and efficient coordination links, diffuse conflict and reduce tension.

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 salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, 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.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

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.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might

become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- a) Only nationals from the 32 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.
- e) NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.