SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 191022
Vacancy Number: A33/1119
Post Number: OSC RFOU 0050
Job Title: Planner (Requirements and Resources)
NATO Grade: A-3
Basic Monthly Salary (12 x per year): 6,854.04 €, tax free
Closing Date: Tuesday 10 March 2020

SHAPE is looking for a Resource Planner to oversee development of capital investment programmes for Alliance Operations and Missions. If you have experience in capability development, project management and / or business analysis and would enjoy working in a dynamic, fast paced, multinational security environment this post is for you.

GENERAL BACKGROUND:
SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:
Location: Casteau/Mons, 60 Km south of Brussels (Belgium)
Division: Resource Management

Post Context/Post Summary
The Strategic Enablement Directorate directs, monitors and co-ordinates the implementation of IRM activities and staff functions at all levels of command across ACO.
The ORM Branch is the focal point for managing Allied Command Operations (ACO) role as Operational Requirements Authority (ORA) through the entire capability delivery process. ORM Branch operates in support of the SHAPE functional staffs and Task Forces directing the identification, collection, processing, reporting, distribution and coordination of all ACO operational requirements, including urgent operational requirements, proposed for funding through the NATO Security Investment Program (NSIP). Conducts operational needs surveys in support of the defence planning staff and directs the development and maintenance of Alliance Operations and Missions Requirements and Resources Plans (ARRP) in support of Periodic Mission Reviews. ORM Branch ensures coherence and coordination with strategic stakeholders and
coordinates with subordinate ACO Headquarter (HQ) during all through life stages of the capability delivery process. Leads within SHAPE the co-ordination and preparation of all Capability Management Function (CMF) activities. Supports the integrated resource management function within ACO through provision of relevant data and supports Strategic Management and Resource Planning (SMRP) Branch in representing ACO operational requirement interests to the relevant NATO Boards, Committees and Working Groups. Is the custodian for all ACO capability development doctrine and manages all ACO capability development information and supporting information systems.

The Urgent Requirement Life cycle (URL) section directs the identification, collection, processing, reporting, distribution and coordination of all Urgent Operational Requirements (UOR). Directs the development and maintenance of Alliance Operations and Missions Requirements and Resources Plans (ARRP) in support of Periodic Mission Reviews. Coordinates the capability delivery process of UOR through the whole capability lifecycle; provides Quality Assurance of UOR documentation and coordination of all post-initiation through life capability delivery activity. URL section coordinates with subordinate ACO HQs during the acceptance and retirement of the operational capabilities.

**Principal Duties**

The incumbent's duties are:

a) **Alliance Operations and Missions (AOM) Requirement and Resource Plans (ARRP)**

1. Directs the development, maintenance, and strategic coordination of all ARRP ensuring coherence of resource planning with the Periodic Mission Reviews (PMR) and across ACO Operational Commands.
2. Prepares plans for initiation of those operational requirements identified in the ARRP for urgent implementation.
3. Analyses project delivery and performance against approved plans, adjusting the master AOM programme as necessary.
4. Manages changes to the ARRP, coordinating with strategic subject matter experts ensuring that risks to user requirements and intended benefits are minimized.
5. Compiles and contributes annual forecasts of AOM investment to NATO’s Medium Term Resource Plan (MTRP).
7. Represents Plans for NATO Committees as necessary.

b) **ACO Capability Development Planning**

1. Recommends identified AOM needs for subsequent development as Operational Requirements.
2. Supports ORL Section in identifying and assessing urgent operational requirements from the NATO Command Structure (NCS) HQ to ensure coherence across the Command and reducing the risk of overlaps in future capability development activity.
3. Contributes to SHAPE Operational Requirement Review Board (ORRB) assessments.

c) **Crisis Operations Planning**

Senior Branch advisor to SHAPE’s Joint Operational Planning Group (JOPG), Response Direction Groups (RDG), Crisis Action Teams (CAT) and Comprehensive Crisis Operations Management Centre’s operations teams during Crisis Operations planning.

d) **ACO Strategic Management Planning**
1. Develops Branch capability development objectives and evaluation criteria in support of the ACO Strategic Management Plan (ASMP).
2. Monitors and reports on Branch outputs against agreed ASMP objectives.
3. Identifies, monitors and reports relevant capability development risks and issues.

**Special Requirements and Additional Duties**
The incumbent is required to undertake operation deployments and/or temporary duty (TDY) assignments of up to 30 days duration both within and without NATO's boundaries.
The incumbent will deputise for the Section Chief and act as an alternate Urgent/Operational Requirement coordinator.
The work is normally performed in a Normal NATO office working environment.
Normal working conditions apply.
The risk of injury is categorized as: no risk / risk might increase when deployed.

**Essential Qualifications**

**A. Professional/Experience**
1. Minimum 4 years’ experience in project management utilizing a recognized PM methodology.
2. Minimum 4 years of experience in communicating with project/programme management staff and external stakeholders in the development and governance of medium-scale projects.
3. Minimum 2 years experience in change management and proven ability to provide support in the practical implementation of those changes.
4. Minimum 2 years experience with risk analysis.
5. Minimum 2 years experience in definition of operational requirements for improving processes and systems, reducing their costs, enhancing their sustainability, and the quantification of potential business benefits.
6. Minimum 3 years experience in preparing business cases.
7. Minimum 1 year experience in investigative work to determine business requirements.

**B. Education/Training**
University Degree in management information systems, accounting, economics, finance, business administration, public administration, operations research, project management, engineering, business process engineering 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 7 years post related experience.

**C. 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.

**Desirable Qualifications**

**A. Professional Experience**
1. Crisis Operations Planning experience in planning support to military / crisis operations at the operational or strategic level.
2. Capability Development experience in NATO, other international organization or National requirements generation system.
3. Programme Management experience in managing medium scale civil works or information technology related programs.
4. Two years’ experience in the development or review of NATO programs or projects proposed for funding from the NSIP.

B. Education/Training
1. Graduation from a Senior Officer (OF3/OF4) level military staff college or a civilian business equivalent education.
2. University degree in an engineering discipline.
3. Certifications in project/programme/resource management/tools (e.g. PRINCE 2, MSP PITT, CIRIS, etc)

C. Language
French – PLS 3322 (Listening, Speaking, Reading and Writing)

Attributes/Competencies
A. Personal Attributes
The incumbent will be required to have a comprehensive ability to reason, analyse, arrive at clear recommendations and develop systems and plans to address the complex and changing business challenges found across ACO. The individual will need to be able to work independently, initiate work, be innovative, draw on experience, and show sound judgment to influence decisions across, and up to the highest level of, the ACO organisation. The incumbent will be able to present cogent and convincing oral and written submissions at the 4-star level using reasoned logic and insightful analysis of performance results. An experienced individual, quick of mind, agile in actions, able to use tact, diplomacy and determination to achieve the organisation’s goals. The individual must be able to install confidence in others while managing the complexities of change throughout ACO. He/she must be able to multi-task and to work under pressure to achieve operational objectives and other deadlines.

B. Professional Contacts
The incumbent will routinely interface with a variety of individuals and organisations, including the following:

a) Periodically with SACEUR and COS.
b) Regularly with the Crisis-Management Requirements Board (CMRB) and its representatives (when preparing for, and attending, Board meetings).
c) With those Flag Officers across SHAPE that have responsibility for delivery of, and reporting against, objectives.
d) With senior and specialist staff, both internal and external to SHAPE, that has responsibility for setting, achieving or supporting the delivery of capability to support SHAPE-led operations.

C. Contribution To Objectives
The incumbent will act and advise others to ensure that four broad policy objectives are supported:

a) To ensure that all capabilities required for SACEUR’s mission are adequately planned, prioritised, resourced and delivered in a timely fashion.
b) To ensure that all submissions to NATO HQ requesting decisions on resources and capabilities take into account all Lines of Development, are in line with applicable integrated resource policies and are supported strongly.
c) To ensure consistent and professional representation of SHAPE’s position in all related NATO committees.
d) To ensure the continuous provision of professional advice on all capability-related issues to senior staff in SHAPE and other HQs in order to support optimal decision making.
This post reports to OSC RFOU 0010 - Section Head (Urgent Requirements Lifecycle) - OF-4
There are no reporting responsibilities.

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.

Tests and interviews are expected to be held at SHAPE on 16 and 17 April 2020.

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.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:
A) Only nationals from the 29 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.