

DISCLAIMER: Please note this Project Linked NATO (PLN) International Civilian Agenda 2030 post is pending Budget Committee's approval.

TITLE: PLN Agenda 2030 Project Manager, CIMIC Functional Readiness

GRADE: G-17 (A-3)

DIVISION: J9

DIRECTORATE: PLANS

SECURITY CLEARANCE: NATO S E C R E T

EMPLOYMENT CONTRACT: 3-year definite duration contract

1. Post Context/Post Summary

Headquarters Allied Joint Force Command Naples is a Joint Headquarters, operating at the Operational Level, capable of executing effective command and control over assigned forces in order to achieve Operational effects in an assigned Joint Operating Area. As a Joint Force Command the relationships with other NATO Command Structure and NATO Force Structure Component Command Headquarters will change between baseline activities, crisis and conflict. It also provides Joint competencies to assigned NATO Force Structure Headquarters tasked to deploy as Joint Task Force Headquarters

The Plans Directorates is responsible for planning, directing, monitoring, assessing and coordinating planning, readiness and partnerships staff functions.

The J9 Division is responsible for the planning, coordination and implementation of NATO's strategic policy and guidance through the development of effective dialogue, information exchange, cooperation, coordination and consultation with all relevant civilian and military actors, NATO and non-NATO entities and organizations, academia, security institutions and initiatives. It supports JF HQ planning and conduct of operations by providing military and civilian expertise related to Civil-Military Cooperation.

Within the Branch, the incumbent will lead a small project team, and is responsible for all project related team activities. This includes the responsibility to define and update the resource requirements of the team, the project schedule and the resource allocation to meet the project objectives. She/he maintains and adjusts work schedules implementing new or changed work procedures according to project necessities.

2. Principal Duties

The incumbent's duties are:

- Provides the directions, guidance and coordination of all team activities related to "CIMIC Functional Readiness" (planning, execution and integration) concept development.
- Demonstrates an analytical and systematic approach to problem solving. Facilitates collaboration with project related stakeholders inside NCS, NFS and nations within AOR SE.
- Plans, schedules and monitors work to meet time and quality targets and in accordance with relevant policies and procedures.
- Maintains an awareness of developing technologies and their application and takes some responsibility for personal development.
- Provides the functional knowledge for the team to develop the required integration solutions in conjunction with the NATO project lead for design and implementation of the Readiness of Forces .

3. 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 incumbent may be required to undertake TDY assignments both within and without NATO's boundaries and be willing to work unsocial hours.

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.

4. Essential Qualifications

a. Education and Professional Experience

University Degree in business administration, politic science, international relations, and 6 years post related experience, OR, Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation, with 6 years post-related, and 2 years of function-related experience.

Experience in training and coaching activities;

Experience with performance management

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.

5. Desirable Qualifications

a. Education and Professional Experience

Master degree at nationally-recognized/certified university in business administration, politic science, international relations, and minimum 6 years of function/post-related experience OR Bachelor degree with 9 years function/post related experience

- Broad knowledge and understanding of NATO Global Programming and NATO Crisis Managemnt
- Previous experience in committing and leading teamwork and information sharing;
- Experience in briefing and communicating analytical products with senior military and civilian staff;
- Experience in instructional design and/or educational technology;
- Experience in CIMIC;
- Experience in Higher level national or International Staff working environment;
- Post-related certified NATO courses

b. Language

- English SLP 4343;
- Italian SLP 3322;

6. Attributes/Competencies

- Personal Attributes: Relating and Networking - Easily establishes good relationships; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others;
- Formulating Strategies and Concepts - Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation;
- Achieving Personal Work Goals and Objectives - Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities
- Professional Contacts: - Regular professional contacts with others inside and/or outside immediate organisation on functional matters. Solicits/gives information and provides advice/guidance.
- Contribution To Objectives: The work involves the analysis and research of a complete task with recommendations affecting the plans and management of the organisational element.
- Supervisory Responsibilities: Supervises the team according the project plan. Defines project sub phases as required and allocates resources to it.

There are first line reporting responsibilities for the following numbers of staff: 1x A3/G17

This post reports to: Branch Head (Civil-Military Cooperation) - OF-5. This post does not deputises anybody. This post is not deputised by anybody.

7. Remarks

The incumbent will be required to work with training institutes of NATO, Allies and the department head of CIMIC training. Cross domain integration of other related functions is required.

CONTRACT

The successful candidate will be offered a 3-year definite duration contract within the NATO Agenda 2030. The basic entry-level monthly salary for a NATO Grade 17 (A-3) in Italy is Euro 7,319.21 which is exempt from national taxation, and which may be augmented based on the selected candidate's personal status.

INSTRUCTIONS TO APPLY:

HQ 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 Advisor 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) system. For information, please visit <https://www.nato.int/cps/en/natolive/86790.ht>