



## **SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

**TALEO Job Number: 220418**

**Vacancy Number: A14/0522**

**Post Number: OSC RHCC 0010**

**Job Title: Section Head (Civilian HR Recruitment)**

**NATO Grade: 15**

**Basic Monthly Salary (12 x per year): 5,735.66 €, tax free**

**Closing Date: Sunday 19 June 2022**

SHAPE is looking for an HR Professional with experience in leading and managing HR Recruitment teams to provide recruitment, selection and on-boarding services to civilian staff employed at SHAPE and at collocated organizations. If you have minimum 4 years of recent experience in recruitment, selection and on-boarding activities, of which minimum 2 years of experience in a leading role within an international environment and enjoy working in a fast-paced, military 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:** J1

### **Post Context/Post Summary**

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 Strategic Enablement (STREN) Directorate is responsible for directing, monitoring and co-ordinating the implementation of Integrated Resource Management (IRM)

activities and staff functions at all levels of command across Allied Command Operations (ACO).

The J 1 Division is responsible for ensuring capable manpower and personnel directives and management across Allied Command Operations (ACO).

The SHAPE Civilian Personnel Branch is responsible for performing Human Resources (HR) management with respect to all internationally funded civilian personnel for whom it is administratively responsible.

The Civilian Human Resources Recruitment Section provides the full cycle of the selection and recruitment services for all the civilian personnel falling under the responsibilities of the Civilian Personnel Branch, with the exception of the Local Wage Scale (LWS)/SHAPE Community Services Funds (SCSF) staff.

The Section Head is responsible for the management of the Section and for the efficient and effective planning, organisation and controlling of the recruitment activities for the NIC posts, the LWR posts, the SIS posts, the ESG posts, and the Consultants and Temporary posts at SHAPE and collocated organizations whose recruitment and selection activities have been assigned to the Section.

### **Principal Duties**

The incumbent's duties are:

1. Managing the Section,
2. Exercising general supervision, coordination and control ensuring the effective utilization of assigned personnel (2 x B-graded permanent NICs and occasionally temporarily assigned personnel),
3. Ensuring effective and efficient operation of the selection, recruitment and on-boarding activities. To this effect, he/she:
  - a. Manages and controls the end to end recruitment process and as such is responsible for all recruitment actions being carried out in a timely and efficient manner. This includes reviewing Job Descriptions, planning and ensuring the timely execution of recruitment campaigns, publishing vacancy notices and advertisements internally and externally, organizing and supervising selection tests, interviews and job candidates, advising Selection Boards and answering candidates' queries, as well as keeping and maintaining up-to-date the data bank of job descriptions for civilian posts.
  - b. Proactively takes action and ensures that the Section is in receipt of the latest version of job descriptions.
  - c. Supervises, directs and controls as appropriate the administrative activities of assigned personnel.
  - d. Ensures that proper policies and procedures regarding the recruitment are adhered to in accordance with NATO Civilian Personnel Regulations (NCPRs), the applicable ACO and SHAPE Directives, the Local LWR Labour Agreements and specific EU Directives.
  - e. Develops and implements new recruitment guidelines and processes, and is the Branch' main contributor to the review and re-write of the applicable ACO and SHAPE Directives
  - f. Provides guidance, assistance and expert advice to Divisions' representatives in the analysis and resolution of post filling shortages and recruitment, selection and on-boarding problems. To this effect he/she coordinates with Heads of Organizational Elements, Chairpersons and Selection Board Members, Legal Advisors, Medical Advisor, Representatives of the Insurance, SHAPE and NPC Civilian Staff Associations, NATO Military Representations (NMRS), J8 Budget and Finance Divisions, Heads of NATO Bodies as applicable, Ministries of Defence, the Unemployment Office (FOREM), Interim Agencies etcetera.

- g. Analyses new requirements and develops policies and procedures to improve the organisation and the efficiency of the Civilian HR Recruitment Section.
- h. Organizes and provides or participates Selection Board Members' training.
- i. Is a member on Selection Boards for the recruitment of NIC and LWR staff and as such participates in the preparation of shortlists of candidates and participates in the screenings of applications and the interviews of candidates.
- j. Briefs NIC, LWR and temporary candidates on the conditions of employment and informs candidates, as well as Heads of SHAPE Divisions and Heads of Organisations and Agencies for whom SHAPE is administratively responsible, of the outcome of the recruitment process.
- k. Supervises the handling and filing of candidates' applications, travel claim forms, documentation, etc.
- l. Supervises and controls the handling of candidate's files during the entire recruitment and selection process.
- m. Supervises the execution of newcomers' onboarding process and all administrative procedures to include preparation of employment contracts and associated documents for NICs, LWR's, Temporary and Consultant staff for SHAPE's HQ and all Headquarters, Organizations and Agencies for whom SHAPE is administratively responsible.
- n. Monitors and resolves working problems on recruitment issues (medical, security clearances, candidates' travel, etc)
- o. Briefs newcomers and delivers all necessary joining papers.
- p. Performs other HR related duties as it may be required.

### **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.

Assume, in the absence of the Branch Head (SHAPE Personnel), the latter's duties and responsibilities within the recruitment area of responsibilities or as required.

Represent SHAPE in working groups as required.

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TOY assignments, both within and without NATO boundaries up to 30 days.

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.

### **Essential Qualifications**

#### **a. Professional/Experience**

1. Minimum 4 years of recent experience in recruitment, selection and on-boarding activities of different categories of personnel.
2. Minimum 2 years of experience in a leading role within a Human Resources Unit of a sizeable organization.
3. Demonstrated experience in working with modern candidates sourcing and assessment methods.
4. Relevant experience in project/programme management.
5. Experience in conducting change management and business transformation and / or adaptation.
6. Experience in developing HR Policies.

#### **b. 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.

**c. Language**

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

French - 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. Familiar with NCPR, the LWR labor agreements at SHAPE, and the Host Nation labor and social laws.
2. Knowledge of, and experience with, automated personnel management and administration tools.
3. Knowledge of, and experience with, e-recruitment and remote interviewing tools and techniques.
4. Experience in a military headquarters or in an international organization.

**b. Education/Training**

1. Resource Management Education Programme (RMEP) Course or equivalent
2. NATO Alternative Analysis Course or equivalent.

**c. Language**

English - SLP 4444

French - SLP 4444

**Attributes/Competencies**

**a. Personal Attributes**

Must possess excellent interpersonal and communication skills, as well as social proficiency, tact and persuasion. Must be capable of working constantly under high pressure with short deadlines and without losing enthusiasm and motivation. Must demonstrate good judgment to properly screen, analyze and prioritize work and recommend proper course of action. Creative work, new projects and the development of policies apply. Must be able to work as a member of a team in a multi-cultural environment. Must have integrity, be fair and able to make sure that rules and policies are applied throughout the entire recruitment process. He/she attends training relevant to the above-mentioned duties.

**b. Professional Contacts**

He/she advises SHAPE Divisions, Organisations and Agencies for whom SHAPE is administratively responsible, as well as NATO Agencies, of the recruitment procedures and explains the results of selections. This requires tact and persuasion especially when dealing with the Heads of SHAPE Divisions, Organisations and Agencies for whom SHAPE is administratively responsible as well as with the Heads of NATO Agencies. He/she co-ordinates with the Legal Offices, the SHAPE Medical Advisor, the J8 Budget and Finance divisions, the Insurance Brokers, if so required. He/she has professional contacts with internal and external candidates and NIC and LWR Staff Members, with the NATO Military Representations (NMRs), the Ministries of Defence, the Unemployment Office (FOREM), Interim Agencies, the SHAPE International School etc.

Liaises with supervisory and management officials at all levels on recruitment and transfer issues, administration, security clearances, privileges etcetera).

**c. Contribution To Objectives**

The incumbent makes a significant direct contribution to the work and the objectives of SHAPE and all Headquarters, Organizations and Agencies for whom SHAPE is administratively responsible by ensuring that the selection and recruitment of their staff are made in an accurate and timely manner and in accordance with the rules and regulations in order to avoid the risk of the organization being subject to legal proceedings. The work involves the analysis of the complete recruitment programme culminating in recommendations to adjust policy and management of the recruitment procedures at SHAPE.

This post reports to • OSC RHCX 0010 - Branch Head (SHAPE Civilian Personnel) - A4/G20.

**d. Supervisory Responsibilities**

Dependent on requirements may be required to direct and supervise the work priorities of an ad-hoc or permanent team within the functional area. There are first line reporting responsibilities for the following numbers of staff: 1 x B-3; 1 x B-4.

**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.

**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.

Remarks:

A) Only nationals from the 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.