



## **HQ SACT VACANCY NOTICE 210100**

Applications are now invited for the post of Section Head (Plans & Policy)/Deputy Branch Head – TSC MPXX 0100, A-4/NATO Grade G-20 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing date for applications: 31 March 2021

Location: Norfolk, Virginia, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-4 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-4, please advise the HQ SACT Civilian HR Manager no later than the closing date.

**Contract:** Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

**Salary:** Starting basic salary (Single Salary Spine effective 1 April 2021) is USD 10109.09 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at [civilianpersonnel@act.nato.int](mailto:civilianpersonnel@act.nato.int)

## **Section Head (Plans & Policy)/Deputy Branch Head - TSC MPXX 0010**

**NATO Body: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA**

**Schedule: Full-time**

**Basic Salary: 10,109.09 USD per month.**

**Grade: A-4/NATO GRADE 20**

### **HQ SACT vacancy notice 210100**

Are you a senior programme manager and leader with broad experience in strategic resource management and business planning? If so, this position offers you a unique opportunity to support the NATO Alliance at its Warfare Development Command.

#### **Post Context**

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO's posture, military structures, forces, capabilities and doctrines.

The Resources and Management Directorate acts on behalf of SACT on all internal management and resource-related issues. It monitors the coherency of ACT plans to ensure that ACT remains an effective and efficient organization and improves continuously.

The Branch is responsible for the cross-functional coherence of ACT's Programme of Work (PoW). In the wider NATO context, the Branch is the POC for the integrated objective-based midterm planning. It is also the POC for resource management and governance modernisation within the Alliance. These responsibilities translate into two broad areas of activity: Resource Planning and Policies, including Resource Reform, and Internal Management coherence, performance analysis, and management in support of the ACT executive boards, organisational development, and portfolio, programme and project (P3) management activities.

He/she supports the Branch Head Strategic Management in ensuring that ACT's activity in Policy, Planning, Programming, Prioritization and Internal Management is fully integrated and executed in accordance with the Commander's Intent and strategy. ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO's posture, military structures, forces, capabilities and doctrines.

**Reports to:** - Branch Head (Strategy Management)

**Principal Duties:** He/she will

- a. Deputise, as required, for the Branch Head dealing with all Strategic Management issues in their absence.
- b. Obtain Direction and Guidance (D&G) from the chain of command on ACT's aims for the following 5 year planning period in order to supervise the coordination of Directorate inputs to and the subsequent development of SACT's Medium-Term Military Plan (MTMP). Liaising with the Command Action Group (CAG) to ensure the draft plan reflects the Commander's direction.
- c. Oversee ACT strategic management policy development and changes to ACT's management processes.
- d. Supervise the coordination of the Commander's FOGO Offsite administrative arrangements and meeting content.
- e. Liaise with the other budget holders, IMS, IS and National Representatives to inform the process for the development and approval of the Medium Term Military Plan (MTMP) and NMA's Gap Analysis (Risk) in support of the Medium Term Resource Plan (MTRP).
- f. Lead in all aspects of Strategic Planning input to the ACT Programme to ensure clarity of input and adherence to SACT's intent and with the Campaign Plan D&G and timelines.
- g. Monitor NATO policy documentation and associated changes to ensure the compliance of ACT's planning.
- h. Supervise the overall construction of the ACT input to the MTMP & MTRP, including the ACT element of the NMA's gap analysis (Risk), taking inputs from across the Command, including STRE and JJJs , ensuring coherence with ACO, IMS and other relevant NATO entities and with the MC and RPPB guidance.
- i. Represent ACT at MCWG (P&C), MCWG (L&R), and RPPB, as required, to facilitate the approval, endorsement or notification as appropriate of the MTMP, MTRP and resource reform proposals.
- j. Monitor RPPB agendas and meeting outcomes to ensure that STRE staff are provided with timely inputs and that where appropriate DCOS RM is provided with integrated responses and proposed LTTs for ACT.
- k. Under the IMS lead, provide the ACT contribution to the process for the prioritization of Military Requirements.
- l. Provide and supervise the mechanism for a strategic programme planning feedback loop and risk assessment to the COS and DCOS'.

- m. Under the lead of SPP, support the ACT input to revisions of the NATO Military Strategy, or its successor.
- n. Support the development of the ACT Annual Report to ensure consistency with the MTMP and MTRP and that it reflects the outcomes and risk/issues encountered in the delivery of the ACT programme of work and higher tasking. .
- o. Oversee the preparation of ACT's inputs for all Alliance Resource Reform issues, liaising as necessary with the IS, IMS and ACO to ensure ACT remains fully engaged and a proactive proponent of resource reform.
- p. Liaise with BUDFIN on all resource reform initiatives and in the development of the MTMP/MTRP and their interpretation when developing the ACT Budget proposal.
- q. Assist with all aspects of strategic management, planning, prioritization, risk and resources management as required by the Branch Head.

### **Essential Qualifications**

- a. University Degree in accounting, economics, finance, business administration, public administration, operations research, engineering/project management or related discipline and 7 years post related experience.
- b. A minimum of 7 years' experience in the development of Business based Plans and Programmes.
- c. Experience of developing plans and prioritization in a large, preferably multi-national, organization.
- d. At least 4 years' recent direct supervisory experience within a resource planning environment.
- e. Knowledge of current technology and business management systems theory.
- f. Very good oral and written communications skills.

### **Language**

English - SLP 4343 - (Listening, Speaking, Reading and Writing)

### **Desirable Qualifications**

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

1. Understanding of the principles of knowledge management as a management technique to enable organisation development in the knowledge economy.
2. Thorough knowledge and understanding of NATO processes at the Strategic and Political/Military level.
3. Previous staff experience in commercial, joint and/or multi-national HQ.

## **b. Education/Training**

1. Master Degree in Business Administration (MBA) or equivalent with specialized training in organizational performance measurement systems.

## **Attributes/Competencies**

### **• Personal Attributes:**

a. He/she must be able to think broadly in a strategic manner and have mature judgment. He/she must have the ability to be able to adapt quickly to change, often working under pressure. He/she must possess the tact in order to be able to coordinate effectively with officers and members of differing NATO countries. He/she must be flexible enough to be able to work outside normal working hours, when the job requires. Lastly, he/she must be able to travel to various NATO countries for meetings and other gatherings, as the mission necessitates.

b. He/she must be methodical and organized, with an eye for detail.

c. He/she will be responsible for the preparation and implementation of ACT's annual programme, as well as the production and execution of the ACT Management Plan. He/she will directly implement ACT's objectives by structuring each annual programme so that ACT's objectives are the driving force. He/she significantly contributes and has direct impact of the command through development of Command objectives, Directorate objectives and sub command objectives with linkage to project work (Plans and Programmes). He/she also receives guidance directly from up to 17 Flag and General officers in the development of these objectives.

## **Security Clearance**

The successful applicant will be required to apply for and receive a NATO Secret Security Clearance prior to final confirmation of contract and commencement of employment.

## **Work Environment**

He/she will be required to work in a normal office environment.

## **Contract**

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

## **Notes for Candidates**

The candidature of NATO redundant staff at grade A-4/NG 20 will be considered with priority.

## **Notes for NATO Civilian Human Resources Managers**

If you have qualified redundant staff at grade A-4/NG 20, please advise the HQ SACT Civilian HR Manager no later than the closing date.

For any queries, please contact the HQ SACT Recruitment Team at [civilianpersonnel@act.nato.int](mailto:civilianpersonnel@act.nato.int)