



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241492

Vacancy Number: G131/24

Post Number: OSC OOAX 0090

Job Title: Senior Analyst

NATO Grade: 17

Basic Monthly Salary (12 x per year): 7,540.44€, tax free

Closing Date: 10 November 2024

POST CONTEXT/POST SUMMARY

SHAPE supports the Supreme Allied Commander Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council. The Political and Security Analysis (PSA) branch resides within SHAPE's Operations Directorate, J3 Division.

PSA analyses and forecasts political, security, and economic issues that impact Allied Command Operations' areas of interest in order to inform crisis identification, planning, assessment, and SACEUR's military advice to the North Atlantic Council. PSA conducts its analysis using publicly available and privileged information, interactions with NATO Headquarters and other NATO entities, and a continuously evolving network of external contacts and experts. PSA consists predominantly of civilian analysts with expertise in non-military analysis and experience in research, diplomatic, and international organizations. Analysts cover regions or thematic topics. PSA products support the Assistant Chief of Staff J3 and the wider headquarters in understanding how political, security, and economic developments affect the Alliance and its Military Instrument of Power.

The Senior Analyst analyses and forecasts political, security, and economic developments that impact SHAPE and ACO's crisis identification, operational planning, assessment, and strategic awareness.

PRINCIPAL DUTIES

The incumbent's duties are:

- 1) Prepares clear and compelling reports, point papers, and briefings about how political, security, and economic developments affect the Alliance, its military instrument of power, and operational planning. Leads projects and may direct the work of analysts during these projects.
- 2) Supports the Principal Analyst in developing and maintaining an overarching analysis plan that supports the J3 Division, Operations Directorate, and wider SHAPE headquarters.

- 3) Supports the Principal Analyst in building formal and working partnerships with NATO and non-NATO entities, and ensures PSA benefits from external information and perspectives.

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 deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

- 1) 4 years of experience in governmental, non-governmental, or international organisations with a responsibility related to independently authoring political, security, and economic analyses and presenting this analysis to senior decision makers.
- 2) 3 years of experience in supervising a team of political, security, and economic analysts or repeatedly serving as the leading analyst on project teams consisting of political, security, and economic analysts.

B. Education/Training

University Degree in political science, international relations, economics 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.

C. Language

English - SLP 4444 (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) 8 years of experience with analysis of political, security, and economic dynamics related to one or more regions or themes of interest to NATO.
- 2) 3 years of experience directly related to NATO's political deliberations, defense policy, defense planning, and/or operations.
- 3) 3 years of experience directly related to analytic data management techniques.
- 4) Lead authorship of at least 2 publications (related to political, security, and economic analysis) in external peer-reviewed journals or equivalent government venues.

B. Language

- 1) English SLP 5555
- 2) One or more of the following: Arabic SLP 4444, Russian SLP 4444, French 5555

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.

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) 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.