TALEO Job Number: 200538
Vacancy Number: A06/0620
Post Number: OSC CYPX 0140
Job Title: Senior Engineer (Policies)
NATO Grade: A-3
Basic Monthly Salary (12 x per year): 6,854.04 €, tax free
Closing Date: Sunday 27 September 2020

SHAPE is looking for a Senior Engineer (Policies) to provide cyberspace subject matter expertise. If you have experience in the cyberspace field and you wish to work in a challenging and fast moving policy and operational area in an international environment, this post will be ideal 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: J6 Cyberspace

Post Context/Post Summary
SHAPE is the strategic level command responsible for the planning, preparation, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance. As a Directorate uniquely established at the strategic level, the Cyberspace Directorate has oversight of all cyberspace activities across ACO, at all levels of command. The J6 Cyberspace Division provides the strategic staff functions for cyberspace aspects within ACO’s strategic direction, planning and risk management to support NATO-led capabilities, operations, initiatives, exercises and activities.
Cyberspace Strategic Plans & Policy Branch provides the cyberspace subject matter expertise to represent ACO at NATO HQ and to contribute to military advice and, strategic direction. The incumbent is one of four staff primarily involved in the formulation of cyberspace input to Military Advice, Policies, Doctrine and Plans (at the strategic level).

**Principal Duties**
The incumbent's duties are:
1. Monitors and contributes to ACO Strategic Plans and Policies in support of SACEUR's Vision and Mission Set, providing specialist advice on all cyberspace aspects;
2. Represents ACO as tasked on cyber defence at NATO Committees, including C3Board, CDC, MCWG(CIS);
3. Advises on ACO cyberspace business continuity requirements;
4. Contributes to the development of strategic cyberspace strategies and policies and decision making;
5. Contributes to the development of the cyberspace individual and collective education and training landscape, including providing advice on training requirements and capabilities;
6. Plans for the continuing maturity of cyberspace capabilities in NATO;
7. Recommends ACO guidance to CyOC, ACO subordinate commands, NCISG and NCIA, on strategic cyberspace requirements, plans and policies;
8. Utilises information and requirements gathered from policy documents, direction and guidance, and technical assessments, and identifies and documents required capabilities to support NATO AOM;
9. Strategically plans and supports the integration of NCS, NFS and Alliance cyberspace resources into NATO AOM;
10. Supports ACO strategic initiatives as tasked, including cyberspace domain roadmap, implementation status and FMN; and,
11. Provides strategic evaluation including strategic cyberspace risk assessments of the cyberspace components of NATO operations, missions and exercises, identifying strengths and weaknesses for future planning, capability development and governance.

**Special Requirements and Additional Duties**
May be required to formally represent ACOS J6 Cyberspace at NATO meetings;
May be required to formally represent ACOS J6 Cyberspace at Bi-SC and ACO meetings;
May be required to make presentations of the SHAPE position on Cyber related subjects/issues on behalf ACOS J6 Cyberspace at NATO, Bi-SC and ACO meetings;
May be required to make general SHAPE and CIS/Cyberspace related presentations, and provide Cyberspace training as part of SHAPE contribution to NATO Cyber Training, on behalf ACOS J6 Cyberspace or as requested;
May be required to participate in the activities of a Mission Network Secretariat a Mission Network where NATO is the Federator and/or Integrator;
May be required to participate in the activities of the SCs Programme Management Office (PMO) for common funded programmes.

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.
Essential Qualifications

a. Professional/Experience
1. Minimum of 4 years of recent working experience on Cyberspace/CIS policy matters in a large organization preferably having geographically dispersed elements.
2. Minimum 2 years experience in Cyberspace or Cyberspace related post supporting field operations or missions Experience should demonstrate a positive history of:
   - planning and oversight of subordinate elements and colleagues in the delivery and employment of communications and information services and systems;
   - developing and managing information exchange requirements and operational requirements;
   - development of cyberspace activities within technology intensive programmes, particularly, reviewing, analysing, evaluating performance and accepting, conducting mid- and long-range information management/information technology (IM/IT) planning, programming, and budgeting; and/or allocating and distributing resources.
3. Minimum 2 years of experience developing national defence policies, plans, operations and decision making processes.

b. Education/Training
University degree in political science, defence and security studies or information technology, operations research or related discipline and 4 years post related experience, or a 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 4343 (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) Relevant and recent experience in NATO policy and doctrinal development.
2) An excellent understanding of NATO’s policies, policies and procedures at the strategic level.
3) Experience with control and continuous improvement of information management systems.

b. Education/Training
Graduate level degree in International Affairs, Political Science or Defence and Security related studies.
**Attributes/Competencies**

**a. Personal Attributes**
Able to work in a multilateral environment.
The incumbent will need to display a high degree of professionalism, policy and technical expertise, organisational, coordination and communication skills in the performance of his/her duties. The rapidly changing NATO / CYBERSPACE environment and increasingly constrained resource situation creates a requirement to solve numerous complex problems and challenges, which shall require the incumbent to draw upon a comprehensive ability to reason, analyse, act with persuasion and diplomacy. Requires a high degree of tact and perseverance to influence discussions and ensure that technically sound decisions are made. The incumbent must be able to use own initiative without direct supervision.

**b. Professional Contacts**
Needs to liaise with operational commanders. Will need to coordinate plans and strategies with various Host Nations and Implementation and Operating Authorities.

**c. Contribution To Objectives**
Must be able to react to the short timelines and needs of a dynamic Strategic/Operational Level HQ. Must work well in a team and represent to the best degree the ACOS J6 and other General Officers’ intent and follow with limited oversight direction and guidance to develop ready packages for GO level signature/furtherance.

This post reports to OSC CYPX 0100 - Senior Staff Officer (Policies).
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.

Given the COVID-19 situation the selection process for this post will proceed in phases at dates to be fixed according to the evolution of current limitations. On-line testing might be considered.

**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](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 30 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.