



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 220013

Vacancy Number: A02/0322

Post Number: OSC GXAX 0030

Job Title: Special Advisor (International Affairs)

NATO Grade: 20

Basic Monthly Salary (12 x per year): 8,206.40 €, tax free

Closing Date: Thursday 30 June 2022

SHAPE is looking for a Special Advisor (International Affairs) to support the Command Group in developing and promulgating organisational design, workforce and military-civilian personnel policy, guidance and procedures.

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: Command Group

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.

The Command Group (CG) provides and sustains strategic level command and control capabilities to support SACEUR in exercising his command functions.

The Office of the Strategic and International Affairs Advisor is part of the SHAPE Command Group, directly supporting SACEUR, DSACEUR, COS and VCOS. It supports the SHAPE Command Group and senior staff of Allied Command Operations, plus deployed NATO Commanders and Forces, with integrated advice, strategic approaches, courses of action and international affairs subject matter expertise as it relates to Alliance operations, policy, transformation, defense planning and partnership at the strategic military level during peace, crisis and conflict.

The SPECIAL ADVISOR (International Affairs) is a principal advisor to the Supreme Allied Commander Europe (SACEUR) on the strategic-political-military issues facing Allied Command Operations in Southern Europe, the Mediterranean and Black Sea areas of interest.

PRINCIPAL DUTIES

The incumbent's duties are:

- a) Provides advice on a wide range of strategic-political-military issues involving NATO, ACO operations, Transformation and Partnerships.
- b) Serves as the SACEUR's principal advisor and command expert support SHAPE Command Group, ACO and subordinate NATO HQ on all matters related to East and Southern Mediterranean policy, security, and NATO/ACO operations and activities in that region. Principal advisor and command expert on the Black Sea region.
- c) Participates in major policy and policy and planning initiatives, providing advice on a wide range of pol-mil issues in direct support of Command policy formulation and decision-making.
- d) Advises Command Group on pol-mil issues in the southern region and functions as one of SACEUR's principal means to inform and influence senior military officials in the southern region.
- e) Provides pol-mil advice as it relates to NATO Integrated Air and Missile Defense.
- f) Provides pol-mil advice on maritime related policy and initiatives.
- g) Analyzes the European and global pol-mil environment and identifies the potential impact on issues of importance to SACEUR, the Command and its ongoing operations.
- h) Serves as SACEUR's principal advisor for NATO's relationship with nations of the Mediterranean Dialog (MD), Istanbul Cooperation Initiative (ICI), and other partners across the globe. Provides pol-mil advice on NATO's support to the African Union (AU).
- i) Analyzes pol-mil environment in North Africa and the Middle East, identifying the potential impact on issues of importance to SACEUR, the command and its operations.
- j) As SACEUR's representative, coordinates directly with southern region General Staffs to harmonize NATO and national views.
- k) Responsible for assisting SACEUR in the coordination and harmonization of SACEUR's strategic military advice and SHAPE/ACO views with NATO HQ plans and policies, including the Office of the Secretary General, International Secretariat, as well as NATO and non-NATO national missions, military delegations, and national governments, and subordinate ACO HQs and staff as required.
- l) Responsible for matters pertaining to NATO Operations, the incumbent is responsible for (1) supporting SACEUR's political and military engagement, plans, and activities at the Head of State and Government level and below, (2) leading negotiations on behalf of SACEUR, (3) assisting the Command Group in the execution of its crisis management responsibilities, (4) developing strategic assessments and forecasts of critical strategic-political-military issues at the strategic level, (5) recommending policy courses of action, establishing diplomatic and professional links with academic institutes, think tanks, relevant governments and International Organizations to advance SACEUR's (ACO) strategic military advice and implement NAC direction to ACO and NATO-led operations.
- m) Contributes to the development of concepts, operational plans and initiatives for NATO contingency operations.

- n) Contributes to the provision of political advice and subject matter expertise for Alliance Deterrence and Defense Concepts and Posture as it relates to NATO policy, security, and NATO/ACO initiatives and activities.
- o) Contributes to the coordination and execution of high-level visits to SHAPE by senior NATO and non-NATO officials and visits to NATO and non-NATO nations by SACEUR and the SHAPE Command Group.
- p) Drafts high-level memoranda and briefing materials in English on short notice.
- q) Liaises with and provides interface with members of the International Staff and Private Office in NATO HQ, POLADs at subordinate military headquarters, officials of member nations and international organizations.
- r) Develops-diplomatic and military contacts in ACO's area of-interest.

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 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 6 years practical experience, in a civilian capacity, working on NATO, multilateral or national defence policy, plans, operations and decision making in a national Ministry of Defence or Foreign Affairs; NATO; or another International Organisation with significant relevance to Euro-Atlantic Security (such as EU, UN or OSCE).
- 2) Broad experience of Pol-Mil issues relevant to the Alliance southern flank and Mediterranean region.
- 3) Practical Experience at the political and/or military strategic level in the development and implementation of Deterrence and Defence policy and concepts.
- 4) At least 6 months relevant deployed experience on a military operation, as a civilian in an advisory role directly supporting senior military commanders and officers.

b. Education/Training

University Degree in international affairs, political science or related discipline and 6 years post related experience or a Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 6 years post related and 2 years function related experience.

c. Language

English - SLP 4444 - (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.

e. NATO Occupational Codes

50312C - International relations

50312 - Political sciences and civics

DESIRABLE QUALIFICATIONS

a. Professional Experience

- 1) Practical experience in the planning and execution of major crisis management exercises and scenario based discussions at the political and/or military strategic level.
- 2) Practical experience in applying critical thinking skills and techniques to enhance decision making at the strategic level in NATO or similar national/international organisation.

b. Education/Training

- 1) Graduate level degree in International Affairs, Political Science or related studies.
- 2) NATO European Security and Cooperation Course or equivalent.
- 3) NATO Strategic Operational Planning Course (SOPC) or equivalent

c. Language

Good working knowledge of another NATO language SLP (3333) - (Listening, Speaking, Reading and Writing)

ATTRIBUTES/COMPETENCIES

a. Personal Attributes

The incumbent must display analytical thought and demonstrate independent judgment in the development of policy and strategies for the Supreme Allied Commander Europe (SACEUR) in fields of strategic-political-military interests and concerns. Must be able to provide high-level advice and briefings to senior level officials on key issues to assist in the formulation of Command policy and the development of operational plans. Must be able to analyze the diplomatic and political environment and identify its likely impact on pol-mil issues of importance to the Command and its contingency operations. Diplomacy and tact are essential in interacting with high-level officials in multinational diplomatic and military environments. The incumbent must have strong communication skills, both oral and written. Listening and persuasiveness are crucial to the incumbent's effective participation in policy and planning initiatives, in advising the Command Group, in coordinating policy matters internally and with other agencies and government staffs. Problem analysis skills and critical thinking underlie the incumbent's contribution to the development of effective strategies and formulation of policy in own area of competence. May be required to perform duties outside normal working hours in support of mission essential requirements on short notice. Incumbent's health must not preclude duty in remote locations in support of contingency operations.

b. Professional Contacts

- (a). Maintains personal contacts, on behalf of SACEUR, with a wide range of related national and international staffs and bodies.
- (b). Contact and interface with National Missions and Military Delegations at both SHAPE and NATO HQ.
- (c). Contacts and interfaces with IMS, IS and Private Office (PO).
- (d). Contacts and interfaces with academic bodies.

c. Contribution To Objectives

The assessments, advice and recommendations of this office have direct influence on wide ranging decisions of SACEUR on NATO and ACO matters in South Asia and the Balkans. They contribute to the HQ Staff work in all matters where sensitive political positions have to be commonly considered in military planning, policy and objectives.

This post reports to OSC GXAX 0010 - Strategic-International Affairs Adviser to SACEUR

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.

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.

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 and interested in this post should inform this office, via their CHRM/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 be informed about the outcome of their application.