



## **SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

**TALEO Job Number: 250765**

**Vacancy Number: G169/24**

**Post Number: OSC RFPM 0070**

**Job Title: Staff Officer (Board Manager)**

**NATO Grade: 15**

**Basic Monthly Salary (12 x per year): 6,467.30€ tax free**

**Closing Date: Tuesday 06 May 2025**

### **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 the Supreme Allied Commander Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Support 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), consistent with IRM policies, planning and prioritisation it serves as the focal point for the development and execution of ACO's IRM at the military-strategic level to include the associated ACO wide processes of Planning, Performance Management, and Risk Management across the three resource pillars (Workforce, Military Budget and NATO Security Investment Program), in close coordination with SHAPE J8; it develops, manages and supports all Operational Requirements and statements, providing ACO's perspective in the Capability Development Process.

The Resource Management Division (REM) is responsible to SACEUR through COS SHAPE for the development and support required for the employment and monitoring of the ACO Strategic Management (ASM) System, including the ACO Strategic Management Plan (ASMP).

The Strategic Management and Resource Planning Branch (SRP) is responsible for the development, support required for the employment and monitoring of the ACO Strategic Management (ASM) System.

The ACO Strategic Management Planning Section (ASM) is responsible for the development, support required for the employment and monitoring of the ASM System composed of the ASMP.

## **PRINCIPAL DUTIES**

The incumbent's duties are:

1. Ensures the facilitation of the AMB to achieve its functions:
  - a) Endorse the draft of SACEUR's Strategic Management Plan;
  - b) Prioritize Strategic Objectives and associated Risks and Issues on behalf of SACEUR;
  - c) Provide Direction and Guidance for the achievement of Strategic Objectives, the conduct of Strategic Initiatives, the management of Risks, and the balancing and distribution of resources;
  - d) Provide Direction and Guidance to lower-level executive management boards;
  - e) Develop and approve the annual Statement of Internal Control co-signed by SACEUR and the ACO Financial Controller supported by the AMB Secretariat as the working-level lead;
  - f) Assess and coordinate, in a Business Continuity (BC) context, a situation in which a disruptive event occurs that threatens more than one HQ or for which a local BC Plan is insufficient, and prepares possible options for the recovery of at-Risk critical outputs to SACEUR.
2. In close coordination with ACOS REM hold responsibility for design and development of the board agendas, as well as for development, production and coordination of contents.
3. In close coordination with ACO HQs, hold responsibility for the overall organisation and coordination of the ACO Management Boards including production of records of decisions for COS SHAPE approval.
4. Support the ASM Section Head and ASM Coordinator briefings to SACEUR, COS and the AMB on organisation performance, new developments, analysis results and recommendations that require a board decision.
5. Contribute to the conduct of studies that support strategic management as directed by the AMB, the SHAPE CG, or initiated internally through performance measurement and reporting, leading to recommendations to improve performance on strategic management objectives
6. Support to the analysis of strategic management and performance reports so as to identify change objectives for the medium to long-term planning period that can be articulated to the AMB for incorporation in the Strategic Plan.
7. Contribute to maintenance, management and development of the ACO planning process, including policy, procedures, tools, guidance and direction for operating the ACO management system.

8. Support the continuous review and adjustment of the management system to adapt to changing circumstances, organisational priorities and to introduce tailored best practice.
9. Support the development and analysis of new ACO strategic objectives as well as the update and amendment of ACO strategic objectives set in the ACO Strategic Management Plan.
10. Support to the ACO wide analysis, synchronisation and coordination of Strategic Objectives and the alignment of plans and efforts to achieve them.
11. Contribute to the production, amendment and management of the 5-year ACO Strategic Management Plan.
12. Working closely with nominated staff and divisions to identify and develop candidate focus areas and goals requiring SACEUR engagement.
13. Responsible for design and development of appropriate management board Structures at 4 star level to manage the development, implementation and execution of the ACO Strategic Management Plan.
14. Liaising with HQ SACT, subordinate HQs, relevant NATO Agencies and IMS on issues involving strategic planning and objectives development and analysis.
15. Support, contribute to, or conduct when tasked, analyses and special projects in support of strategic management and performance reporting, and provide specialist advice and support to integrated project teams.
16. Support, or contribute to, the development of recommendations for new and revised management policies and performance standards in co-ordination with SACEUR, COS, SHAPE divisions and subordinate commands.
17. Contribute to the review of the Strategic Management Plan within the context of the evolving security environment; the Alliance's strategy and ACO's mission including the strategic objectives to ensure their relevance and focus are maintained and valid.
18. Maintaining close and coordinated operating ties with the Section Head / Coordinator and related personnel to ensure a harmonized effort and synchronized effect between these activities.

### **SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

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 up to 180 days. The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

The risk of injury is categorised as No risk / risk might increase when deployed.

### **ESSENTIAL QUALIFICATIONS**

## **A. Professional/Experience**

1. Proven experience in organization and coordination of Senior Level Boards/Working Groups/Committee (inc. Agenda content).
2. Proven experience in capturing and drafting Record of Discussion of Boards/Committees/Working Groups.
3. Proven Experience of Data Analysis.
4. Previous experience in Joint HQ and extensive knowledge of NATO.
5. Proven experience in Risk Management and Strategic Management.

## **B. Education/Training**

University Degree in business administration, engineering, economics, public administration, operations research, business process engineering or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

## **C. Language**

English - 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. Experience in management planning or project management, to include resource management, policy development and other business-related planning activities.
2. Successful performance at the administrator/management level in NATO or another international organisation.
3. Proven experience in interacting with NATO or national policy organisations or other international negotiating bodies.

## **ATTRIBUTES/COMPETENCIES**

1. Personal Attributes: The incumbent will be an experienced individual with mature judgment, able to think quickly, broadly and strategically. They will be able to adapt quickly to change, multi-task and work under pressure on a variety of problems of dissimilar nature. The individual will be able to work independently, initiate work, be innovative and show sound judgment. They will be able of dealing with a wide range of problems and be capable of analytical thinking. The individual will possess the tact, diplomacy and determination to be able to engage effectively with senior personnel of differing NATO nations and entities. The individual will be able to use reasoned logic and insightful analysis to present cogent and convincing oral and written submissions. The individual must have the flexibility to work outside normal working hours and to travel to various NATO countries, when the job requires.

The post-holder will be required to present cogent and convincing oral and written submissions up to the 4-star level, including SACEUR, COS SHAPE, ACO HQ Command Group members and the AMB. They will be required to engage effectively, and influence, senior military and civilian leadership and high-level committees, within the NMAs and NATO HQ. This will include internally with SHAPE senior leadership and directorates, and externally with subordinate headquarters, NATO HQ committees, IMS, HQ ACT, and relevant NATO Agencies. They will actively participate in the determination of policy, taking decisions on the organization's policy direction within the professional area. In addition, the incumbent is required to mentor and train ACO-wide leadership and working-level staff on strategic management topics.

This post will have responsibilities for the production and execution of the ASMP and as such has direct responsibilities for the development of ACO's strategic goals and objectives and for managing the plan to deliver the core military outputs within the resources assigned. The post-holder significantly contributes to and has direct influence of ACO's work and strategic-level objectives, Directorate objectives and subordinate Command objectives with linkage to Action Plans and Milestones. In addition, the post will directly initiate and influence the development of ACO's management policies, practice and processes.

2. Professional Contacts: The post-holder will be required to present cogent and convincing oral and written submissions up to the 4-star level, including SACEUR, COS SHAPE, ACO HQ Command Group members and the AMB. They will be required to engage effectively, and influence, senior military and civilian leadership and high-level committees, within the NMAs and NATO HQ. This will include internally with SHAPE senior leadership and directorates, and externally with subordinate headquarters, NATO HQ committees, IMS, HQ ACT, and relevant NATO Agencies. In addition, the incumbent is required to mentor and train ACO-wide leadership and working-level staff on strategic management topics.
3. Contribution to Objectives: This post will be responsible for the development and employment of the ACO Strategic Management System including the production and execution of the ASMP and as such has direct responsibilities for the development of ACO's objectives and for managing the plan to deliver the core military outputs within the resources assigned. The post-holder significantly contributes to and has direct influence of ACO's work and strategic-level objectives, Directorate objectives and subordinate Command objectives with linkage to Action Plans and Milestones. In addition, the post will directly initiate and influence the development of ACO's management policies, practice and processes.

**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.

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.

## **ADDITIONAL INFORMATION**

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.

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More information to be found on these links:

[6 Tips for Applying to NATO](#)  
[Application Process](#)

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.

The application should be in English.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

After submitting your application, you will receive an acknowledgement of receipt of your application.

## **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) All candidates will receive an answer indicating the outcome of their application

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.

