



## **SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

**TALEO Job Number: 241732**

**Vacancy Number: G53/24**

**Post Number: OSC CXXX 1020**

**Job Title: Staff Assistant (Registry & IKM)**

**NATO Grade: G10**

**Basic Monthly Salary (12 x per year): 4,319.16€, tax free**

**Closing Date: Friday 20 December 2024**

### **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 SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Cyberspace Directorate directs monitors and coordinates all Cyberspace Operations (CO), Electronic Warfare (EW), Electro Magnetic Spectrum (EMS) activity and Communications and Information Systems (CIS) functional area activities and staff functions across ACO.

Working under Dir CM, the CMO is an integral part of the SHAPE Cyberspace Directorate, supports DCOS Cyberspace and provides a holistic, cross-Cyberspace functional, objective analysis and advisory capacity to ensure coherence for cyberspace strategic issues and staffing products. The CMO exercises an oversight and assurance capability to ensure that the necessary Cyberspace directorate management functions are developed and implemented to support DCOS Cyberspace and his subordinate staff and command organisations. The CMO supports the Cyberspace Directorate through the provision of DCOS guidance documents, reference libraries and coordination of formal and ad-hoc Cyberspace tasks. The Director, Cyberspace Management has direct access to DCOS Cyberspace, ACOS J6 Cyberspace, Director Cyberspace Operations Centre and the DCOM of the NATO CIS Group. With the exception of military operational planning (that remains under CyOC control), the CMO supports DCOS Cyberspace in the creation, maintenance and tracking of Cyberspace Directorate strategic planning. In coordination with DCyOC and ACOS J6 Cy, Dir CM oversees the work of the SHAPE Cyberspace element in NATO HQ.

Specifically, the Registry & Information Knowledge Management Cell is responsible to CMO for the IKM requirements and process analysis, as well as the delivery of tools to realize those requirements. It advises in the functional administration services for IKM tools and ensure the implementation of IKM best practices. It is the coordinator for the management of individual and collective training on IKM tools within the Cyberspace Directorate. It provides administrative and registry services to CMO.

The Incumbent supports Cyberspace Command Group and CMO for all aspects of 2030 increased workload covering Digital Backbone, Readiness, Enablement, Employment and Military Thinking. The responsibilities to CMO for the IKM and Registry spans from requirements and process analysis to enhance and develop IKM tools in support of the aims and objectives of the NATO Digital Backbone and Data Centric Security. Advises in the functional administration services for IKM tools and ensure the implementation of IKM best practices, coordinates the management of individual and collective training on IKM tools within the Cyberspace Directorate and provides administrative and registry services to CMO.

### **PRINCIPAL DUTIES**

The incumbent's duties are:

1. Implement and maintain the CMO IKM layout and tools (e.g. display names, functional mailbox, NIP/EDMS, templates...), support the implementation of the NATO Digital Workplace initiative and other NATO 2030 deliverables at Directorate level.
2. Create, refine and maintain the CMO workspace on existing IKM tools, including the promoting of information items relevant to all Cyberspace staff.
3. Functional administration of CMO IKM tools, management, and control in CMO functional mailboxes.
4. Daily review, assessment and direction of external incoming and outgoing correspondence.
5. Ensure the proper use of IKM tools by the CMO staff IAW existing IKM policies. Advise Cyberspace IKMSOs for the improvement of IKM tools usage within their area.
6. Coordinate IKM training within Cyberspace Directorate.
7. Manage Cyberspace Directorate staff requirements to maximize the benefits available from current and future information management and data exploitation technologies.
8. Provide support in the development and implementation of new IKM and data analysis tools within the Cyberspace.
9. Establish and maintain the networking between the relevant IKM and data exploitation stakeholders within Cyberspace Directorate and with other external organizations.
10. Provide IKM support in the mapping of Cyberspace Directorate subject areas, their correlation and related tasks.

## **SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

1. 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.

## **ESSENTIAL QUALIFICATIONS**

### **A. Professional/Experience**

1. Experience working in a Higher Military HQ preferably with NATO (min 3 years);
2. Experience in Site collection (ie Sharepoint) administration, including the design and day-to-day management; and
3. Experience in maintaining documents and correspondence.

### **B. Education/Training**

Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years post related experience, or Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

### **C. Language**

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

## **DESIRABLE QUALIFICATIONS**

### **A. Professional Experience**

1. Experience in the management of information, records and documents;
2. Experience in Registry – classification of documents, storage, archiving and deleting;
3. Experience in maintaining functional mailboxes;
4. Experience providing general administrative support to the Command Group
5. Previous Military experience (5 years).

### **B. Education/Training**

1. Share point Functional Administrator Course and/or
2. Share Point Site Collections and Site Owner Administration course

## **ATTRIBUTES/COMPETENCIES**

- **Personal Attributes:** Must possess good interpersonal and communication skills. Uses initiative to propose solution for unexpected problems and determines which issues to refer to supervisor. Uses independent judgment to propose solutions based on resources available and in accordance with policies and directives. The incumbent must be able to work independently with minimal supervision, handle multiple assignments and pay attention to detail.
- **Professional Contacts:** Professional contacts with others limited to the exchange of information requiring normal courtesy and effectiveness in dealing with others. The incumbent will have contacts within the NCISG, SHAPE CyOC and SHAPE J6Cy, limited to exchange of information, usually at own level or confined to administrative tasks if at a higher level.
- **Contribution to Objectives:** Work involves the provision of information or analysis of part of a task assisting others to take action within the organisation

## **REMARKS:**

**Duration of contract:** The successful candidate will fill this post as a Project Related NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

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.

## **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.