



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 240771

Vacancy Number: G120/24

Post Number: OSC RFFX 1020

Job Title: Staff Officer (Concept Development and Operational Experimentation)

NATO Grade: 17

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

Closing Date: Sunday 27 October 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 post is located in the Supreme Headquarters Allied Powers Europe (SHAPE), Support Directorate, Resource Management (REM) Division, ACO Innovation Management (AIM) Branch.

The AIM Branch is responsible for sign-posting, co-ordinating, facilitating and monitoring all innovation matters across ACO, including the areas of Emerging and Disruptive Technologies, Digital Transformation, Concept Development, Operational Experimentation, Wargaming, Modelling and Simulation, NATO-accredited Centres of Excellence, Allied Command Transformation (ACT) Open Innovation. It maintains a link to the ACO Strategic Management system, the Lessons Learned process and other adjacent processes. It acts as ACO's interlocutor to ACT and other stakeholders regarding all aspects of the innovation environment. It acts as the initial ACO Point of Contact for innovation matters and subject to SHAPE Command Group (CG) Direction and Guidance, represents ACO at relevant bodies. It coordinates and facilitates the development of ACO's inputs to high-level policies, direction and guidance, and doctrine in the innovation environment. It coordinates the preparation for the SHAPE CG participating in relevant senior decision making and coordination bodies regarding innovation matters, and advises SHAPE CG on the development of ACO's approach to innovation. It supports ACO HQs to understand and benefit from the innovation environment, and to identify and exploit innovation opportunities. It acts as the proponent for, and facilitates, the employment of ACO Directives in the innovation space, champions innovation literacy and assists ACO Commanders to improve and sustain a culture of innovation.

Principal Duties

The incumbent's duties are:

1. Acts as the ACO focal point for concept development and operational experimentation (CD&OPEX) work strands across the Command.
2. Leads ACO's CD&OPEX effort and coordinates associated activities of SHAPE entities and ACO Headquarters in terms of policy, processes, products.
3. Represents ACO at CD&OPEX working-level bodies.
4. Attends governance and senior coordination bodies' meetings involving CD&OPEX matters as directed.
5. Acts as the ACO focal point for the OPEX Emerging and Disruptive Technology Task Force.
6. Coordinates with ACT the definition of NATO CD&OPEX policy and processes.
7. Coordinates and facilitates the development of ACO's inputs to high-level policies, direction and guidance and doctrine for CD&OPEX.
8. Supports ACO Headquarters' knowledge and understanding of the benefits and scope of CD&OPEX, and the identification and exploitation of respective opportunities.
9. Supports ACO's engagements with NATO and non-NATO CD&OPEX communities of interest.
10. Remains apprised of developments in academia and industry related to CD&OPEX.
11. Champions CD&OPEX literacy across the Command and builds ACO CD&OPEX Community networks.
12. Advises ACO CD&OPEX users on drafting, promoting and supporting the development of CD&OPEX project proposals.
13. Supports other AIM Branch areas as required.

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.

May participate in the below and other committees as directed by the Branch Head (AIM):

- Military Committee Working Groups
- NATO Integrated Innovation and Warfare Development Task Force
- BI-SC Innovation Steering Group
- SHAPE Management Board
- ACO Management Board
- ACO Strategic Enablement Board
- ACO Innovation Working Group
- Strategic Management Working Group

Essential Qualifications

a. Professional/Experience

1. In-depth knowledge and experience in coordinating/facilitating concept development and operational experimentation at the strategic/enterprise level.
2. Robust track record in managing strategic/enterprise-level projects.
3. High degree of flexibility, adaptability, and resilience to operate in a constantly evolving environment.
4. Strong stakeholder engagement to facilitate delivery output within a complex organizational environment.

b. Education/Training

University Degree and 4 years post related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 7 years post related experience.

c. Language

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

Desirable Qualifications

a. Professional Experience

1. Proved specializations in Quantitative and/or Operational Analysis, Open Source Research.
2. Specific experience in profession writing.
3. A broad background that can include previous staff experience in a joint or combined staff in a large HQ, Joint Command, NATO HQ or MOD.
4. High level of organisational, coordination and communication skills.

b. Education/Training

1. NATO recognized project and risk management certifications (e.g. PRINCE2, MoR, ISO31000).
2. P5-129 - NATO Alternative Analysis Course.

c. Language

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

Attributes/Competencies

• Personal Attributes:

Personal qualities of tact, judgment, adaptability, coupled with motivational and listening skills. A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military. Able to work effectively to support the team activities. Possess the ability to assess the impact of a wide variety of NATO and national capability developments towards meeting NATO's overall required capability. Ability to use initiative and good judgment to propose optimum options in materializing effectively the capability delivery.

• Professional Contacts:

This post requires to establish and maintain professional contacts with relevant concept development and operational experimentation stakeholders across the NATO enterprise, in particular within SHAPE, subordinates ACO Headquarters, ACT and NATO Headquarters, and within Allied Nations.

• Contribution To Objectives:

The incumbent supports the delivery of ACO's warfighting functions by progressing ACO's concept development and operational experimentation needs as a key enabler of the multi-domain operation fight.

There are no reporting responsibilities.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Linked 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.

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 NATO 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.