



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241397

Vacancy Number: G161/24

Post Number: OCG OPXX 0070

Job Title: Staff Officer (DCIS Operational Planning)

NATO Grade: G17

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

Closing Date: Tuesday 08 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 the Supreme Allied Commander Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council.

The NATO Communications and Information Systems (CIS) Group plans, deliver and supports NATO's Deployable Communication and Information Systems (DCIS) in order to enable command and control (C2) for NATO's deployed HQs.

The J3 Division directs NCISG support to operations, missions, exercises and activities; acts as tasking authority over the NCISG and subordinate NATO Signal Battalions (NSB); maintains command and control (C2), situational awareness (SA), and mission assurance (MA) on behalf of COM NCISG; validates Crisis Establishment (CE) requirements for NCISG HQ.

The Deployable Communications and Information Systems Future Operations Branch (DCIS FOU or FOB) is responsible for development of DCIS planning support options for all future operations and tasks assigned.

The incumbent develops DCIS support options and plans for operations (contingency plans) and supports concept and directive development for operations for all approved mission templates. The incumbent leads or supports the co-ordination of the related contribution of other NATO CIS Group Divisions as part of the NCISG Planning Group (NPG) or in support of Ops/DCIS Control Centre (DCC).

PRINCIPAL DUTIES

The incumbent's duties are:

1. Supports or executes the tasks directed and prioritized by the FOB BRANCH Head, including agreed performance management objectives/criteria.
2. Lead the development and coordination of CIS plans for all assigned operational plans aligned to strategic, operational and tactical requirements.
3. Liaise with ACO HQs, agencies and Nations for operational products required to develop CIS support plans.
4. Lead or Support the NPG (NCISG Planning Group) ensuring coordination between the NATO CIS Group Divisions, NSBs and external agencies for the development of CIS plans/SUPPLANS, supporting Strategic and Operational requirements.
5. Integrate into the operational planning, the external military and commercial options for a CIS plan, including capability gap analysis, recommending options and proposals to overcome shortfalls.
6. Act as NATO CIS Group representative to Strategic and Operational CIS Planning Groups of ACO, in support of (Multi-Domain Strategic Operations Centre (MDSOC), CyOC, SHAPE J6 or JOPG CIS level working groups.
7. Lead or Support the coordination of directed/assigned taskers.
8. Provide CIS related briefings as directed supporting cross divisional and command group situational awareness, training and preparation.
9. Support planning inputs to the NCISG Capability Board, Management Board and Commander Conferences as directed by Division Head J3.
10. Lead, develop, contribute or support directed future concepts and directives for CIS operational planning, maintaining continuity between products affecting NCISG.
11. Maintain close, day-to-day liaison with other NATO CIS Group Divisions and DCIS units.
12. Lead or Support FUTURE OPS BRANCH small team projects and plans.
13. Lead and Support DCIS operational planner training for all members of J3 FUTURE OPERATIONS BRANCH, and support training activities at NCI Academy relevant to operational CIS planning courses at least twice per year.
14. Support the DCC as a planning SME when required.

15. Support NCISG Liaison Element (NLE) crisis functions when directed.

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.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

Experience

1. A minimum of four years' experience serving with a NATO or National military HQ staff in a CIS staff role with coordinating staff work.
2. Minimum of four years' experience with coordinating staff work of a NATO or National CIS organization.
3. A strong understanding of NATO and National/ operational and CIS planning processes, policies and directives.
4. Experience with NATO or National DCIS, static and mobile CIS architectures/systems.
5. Experience with Federated Mission Networking/CIS Interoperability.
6. A good understanding and working knowledge of risk management and risk management plans.
7. Experience as a CIS Instructor/Trainer.

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 4343 - (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

A. Education/Training

1. Project Management Skills Foundation and Practitioner Level (PRINCE 2 or PMI or APMP)
2. Service Management (ITIL) or other relevant experience (ITIL Foundation)

3. Knowledge of deployable NATO/military C4ISR technologies and capabilities.
4. Experience CIS planning for NATO Operations and Exercises.

ATTRIBUTES/COMPETENCIES

1. **Personal Attributes:** The incumbent will need to display a high degree of professionalism and technical expertise in performance of his/her duties. The rapidly changing NATO environment and increasingly constrained resource situation creates a requirement to solve numerous complex problems and challenges, which will require the incumbent to draw upon a comprehensive ability to reason, analyse, act with persuasion and diplomacy, arrive at an adequate conclusion to ensure the execution of tasking authority over NATO CIS Group in support of assigned NATO operations. Many of the arising problems will require the ability to exercise excellent judgements to propose solutions based on resources available. The incumbent's solution of these problems, and his resulting actions, will impact the delivery of DCIS capability to meet SACEUR's operational tasking. The incumbent must have a strong aptitude for CIS analysis and problem solving. The incumbent works without supervision in accordance with policies and directives, and must possess excellent inter-personal and communication skills, as well as tact, in order to effectively interact with NATO CIS Group Divisions and NATO/Non-NATO entities to support the operational tasks.
2. **Managerial Responsibilities:** The incumbent is required to manage numerous concurrent operational planning tasks, operating independently, with minimal direction and guidance within the confines of NATO and NCISG planning policies. When assigned to lead branch or group level teams, the incumbent is responsible for all aspects of team management and product deliverables for command group approval and release. Once prioritized tasks are assigned, time management of deliverables is a key personal attribute, ensuring situational awareness and status continuously.
3. **Professional Contacts:** The incumbent works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise through strong coordination. Day-to-day contact at staff level, generally ranking up to OF4/5. Day-to-day contacts with ACO J6, NCI Agency, Deployed Headquarters and other NATO HQ's and Commands.
4. **Contribution to Objectives:** The incumbent will be responsible for the development of operational planning options in support of operations. Where these objectives are challenged by external circumstances, the incumbent must be able to advise on and introduce, where necessary, revised methods and plans to achieve the established goals and objectives. The incumbent contributes to mission objectives by proactively identifying problems for independent resolution, and ensuring the effective DCIS capability support to missions and tasks.

REMARKS:

During crisis the incumbent is reassigned to the NCISG HQ Crisis Establishment (CE) supporting planning activities, as detailed in the respective CE.

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.

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.

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. More information to be found on these links:

6 Tips for Applying to NATO Application Process 5 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) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application

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.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

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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.