



## **SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

**TALEO Job Number: 250719**

**Vacancy Number: G84/24**

**Post Number: OSC OOOX 1010**

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

**NATO Grade: G15**

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

**Closing Date: Sunday 11 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 SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Operations (OPS) Directorate delivers comprehensive situational awareness, enabling the identification of crises, and supports estimates, response options and planning. In monitoring NATO's current operations, it enables SACEUR's direction and guidance to be disseminated, ensuring coherent Joint Effects, whilst providing comprehensive assessments to NATO HQ.

The Multi Domain Strategic Operations Center (MDSOC) is SHAPE's organization for thinking, planning and acting strategically and comprehensively in multiple crises and operations simultaneously.

The MDSOC ensures SHAPE remains on a 24/7 "Operational Footing" through the maintenance of 360° Situational Awareness and the execution of strategic Command and Control (C2) on behalf of SACEUR throughout NATO's areas of interest.

The Data Manager is responsible for the technical readiness of the Functional Services/Community of Interest Services, with a primary focus on the Common Operating Picture.

The incumbent is responsible for MDSOC dedicated Functional or Col (Community of Interest) Services, interfaces, protocols, gateways, secondly the Application Administration and Data Management of the Joint and single service FS and the preparation and coordination of these FS to HQ users, in order to maintain interoperability and continuity of

operational support; and to assist in the resolution of technical problems that habitually arise when connecting disparate systems during peacetime, mission and operations.

## **PRINCIPAL DUTIES**

The incumbent's duties are:

1. Supports MDSOC staff on all operational Functional/Col Services specifically related to the data these systems integrate to generate the Common Operating Picture (COP). Assists with creating and enforcing policies, procedures, and systems for effective data collection, analysis, and sharing. This includes the reports and returns process.
2. Assists MDSOC staff to ensure the quality and accuracy of data and to support others in the daily use of data systems. They collaborate with other MDSOC members to use data to support decision-making and achieve organizational goals.
3. -Supports MDSOC staff by leading efforts to coordinate exercise data and integrate with existing software.
4. Oversees Common Operating Picture software to ensure operability and provide corporate knowledge for military- Train and mentor the watch officers / watch keepers sufficient for them to maintain the services during silent hours
5. Maintains contacts comprising Functional / Col Services developers, operators and supports team members at NCIA, and throughout NCS and NFS.
6. Provides advice to users of, and monitors and maintains system upgrades to, the respective Ops FS. This includes Operational Security on these systems.

## **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 in Multi-Domain Operations
2. Experience in managing information/data requirements
3. Experience coordinating stakeholders across multiple organizations.

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

University Degree and 2 years function related experience, or Higher 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 Multi-Domain for NATO.
2. Familiarisation with NS Wan (Bi-SC AIS) / NITDS and the currently used CCIS /FAS: JOIIS/BICC, ICC, LC2IS, MCCIS, TOPFAS, or compatible National C2 Systems.
3. Preferred experience in a command post, operational centre or similar operations room functions.

## **ATTRIBUTES/COMPETENCIES**

1. Personal Attributes: Motivated, flexible, highly collaborative team player and effective communicator. Able to address and convey complex topics in a simple manner and in front of varied audiences. Open to new analytical and problem solving techniques. Advanced public-speaking skills and readiness in the conduct/organization of conferences/trainings/briefs.
2. Professional Contacts: Collaborates as required with subject matter experts and personnel across SHAPE staff, ACO-subordinate commands and NCIA on the MDSOC and related Functional/Community of Interest Services that contribute to the NCOP.
3. Contribution to Objectives: The J3 MDSOC Watch 24/7 enables on a 24/7 basis timely Command Group (CG) decision making at the strategic level by: facilitating strategic Situational Awareness (SA) and executing strategic Command and Control (C2) within SACEUR's Areas of Responsibility (AOR) and Interest (AOI). Creating and maintaining a common NATO Common Operational Picture (including Blue/Red/White locations, command state and context) is essential to how SHAPE J3 operates against the backdrop of the SHAPE as a Warfighting Headquarters work strand.

## **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.

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 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.
- 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.