



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250696

Vacancy Number: G83/24

Post Number: OSC OOSF 1010

Job Title: Staff Officer (Digital Transformation)

NATO Grade: G15

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

Closing Date: Sunday 4 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 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 Comprehensive Crisis and Operations Management Centre (CCOMC) is SHAPE's organization for thinking, planning and acting strategically and comprehensively in multiple crises and operations simultaneously.

The Coordination and Support Group (CSG) supports and integrates 24/7 Comprehensive Crisis and Operations Management Centre (CCOMC) effort by coordinating and facilitating the SHAPE crisis and operations Battle Rhythm, as well as enabling special/J staff support to the CCOMC Process.

The Centre Development Team (CDT) provides coordination and contribution to Cross Functional tasks both internal and external of Comprehensive Crisis and Operations Management Centre (CCOMC).

PRINCIPAL DUTIES

The incumbent's duties are:

1. Acts as the ACO focal Point for the Joint Assessment and Analysis Capability (JAAC) governance workstrands across SHAPE.
2. Coordinates ACO's demand and access to JAAC services.
3. Oversees the development of capabilities associated with JAAC from the user standpoint.
4. Supports the coordination of the SHAPE J3 contributions to the ACO Strategic Management Plan (including Risk and Issue Management, Performance Measurement).
5. Supports the SHAPE J3 inputs to the governance of capabilities that involve Emerging and Disruptive Technologies as appropriate (e.g. Political-Military Decision Making Process, AI in the MDS, Modelling and Simulation, War gaming).

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 complex, international environment.
- 2) Experience in the implementation and coordination of complex projects (e.g. projects that involve multiple stakeholders, conflicting priorities, new technologies etc).

B. Education/Training

University Degree in operations research, military operations research, mathematics, statistics or related numerate discipline, computer science 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. Candidate should have familiarity with major NATO operations.

2. Previous staff experience in a multi-national military environment.
3. Intimate knowledge of NATO planning parameters and procedures.
4. Experience in policy, plans or operations staff at MOD or major command HQ involved in operational issues.

B. Education/Training

- a. TOPFAS CAT and SAT tools
- b. NATO Operations Assessment Course (JPL-OA-31564) provided by NATO - School Oberammergau (NSO)

ATTRIBUTES/COMPETENCIES

Personal Attributes: The incumbent is expected to approach problem solving from a comprehensive inter-disciplinary perspective. The incumbent must be capable of multitasking. The incumbent may be required to work outside normal working hours and must show a high level of maturity and ability to work under pressure and tight timelines. The incumbent requires proactivity, results orientation and ability to prioritize competing demands to maximize productivity and efficiency. He/ she must be capable of translating general guidance into workable proposals and deliverables. The incumbent must be willing to work unusual hours in a multinational environment. The incumbent should possess the ability to evaluate competing ideas, discern shades of meaning. Able to write clearly and well, develop complex think papers, succinct summaries and briefings. Independent, with strong initiative, candidate should be able to complete tasks with little guidance or supervision. Able to brief confidently and effectively. The candidate should be capable of analytical and strategic thought, lateral thinking and be a good communicator.

Professional Contacts: The incumbent will be required to coordinate with personnel from across SHAPE and ACO commands.

The incumbent will represent SHAPE J3 to discuss operational requirements in NATO HQ committees and towards IMS, HQ ACT and relevant NATO Agencies.

Contribution to Objectives: To support ACO's warfighting readiness and the delivery of ACO's role in the MDO fight, SHAPE needs to have the ability to exploit the potential of modern, emerging and disruptive technologies and techniques, within the conduct of current operations (AI in the MDSOC), in the Decision Making Process and in support of the Operations Assessment process, while also leveraging these technologies to increase ACO's Survivability and Resilience.

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