



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241284

Vacancy Number: G136/24

Post Number: OCG RXXX 1010

Job Title: Staff Officer (HR Support)

NATO Grade: G15

Basic Monthly Salary (12 x per year): 6,118.54€, tax free

Closing Date: Monday 16 September 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 CIS Group conducts CIS operational planning and provides deployed/deployable CIS services and support in support of NATO military operations and exercises. The NATO CIS Group is located at SHAPE, the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO).

The J1 Division is responsible for the management of NATO Communications Information Systems Group military and civilian personnel administration and organizational documents/policies.

The incumbent is responsible to support the Division's efforts related to NATO 2030 Agenda in order to timely meet evolving NCISG's workforce needs required to ensure readiness and increased support to exercises.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Contribute to the development and the implementation of the NCISG workforce/staffing plans aligned with NATO 2030 Agenda.

2. Contribute to the development/revision of the NCISG PEs/CEs aligned with the requirements stemming from the Deterrence and Defence of the Euro-Atlantic Area Family of Plans and Allied Reaction Force.
3. Contribute to the optimization of the NCISG PEs/CEs structures in order to align them with the capabilities needed to support a 24/7 Static Warfighting HQ.
4. Support J1 involvement into increased number of exercises.
5. Provides guidance to ensure proper and timely deployment of the NCISG personnel to Alliance Operations and Missions.
6. Monitor and report on the effectiveness of NCISG initiatives in supporting the deployment of NCISG personnel to NATO operations and exercises and approved CEs.
7. Coordinate with subordinate units and national authorities to ensure deployment of personnel in Alliance Operations and Missions.
8. Manage the personnel database for current and future deployments of NCISG personnel.
9. Develops and maintains contacts with all the NCISG Directorates/equivalent concerning personnel management and administration actions and issues.
10. Administers NATO 2030 personnel databases.
11. Drafts letters and other correspondence for Division Head approval/signature, as required.
12. Provides any kind of administrative support for products that are coming from the NATO 2030 initiative.

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

- a. Minimum 2 years of experience in the development, implementation and maintenance of positions in an organizational structure.
- b. Minimum 2 years of experience in the development of position (job) descriptions.
- c. Minimum 2 years of experience in workforce (position) accounting.
- d. More than 2 years of experience in a related field, at various levels of responsibility.

(2) Personnel management

- a) Military personnel operations typically include distribution and assignment of military personnel; professional development; promotions; retention; and separations.
- b) Civilian personnel operations typically include staffing; employee relations advisory services; qualification determinations; classification of positions; retirement counselling and processing; employee development; labour relations; and administration of performance management process.

B. Education/Training

- 1. University Degree in business administration, engineering, economics, public administration, operations research, business process engineering or related discipline and 2 years post 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.

C. Language

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

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1. Sound knowledge of the NATO Command Structure, and previous experience in personnel management functions.
- 2. Knowledge of NATO Responsibilities and Organisation.
- 3. Prior experience of working in NATO or in an international environment comprising military and civilian elements.
- 4. Good knowledge of the NATO Civilian Personnel Regulations (NCPRs) and the ACO Directive 045-001: ACO Military Personnel – Workforce, Management and Administration for Peacetime Establishment Structures.
- 5. Background in and experience with Automated Personnel Management System (APMS) and Establishment Review Tool (ERT).

6. Previous NATO employment experience.

B. Education/Training

1. Project Management practitioner.
2. NATO C4ISR Orientation for Officers (CCC-SM-22206) provided by NATO Communications and Information Academy (NCI Academy).
3. Resource Management Education Programme (RMEP) Course (ETE-FI-2708) provided by NATO - School Oberammergau (NSO).
4. NATO Orientation Course (ETE-MW-3834) provided by NATO - School Oberammergau (NSO).

ATTRIBUTES/COMPETENCIES

1. **Personal Attributes:** The incumbent will need to display a high degree of professionalism, technical expertise and organisation skills in the performance of his/her duties. He/she must have good negotiation skills when dealing with internal/external stakeholders. At the same time, must demonstrate maturity, persuasion and creativity. Possesses critical thinking skills combined with the ability to plan and organise. Demonstrable excellent ability to communicate orally and in writing is required, and he/she must have the highest sense of commitment to the Organisation and to the job. The incumbent should have good inter-personal relationship and possess a sense of diplomacy and tact in order to work harmoniously with colleagues. Shows respect to team members' views. Furthermore, he/she must be able to multitask, prioritise, be able to adapt to intense workload and handle a variety of tasks in the given timeframe. There is a requirement to work under pressure with short deadlines. The incumbent needs to display critical thinking and analysing skills that are necessary when handling a large number of statistical data. Takes initiative to keep the Office up to date.
2. **Professional Contacts:** Regular professional contacts with others inside and/or outside immediate organisation on functional matters. Solicits/gives information and provides advice/guidance. The incumbent routinely interacts with all levels in the internal chain of command in addition to relevant officials at SHAPE and NMRs. The incumbent may be required to interface with similar officials of national organizations.
3. **Contribution to Objectives:** The incumbent will contribute directly to achieving the NATO 2030 objective, which is to improve the NCISG structures, and to support the overall Readiness participation. He/she will be in frequent contact with staff from NCISG and SHAPE. The incumbent also serves as analyst for the NCISG CE development; as such, they are required to provide detailed and relevant analysis on which the chain of command may consider future actions or mitigation efforts in the event of crisis.

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.