



HQ SACT VACANCY NOTICE 220379

Applications are now invited for the post of Staff officer (Legal Advisor), TSC GSLX 0070, NATO Grade (NG) 17 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing date for applications: 15 June 2022

Location: Headquarters Supreme Allied Commander Transformation, Norfolk, VA, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade NG-17 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade NG-17, please advise the HQ SACT Civilian HR Manager no later than the closing date.

Contract: Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Salary: Starting basic salary is 9,421.48 USD per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int

Staff Officer (Legal Advisor) - TSC GSLX 0070

NATO Body: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

Schedule: Full-time

Basic Salary: 9,421.48 USD per month.

Grade: NG 17

HQ SACT vacancy notice 220379

????Are you an experienced Legal Advisor in public international law? If so, this position offers you a unique opportunity to support the NATO Alliance at its Warfare Development Command????.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO's posture, military structures, forces, capabilities and doctrines.

The Command Group provides general support, coordination, management, administrative service and specialist advice to SACT, DSACT and COS.

Chief of Staff (COS) is responsible to SACT and DSACT for the staff activity necessary to execute ACT's mission. It is the focal point for the implementation of the Commander's direction and guidance as well as the initiation and co-ordination of all ACT staff efforts.

The Staff Advisory Group (SAG) is comprised of different competencies grouped into several offices (Political Advisor, Legal Advisor, Gender Advisor, Financial Controller, Command Auditor, Communication Branch and Pentagon Liaison). It works under the direction and guidance of COS and provides general staff support, coordination, management, administrative service, and specialists' advice to SACT.

As part of the Staff Advisory Group, the Legal Affairs Office at HQ SACT has two main functions:

1. To organize, oversee, and provide for the delivery of legal services throughout Allied Command Transformation, including HQ SACT and subordinate activities at the Joint Warfare Centre (Norway), the Joint Force Training Centre (Poland), the Joint Analysis and Lessons Learned Centre (Portugal) as well as the ACT Staff Element (Mons, BE) and SACTREPEUR (Brussels).
2. To provide advice, analyses and implementing documents to the Supreme Allied Commander and his headquarters staff and subordinate activities regarding the

applicability of NATO policy and regulations and also international and national laws and regulations that affect the responsibilities, functions, and activities across ACT.

Staff Legal Advisor for HQ SACT elements in Europe.

Reports to: ACT Legal Advisor

Principal Duties: His/her duties are:

- a. In coordination with the HQ SACT Legal Advisor Office, provide legal oversight and support to HQ SACT's subordinate activities and interests in Europe. Such support may include legal analysis, advice, and negotiations in case of local contract and personnel disputes; development, negotiation, and staffing of agreements to reflect the new ACT structure and the development of ACT policy; provision of legal guidance on local SOFA issues and other treaties; and furnishing legal support to transformation issues and initiatives being staffed at SHAPE and NATO Headquarters.
- b. Serve as Legal Advisor for the Director and staff of the HQ SACT Staff Element in Mons, Belgium.
- c. Provide legal support to SACTREPEUR and his staff (NATO HQ, Brussels) for fiscal and personnel issues, contracts and claims, host-nation support and SOFA issues, international and operational law, and other issues as assigned.
- d. Provide legal policy, guidelines and support to NATO School Oberammergau and Educational and Training Facilities. Serve as ACT's point of contact for legal training concerns and issues. Conduct periodic visits to NATO School Oberammergau and Educational and Training Facilities in Europe to monitor and assess quality of legal training. OPR for the legal courses sponsored at the NATO School Oberammergau.
- e. Provide legal guidance on environmental, administrative and personnel issues raised by the activation and deactivation of commands and other NATO entities.
- f. Coordinate with the NCIA on legal matters pertaining to policy, doctrine, research and development.
- g. As directed, represent the HQ SACT Legal Advisor Office at meetings, seminars, courses, conferences, working groups, boards and similar functions. As directed, represent SACT in his capacity as Head of NATO Body before the NATO Civilian Appeals Board.
- h. On behalf of ACT Legal Advisor and as directed, serve as primary ACT legal interface with the United Nations, Non-Governmental Organizations (NGO), and other International Organizations (IO) whose activities impact on ACT's mission.
- i. Serve as Coordinating Editor and Publisher of the NATO Legal Newsletter and Legal Gazette, producing a minimum of three issues per year.

j. Serve as primary POC within the NATO Legal Community for legal knowledge sharing and available Information Technology capabilities to improve the compilation, retrieval, and distribution of legal materials within NATO.

k. Augment the staff of the Joint Warfare Centre (Norway) and the Joint Force Training Centre (Poland) to provide legal support for major exercises and ACT-organized experimentation projects. Coordinate with the NATO School, JWC and JFTC to ensure the effective linkage between individual legal education and training provided at the NATO School with the staff and unit training provided by JWC and JFTC directed exercises.

l. Liaison with SHAPE on legal matters requiring Bi-SC attention and a common NATO effort.

m. Conduct appropriate liaison with international, national and regional authorities to accomplish the responsibilities listed in this section.

Essential Qualifications

a. Graduate of a recognized university/college located in a NATO nation with a University Degree in law or related discipline and 6 years post related experience.

b. Six-eight years of professional experience commensurate with the duties of the position, including government/international legal staff and supervisory experience. Legal experience must include a background in public international law.

c. Experience in drafting, negotiating and concluding international agreements with national military and/or government representatives.

d. Polished, persuasive communicator, orally and in writing in English, with strong interpersonal skills and demonstrated capacity to work independently, exercise initiative, and make appropriate decisions under conditions of uncertainty and stress.

e. Must be able to travel extensively and work independently on sensitive political and personnel issues.

Language

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

Desirable Qualifications

a. Professional Experience

1. Previous experience as head of a legal office.

2. Previous experience in a NATO legal office dealing with international law issues, including treaties and status of forces agreements with foreign military organizations and government officials.

3. Familiarity with the legal, fiscal and operational dimensions of multinational agreements and NATO documents at a strategic level.
4. Former military training/experience and knowledge of the NATO military command structure, organization and mission.
5. Experience as instructor/facilitator of NATO courses, seminars, and/or exercises
6. NATO Legal Advisor Course provided by NATO - School Oberammergau (NSO)
7. NATO Operational Law Course provided by NATO - School Oberammergau (NSO)

b. Education/Training

1. Training with computers and advanced information systems, including MS Word, MS PowerPoint and Outlook

c. Language

French SLP 2222 - (Listening, Speaking, Reading and Writing).

Attributes/Competencies

- Personal Attributes:
 - a. He/she must have the ability to work harmoniously in a multi-national environment, while representing and projecting HQ SACT positions in a firm but tactful manner.
 - b. He/she must have problem-solving creativity and judgment under stressful conditions and in the numerous instances when precedents are unavailable or inappropriate.
 - c. He/she must have energy, initiative, and intellectual force to provide a broad range of legal services to multiple and diverse ACT organizations dispersed throughout central and southern Europe.
 - d. He/she must have the ability to produce documents and correspondence of exceptional quality and persuasiveness in the English language.
- Professional Contacts: He/she serves as primary legal advisor to the two-star SACTREPEUR (Brussels, BE) and the Director of the HQ SACT European Element (Mons, BE) and the Commander of the JALLC in Portugal. He/she will also assist and coordinate with NCIA Legal Advisor and the legal advisor at the NATO School (Oberammergau, GE). Contacts outside of ACT are principally with legal, policy and financial officials in other NATO headquarters and bodies, up to the level of DIMS and the SHAPE COS, and senior officials of various ministries in countries hosting ACT subordinate organizations. Often involved in significant discussion and

interaction with senior representatives of outside organizations, NATO nations or other NATO bodies that involve matters having significant political or financial interest to HQ SACT. Accordingly, he/she must possess tact, and strong diplomatic and advocacy skills.

- **Contribution To Objectives:** In essence, he/she functions as a legal advisor for key ACT offices and elements in Europe. He/she will also provide real-time, on-scene linkage with the SHAPE Legal Office and thereby help to coordinate and accelerate BI-SC legal work. Support of HQ SACT involves the formulation of legal theory and policy affecting the planning and execution of key command objectives and positions relating to activities in Europe.

Security Clearance

The successful applicant will be required to apply for and receive a NATO Secret Security Clearance prior to final confirmation of contract and commencement of employment.

Work Environment

He/she will be required to work in a normal office environment.

Contract

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Notes for Candidates

The [HQ SACT web site](#) gives details on the eligibility criteria and application processes to be adopted by all candidates.

The candidature of NATO redundant staff at grade A-3/NG 17 will be considered with priority.

Notes for NATO Civilian Human Resources Managers

If you have qualified redundant staff at grade A-3/NG 17, please advise the HQ SACT Civilian HR Manager no later than the closing date.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int