



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250496

Vacancy Number: G99/24

Post Number: OSC OSXX 1010

Job Title: Staff Officer (Military Police Operations Support)

NATO Grade: G11

Basic Monthly Salary (12 x per year): 5,043.00€, tax free

Closing Date: Sunday 13 April 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 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 Office of the Provost Marshal (OPM) is in charge of specialist advice to the Command Group in accordance with extant policy and doctrine.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Identifying, assessing, analysing and drafting the police contribution to Hybrid / Counter Hybrid, Projecting Stability (further development SP-Concept) Action Plan SEA, Detention planning and doctrine, Protecting Civilians and Building Integrity for products development;
2. Assisting in development of Military Police related concepts and doctrines.
3. Providing support to the office in preparation and execution of workshops, conferences and meetings as required;

4. Participating in conferences, meetings and workshops;
5. Participating to SHAPE exercises as SME as required;
6. Supporting and administering the Information Knowledge Management (IKM) tools and services, with a particular focus on Tasker Tracker (TT+) and Electronic Document Management System (EDMS);
7. Providing support in the organization of staff work (e.g. Point papers, PowerPoint presentation) as required;
8. Attending as directed, additional training courses relevant to the above duties.

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. Have experience in staff working in a military environment of a NATO member state.
2. Ability to operate in a politically sensitive environment where various different interests are at stake.
3. Proven ability to communicate both verbally and in writing, complex technical and professional advice in a clear and understandable way to both expert and non-expert audiences.
4. Experienced individual with a sound knowledge of office administrative procedures.

B. Education/Training

1. University Degree in a related discipline and 1 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 2 years post related.

C. Language

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) Have experience in staff working of Military Police domain.
- 2) Knowledge in national and/or international police organizations.
- 3) Experience/knowledge working in an International Organization.
- 4) Experience/knowledge related to GOs/NGOs.
- 5) Flexibility and attitude to working on various police subjects.
- 6) Previous experience in a major staff environment.

ATTRIBUTES/COMPETENCIES

1. Personal Attributes: Motivated, flexible, demonstrates strong initiative, highly collaborative team player and effective communicator. Able to convey complex problems simply; open to new analytical and problem solving techniques. Expertise in information / knowledge management systems and processes.

The personal attributes that the incumbent should display, are a set of combined attributes that will be reflected as well in the incumbent's personal work but also in the divisions work. In his autonomous work the incumbent should reflect critical thinking and analysis skills in order to be able to provide insightful inputs in the daily activity, to evaluate complex issues and develop pragmatic solutions. However, the candidate should be able to also work in a team, respecting the team members and adapting to the team needs. The post requires multitasking activities, capability to adapt to fast-pace and intense workload, high standards of personal and professional behavior. Foremost, an analytical mind is needed to identify and evaluate complex and competing issues and that can develop imaginative yet still pragmatic solutions. Inter-personal skills must also be highly developed. The incumbent must display tact and diplomatic skills in order to be able to successfully work in an international community where different cultural values and styles exist.

2. Professional Contacts: In order to accomplish the required duties, the incumbent must engage with a various range of Military and Civilian personnel within the NATO Command Structure as well as from across SHAPE. There will also be engagement with NATO HQ. Dealing with different nations and entities implies working with a high level of understanding, maturity and displaying a high level of diplomatic tact. Thus, the individual must have a high level of understanding and be cognizant of sensitivities with an international environment. The candidate must assure that the information collected and validated in the meetings are shared with the relevant personnel in order to enhance the overall effectiveness of the team.

3. Contribution to Objectives: The incumbent should have a various set of responsibility, been able to be assigned in a wide-ranging set of tasks, situations and required outputs.

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.