Supreme Headquarters Allied Powers Europe

TALEO Job Number: 191020
Vacancy Number: A29/1019
Post Number: OSC RFOR 0070
Job Title: Staff Officer (Operational Requirements Analyst – Infrastructure and Innovative Requirements)

NATO Grade: A-2
Basic Monthly Salary (12 x per year): 5,554.93 €, tax free
Closing Date: Tuesday 31 March 2020

SHAPE is looking for a Staff Officer to coordinate and analyze requirements related to Infrastructure and Innovation and to oversee development of capital investment programmes. If you have experience with capability developments and NATO Security Investment Programmes (NSIP) and would enjoy working in a dynamic, fast paced, multinational security environment this post is for you.

General Background:
SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

Post Description:
Location: Casteau/Mons, 60 Km south of Brussels (Belgium)
Division: Resources Management Division

Post Context/Post Summary
SHAPE is the strategic level command responsible for the planning, preparation, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance.
The Strategic Enablement Directorate (STREN), directs monitors and co-ordinates the implementation of Integrated Resource Management (IRM) activities and staff functions at all levels of command across ACO.
The Resources Management (REM) Division is responsible for the development and execution of ACO Strategic Management Plan and Objectives and the associated ACO wide processes of Planning and controlling execution through Performance Management and Risk Management.
The Operational Requirement Management (ORM) Branch is the focal point for managing ACO’s role as Operational Requirement Authority (ORA), through the entire capability delivery process.

The Operational Requirement Lifecycle (ORL) Section, primarily directs the process of requirement initiation and coordinates all respective documentation related to Common funded Capability Delivery Governance model.

**Principal Duties**
The incumbent's duties are:

1) Support SHAPE Divisions for the Operational Needs Survey and Assessment Activity, particularly for needs that could trigger further search in innovative domains.
2) Performs coordination role with Innovation Board, Science & Technology Organization (STO), Allied Command Information (ACT) in support of its innovation, capability and warfare development efforts and Conference of NATO Armaments Directors (CNAD).
3) Performs SHAPE cross-functional coordination to finalize and approve the Operational Requirements Statement (ORS), for the Traditional Infrastructure (civil works) capabilities included Minor Works (MN) and pre-financed projects.
4) Establishes and maintains professional contacts at staff level with the Capability Management Authorities (CMAs) to ensure that:
   a. The Operational Requirements Statements are properly presented, elaborated and agreed among CMAs, prior to their submission to Governance for approval.
   b. ACO has an active and imperative contributing role among the CMAs, in Stages 2-4 of Capability Lifecycle, during the support and coordination of Capability Program Brief and Capability Program Plan.
   c. The Capability Acceptance Report is fully coordinated with the CMAs for the final endorsement by ACO.
5) Responsible to consolidate identified Lessons & Shortfalls and specific user needs during capability or Service usage, to develop a business change accordingly.
6) Responsible to coordinate and assess with relevant stakeholders the lessons learned/identified in order to enable benefits realization.
7) Based on periodic assessment reports, responsible to consult the CMAs for the retirement of capabilities that are no longer required.

**Committees – Boards Participation:**
- Resource Policy and Planning Board (RPPB) - Contributor when needed
- Operational Requirement Review Board (ORRB) – Contributor when needed
- Military Committee Working Group (MCWG) – Contributor when needed

**Special Requirements and Additional Duties**
The employee may be required to perform a range of duties within the division at the same grade, utilizing the individuals skill set, without there being any change to the contract.

The work is normally performed in a Normal NATO office working environment.

**Essential Qualifications**

a. **Professional/Experience**
   1) Minimum 4 years of recent staff experience in a large national, international, civilian or military organization post, involving analysis, management and monitoring of stakeholders relationships.
   2) Minimum 3 years experience in NATO or other civilian/military large organization, in identification, analyzing and definition of operational and /or capability requirements at program or project level.
3) Experience with best business practices and familiarity with requirements and capabilities development processes.
4) Proven experience with coordinating and facilitating positions among a wide range of stakeholders and summarize outcomes related to multi-functional topics.
5) Minimum 3 year of experience in requirements related to infrastructure domain.
6) Experience on operational requirements & NATO Security Investment Program (NSIP) procedures.

b. Education/Training
University Degree in economics, and/or engineering, and/or law, and/or accounting, and/or business administration or related fields 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
Specializations:
1) Experience of resource planning and implementation functions in NATO or large international organization.
2) Risk management certification.

Specific Experience:
3) Experience in education and training delivery.
4) Automated Data Processing working knowledge (Word, Spreadsheet and Graphic presentations).
5) Experience with effects and benefits realization during requirement initiation process.
6) Minimum 1 year of experience in requirements related to Innovation domain.

b. Education/Training
1) Project Management certification (e.g. PRINCE 2, MSP, etc).
2) Resource Management Certification.

Attributes/Competencies
a. Personal Attributes
- Capable of working harmoniously in a multi-national environment, whilst representing SHAPE and presenting ACO positions in a firm but tactful manner.
- Capable in analytical thinking, public speaking and negotiation methods necessary to develop, articulate positions and gain consensus.
- Ability to use initiative and good judgment in taking decisions on behalf of ACO while representing the command.
- The work associated with this post requires considerable persuasion and perseverance when dealing with SHAPE HQ staff, International staff, Agencies and Territorial Host Nations.
- A proven ability to chair large scale meetings and working groups is required.
- This post will require extensive and detailed knowledge of the NATO organization and processes for Capability Delivery, through all lifecycle stages.
- The post requires:
a. A comprehensive understanding of the interrelationships and interdependencies of all relevant Capability Management Authorities (CMAs).
c. Knowledge of NATO internal business processes including working group and committee functions, role of National delegations and missions representatives, and the role of HQ staffs (including NATO HQ Consultation, Command and Control (C3) Staff, the International Staff - NATO Office of Resources (IS-NOR), the International Military Staff (IMS)).

b. Managerial Responsibilities
This incumbent requires a functional responsibility within the Section to achieve the consistency and coherence of the various Capability delivery products (Operational Requirement Statements, Capability requirement Brief (CRB), Capability Program Plan (CPP) and Capability Acceptance. Additional functional responsibilities are related to elicitation of Lessons learnt of processes and Shortfall Identification, which will be addressed and supported in front of both Management and Governance layers, when needed.

c. Professional Contacts:
This post requires establishing and maintaining professional contacts internally -within SHAPE - and externally - with the CMAs to coordinate all key products. The post will be involved in a wide range of meetings and interactions in which decisions and commitments are required regarding an optimum course of action. The incumbent must have a keen sense of the boundaries of post authority and the direction which superior leadership would adopt in response to an evolving situation.

d. Contribution to Objectives
All activities of REM Division, ORM Branch and ORL Section are directly linked with the ACO Strategic Management Plan. The incumbents performance in carrying forward her/his responsibilities for the effective and efficient coordination of all respective products, will have a significant impact and effect on SHAPE and ACO, pertaining to the materialization of relevant Capability delivery.
This post reports to OSC RFOR 0010, Section Head of the Operational Requirement Life Cycle Section (ORL).

REMARKS:
Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

The tests and interviews are expected to be held at SHAPE the last week of May 2020.

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.

NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment.

Essential information must be included in the application form. Particular attention should be given to Education and Experience section of the application form. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not
acceptable and will be disregarded. All answers should be in English (preferably) or in French.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:
A) Only nationals from the 29 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) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.