



## **HQ SACT VACANCY NOTICE 231034**

Applications are now invited for the post of Staff Officer (Partnerships) - TSC TTPX 0180 – NATO Grade (NG) 11 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: 1 October 2023 Location: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade A1/NG11 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A1/NG11, 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 USD 6384.47 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at [civilianpersonnel@act.nato.int](mailto:civilianpersonnel@act.nato.int)

Are you a specialist in the field of Educational Training Plans and Programmes? If so, this position offers you a unique opportunity to support the NATO Alliance Joint Force Development (JFD) Directorate.

### **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 Joint Force Development (JFD) Directorate consists of six HQ SACT-based Branches that, together with the Joint Warfare Centre (JWC), Joint Force Training Centre (JFTC) and Joint Analysis and Lessons Learned Centre (JALLC), have responsibility for NATO Force Development activities. The aim is to improve interoperability amongst NCS, NFS as well as interoperable Partners' forces allocated to NATO, and enhance capabilities, to undertake the full spectrum of Alliance missions

The Education & Training Plans & Programmes Branch leads and manages NATO's Global Programming Approach consistent with MC policy across the NATO Domains (Air, Land, Maritime, Cyberspace, Space) and cross functional activities: Department Heads' appointment, Discipline Alignment Plan analysis and performance management; plans and conducts Training Requirements Analyses and Training Needs Analyses when required. Anticipates, develops and updates, in coordination with appropriate NATO organizations and relevant non NATO entities (when duly authorized), policy and doctrine for education and individual training.

He/She is the Staff Officer (Partnership) within the Education & Training Plans & Programmes Branch.

**Reports to:** Section Head (Global Programming/Training App) - OF-4

**Principal Duties:** His/her duties are:

- a. Perform tasks as assigned from the Defense Capacity Building Implementation Plan, and the Out-Partnering Imperative.
- b. Participation in IS-led country teams.
- c. Contribute to the development of all PTECs related tasks.
- d. Organization of, and participation in, the PTEC Working Group.
- e. Organization of, and participation in, the PTEC Commander's Conference.
- f. Participation in the PTEC Market Place.
- g. Perform any other analysis-related tasks or products related to ETPPB supported tasks or event related to Partners as directed by BH or GPM SH.
- h. Support coordination of Global Programming key events let by ETPPB.
- i. Identify Lessons and contribute to their Learning within the organization.

## Essential Qualifications

- a. University Degree, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation.
- b. Demonstrated experience in the past three to five (3-5) years in planning and executing events or Working Groups and facilitating groups or Working Group.
- c. Demonstrated experience in the past three to five (3-5) years in preparing and delivering briefings to higher and/or lower ranked personnel in one-on-one and in group settings.
- d. Demonstrated experience in the past three to five (3-5) years working independently towards the completion of an assigned task or project.
- e. Demonstrated experience in the past three to five (3-5) years in working in multi-national teams.
- f. Demonstrated experience in the past three to five (3-5) years in analysing data and drawing conclusions.
- g. Demonstrated proficiency in the use of the Microsoft Office Tool suite and collaborative software.
- h. Familiarity with NATO and the NATO Command Structure (NCS) and NATO Force Structure (NFS).

## Language

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

## Attributes/Competencies

**Managerial Responsibilities:** He/she will need to control own daily and weekly work schedule within broad direction and guidance. Supervisor will review outputs.

**Professional Contacts:** Normal staff interactions.

**Contribution To Objectives:** Work may involve contribution to or even completion of a task with indirect impacts on the objectives of the organization.

There are no reporting responsibilities.

## 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

- **This position is linked to a specific NATO project and is for a limited duration of 3 (three) years only.**

- 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 full details on the eligibility criteria and application processes to be adopted by all candidates. However, candidates should particularly note:

- When completing the application form using NATO Talent Acquisition Platform, you are able to add attachments. Only attachments specifically asked for as part of the application process will be considered. All applications **must include an uploaded a copy of the qualification/certificate covering the highest level of education required by the job description**. If this certificate is not in one of the official NATO languages, you should include a translation into English or French. If you are unable to upload this certificate, you must provide an explanation as to why this is the case in your application, for example, “I am deployed and my certificates are in storage”.
- Please answer each of the pre-screening questions completely in English. Expressions such as: “please see attached CV, please see annex, please see enclosed document, etc” are not acceptable; this is a cause of immediate rejection of the application.
- Particular attention should be given to Education and Experience section of your application form, which should be populated with details of your career to date and educational achievements and certifications as they relate to your application.

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 A1/G11 will be considered with priority.

**This vacancy will close on 1 October, 2023 @ 17:59hrs (EDT) /11:59hrs (CEST).**

### **Notes for NATO Civilian Human Resources Managers**

If you have qualified redundant staff at grade A1/G11 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 [recruitment@act.nato.int](mailto:recruitment@act.nato.int)