



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250852

Vacancy Number: G171/24

Post Number: OSC MCNO 0030

Job Title: Staff Officer (Policy Coordinator)

NATO Grade: G15

Basic Monthly Salary (12 x per year): 6,467.30 €, tax free

Closing Date: Sunday 8 June 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 SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Partnerships Directorate (PD) enhances Military Cooperation (MilCoop) with Partner nations, International Organisations (IO) and Host Nations (HN).

The Military Cooperation Division coordinates the participation of Partner nations in NATO conducted exercises training and education, and coordinates and enables partner and non-NATO Troop Contribution Nations (NNTCN) participation in NATO-led missions and operations.

The Country Engagement Branch supports partners to develop appropriate capabilities and interoperability with NATO forces and maintain situational awareness (non-intelligence) of partner nations through direct engagement.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Primary responsibility within the Military Partnerships Division is to maintain close liaison with the IS, IMS, HQ SACT and all Strategic Command subordinate entities in order to coordinate every Policy related matter;
2. Contributes to the development of strategic military partnership policies, concepts and directives in support of Alliance partnerships and related initiatives including the

provision of military advice and contributions to NATO policy in respect to all aspects of outreach;

3. Division lead for all aspects of policy supporting partner involvement in Collective Training and Exercises in close coordination with Staff Element Norfolk;
4. Supports Staff Element Norfolk and SO1 POL with all aspects of partner policy within the area of Education, Training Exercises and Evaluation (ETEE).
5. Establish and sustain long-term relationships with Capacity Building (CB) stakeholders vertically at the political-military level, and horizontally with existing policy cells in HQ SACT, and with national and partner CB stakeholders.
6. Develop and participate in major CB policy and planning initiatives in NATO HQ, SCs and Subordinate Commands and provide advice on military-CB issues.
7. Provides backup to POL COORD SO1 when SO1 is not present.
8. Lead the NATO Lessons Learned process (identifying short falls and gaps) during the planning and execution of partnerships-related activities, (including the implementation of CB) to support the Cell, and Subordinate Commands in identifying best practices and prevent the selection of ineffective activities

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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

Professional/Experience

1. Experience in applying knowledge of the environment, system composition and technologies for Joint Operations.
2. Experience in briefing high level with the expertise and guidance on conducting Joint Operations.

Education/Training

University Degree and 2 years function related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

Language

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

DESIRABLE QUALIFICATIONS

Professional Experience

1. Knowledge of NATO, its structures and methods of operation.
2. Experience of NATO military staffing

3. Excellent organizational and management ability.
4. Experience at service/joint national or NATO staff level.
5. Ability to interact with military or civilian officials in an international environment.
6. Good oral and written communication skills.

Education/Training

1. ADL 169 Improving Operational Effectiveness by Integrating Gender Perspective.
2. Introduction to Military Partnerships Course (IMPC).
3. NATO European Security Cooperation Course provided by NATO - School Oberammergau (NSO)
4. NATO Lessons Learned Staff Officers Course (LLSOC) (ETE-LL-3635) provided by Swedish Armed Forces International Centre (SWEDINT), Sweden

ATTRIBUTES/COMPETENCIES

Personal Attributes: The incumbent is able to integrate into a military organization and work in a team. Good communication skills are essential to interaction at required levels. Frequently works under pressure, works long/irregular hours, and carries high workload. The incumbent must be flexible and able to work in more than one context simultaneously.

Professional Contacts: Regular professional contacts with others inside and/or outside immediate organization on functional matters. Solicits/gives information and provides advice/guidance.

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 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.

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