

NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT AT JOINT FORCE COMMAND BRUNSSUM HEADQUARTERS



Our Requirement:

Title: Staff Officer (Programme Coordinator) – NATO 2030

Grade: 15

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 16 February 2025

Our organisation

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters (HQ) to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR). The Command Group (CG) provides and sustains operational level joint command and control capabilities at designated readiness states. The Office of the Chief of Staff (COS) ensures the implementation of relevant policy. Directs and coordinates HQ staffing activity with oversight of travel, workplace and financial management, structures and provision of administrative support.

The incumbent develops, directs, focusses and coheres the work of the JFCBS staff in the delivery of the NATO 2030 programme and related projects.

The Staff Officer (Programme Coordinator):

- Advises the COS on alignment and compliance to NATO policy, concepts and strategy across all lines of development.
- Maintains information-sharing and influence networks within JFCBS and across the NATO Command Structure.
- Sets clear objectives and milestones to ensure coherence and oversight of all NATO 2030 programmes.
- Acts as the JFCBS focal point for all NATO 2030 related issues and provides the interface between the requirements of the COS and the actions of Director of Management (DOM) to ensure coherence and effectiveness of staff effort.
- Provides oversight and monitors programme delivery through, the JFCBS and wider NATO 2030 network, in accordance with the CG priorities.
- Liaises with DOM, who is the Transformation and Change Programme Manager, to ensure fusion with other HQ programmes and projects, notably the JFCBS Warfighting (WFHQ) Programme.
- Develops coordinated and coherent proposals for JFCBS Command Group decision and action.
- Prepares, analyses, and manages the JFCBS inputs, including the reports, required by the Mission Capability Level Reporting System and contributes to other NATO 2030 BI-SC products, as required.

- Coordinates the Command Group inputs to related strategic boards and working groups.
- As delegated by the COS – is the focal point for JFCBS supporting in preparation of ACO Management Board.

The work is normally performed in a Normal NATO office-working environment. Normal Working Conditions apply.

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. 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. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The required qualifications are:

- English – good – NATO Standard Language Proficiency 3333 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.
- University Degree or equivalent in related field.
- Minimum 5 years' professional Staff experience in a large Headquarters (HQ), Joint Command, NATO/National HQ or large multi-national organisation.
- Minimum 2 years' professional experience working directly with senior leadership at least at 2* level or civilian equivalent.
- Professional experience in the provision of senior management advisory services.
- Professional experience working within diverse cross-functional teams.
- Professional experience in management of complex programmes in international, multicultural environments.

The desirable qualifications are:

- Experience working with or for a major consultancy organisation engaged in complex programmes.
- Experience in change management within an international organisation.
- Completion of for this position relevant courses / training.

The successful candidate has following personal attributes:

- ✓ Excellent communication skills, both oral and written - able to communicate at all levels;
- ✓ Good analytical and strategic thought;
- ✓ High level of organizational and coordination skills;

- ✓ High level of interpersonal skills including tact and diplomacy;
- ✓ Good management skills.

The successful selected candidate needs to have a NATO security clearance and is required to pass a medical examination before an employment contract offer will be released.

This requirement is in support of the [NATO 2030](#) agenda.

The successful candidate will be offered a 3 years definite duration contract as NATO International Civilian (NIC); remuneration will be exempt from taxation and allowances will be applied whenever applicable. For serving NATO international Civilians: contract will be offered in accordance with the NATO Civilian Personnel Regulations and the additional Nations' guidance (MCM-0061-2023 for NATO 2030 Project Linked NICs). The selected staff member will get a definite duration contract regardless of the current contract, with the exception of the case when they have more than 10 years of service, in which case they will receive an indefinite duration contract.

Due date for receipt of applications: Sunday 16 February 2025.

Candidates have to apply electronically in NATO Talent Acquisition Program through following link:

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

Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences (*Attachments are supporting documents and should not be referred to in the job submission*). Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates. Results will be communicated in the week of 10 March 2025; test and interviews will be on 1 & 2 April 2025 and will be organised in Brunssum, The Netherlands.