



HEADQUARTERS, ALLIED MARITIME COMMAND



NOTIFICATION OF A "NATO GRADE 15 / A-2" VACANCY OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Post Number: OMC UXPX 0060

Job Title: Staff Officer (Public Affairs Officer)

NATO Grade: A-2 / NATO GRADE 15

SECURITY CLEARANCE: NATO SECRET

Basic Monthly Salary: £5,862.89 tax free

Closing Date: 26 April 2021

1. POST CONTEXT

Allied Maritime Command is the Maritime Theatre Component Commander delivering 360 degree maritime focused awareness and connectivity while planning and commanding the full range of maritime operations.

The Communications Division provides the Commander with advice and functionality across the full range of Information Operations.

The Office of Public Affairs is focused on ensuring that all MARCOM HQ activity reflects NATO's approved public messaging.

Post is a staff officer charged with producing commercial quality journalism to educate the general public about Allied Maritime Command activities.

2. DUTIES

The incumbent's duties are:

Operational Duties

Write and review written products for print, video, social media and web publication to support the Allied Maritime Command communication efforts, illustrating Command Group activities and operational commitments.

Write analytical, strategic level articles combining geo-political events with strategic maritime efforts throughout the region.

Adaptive problem solving to write operational level articles using interpretive, analytical, and constructive thinking designed to inform audiences of MARCOM coordination in the maritime as well as cross-domain activities.

Mentors subordinate command PAOs on writing at the tactical level, providing feedback on articles and serving as editor for submitted products.

Plans, prepares and distributes public affairs products to increase awareness of and knowledge about NATO exercises and operations.

Drafts and publishes internal communication products as required.

Interface with the news outlets and responds to media queries.

Assists in the preparation of staff briefings.

Liaison with NATO Public Affairs community on interest (National Navies Public Affairs Communities, , Peer & Subordinate Commands) to ensure alignment of messaging efforts through NATO Command Structure

Conducts interviews and background research in support of MARCOM communication efforts.

Editor for MARCOM products for release (including Public Affairs, NATO Shipping Centre and Standing NATO Forces among others).

Attends daily operations meeting to maintain a high level of awareness of the activities of MARCOM and subordinate units.

Develops and maintains relationships with editors from national Navy and MOD internal publications and provide relevant content for publication through these channels.

Develops and maintains relationships with NATO, EU, International Maritime Organization, International Chamber of Shipping and other non-governmental organization editors to provide relevant content for publication through these organization's internal publications.

Identify and seize new opportunities to reach new audiences through new publication channels.

Collaborate with Public Affairs team to build multi-media products for release.

Monitors media environment and provides advice on adjustments to optimize interaction.

Build and maintain professional relationships with media representatives

Plan and support media engagements throughout the AOR.

Liaison with NATO Public Affairs community (HHQ, Peer & Subordinate Commands) to ensure alignment of Allied Maritime Command with NATO Command Structure

Liaison with National Navy Public Affairs Community

Prioritize media engagements based on Commander's intent and requirements.

Alternate Webmaster for the HQ Public internet-based website.

Assists the Branch Head Public Affairs in providing lines to take, questions and answers, background briefs for exercises and the standing maritime groups.

Maintains a database of journalists' contacts and emailing distribution lists.

Assists the Public Affairs Officer in writing the distributing press releases as required.

When required, manages sensitive public relations for the Maritime Command Northwood mission including conceiving, planning, executing and evaluating high-level information programmes.

Supports arrangements for media interview for COM Maritime Command Northwood and other senior NATO Military officials, with major international correspondents. Makes arrangements for speaking engagements for the Command Group and for higher NATO authorities visiting the region.

Attends and supports international seminars and conferences where issues relevant to Maritime Command Northwood are discussed and advises the Branch Head Public Affairs on developing trends and opinions.

Supports arrangements for press tours, press conferences, exercise coverage, media embarkations and major special events involving media coverage. Supports the handling of news media enquiries and operation of press information centres.

Framework Duties

Build, provide or present briefs to organizations outside Allied Maritime Command.

Monitor and track production of MARCOM material for assessment as required.

Submits observations in his/her area of expertise and contributes to the Lessons Learned process.

Speak on the record as a Military Official with Allied Maritime Command

Submits observations in his/her area of expertise and contributes to the Lessons Learned process.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

- The incumbent may be required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries for up to 183 days in any period of 547 days.

- This post has been identified as a source of manpower to fill a Crisis Establishment post in line with tiered reinforcement needs of ACO CEs.

The work is normally performed in a Normal NATO office working environment / Secure office environment with artificial light and air (e.g. Bunker).

Normal Working Conditions apply.

The risk of injury is categorized as: No risk / risk might increase when deployed

3. QUALIFICATIONS AND EXPERIENCE

Essential

a. Professional/Experience

(1) Journalism

Journalism and reporting is the study of the theory and practices of journalism/reporting as part of the field of mass communication. Journalism and reporting is about the wording and content of messages. It comprises news reporting, writing commentaries and feature stories of public interest etc.

Skill Level (Enable)

Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes. Influences customers, suppliers and partners at account level. May have some responsibility for the work of others and for the allocation of resources. Participates in external activities related to own specialism. Makes decisions which influence the success of projects and team objectives. Work includes a broad range of complex technical or professional activities, in a variety of contexts. Investigates, defines and resolves complex issues. Selects appropriately from applicable standards, methods, tools and applications. Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share

common objectives. Plans, schedules and monitors work to meet time and quality targets. Rapidly absorbs new information and applies it effectively. Maintains an awareness of developing technologies and their application and takes some responsibility for driving own development.

Experience

Minimum 2 years' experience in media and public relations at a high level involving public affairs policy.

Fluency and clarity of expression, both oral and written.

Experience in designing and managing internet based websites.

(2) Publishing (dissemination of messages)

Journalism and reporting is the study of the theory and practices of journalism/reporting as part of the field of mass communication. Journalism and reporting is about the wording and content of messages. It comprises news reporting, writing commentaries and feature stories of public interest etc.

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b. Education/Training

(auto-generated based on the grade and the NATO Occupational Codes)

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.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

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.

d. NATO Occupational Codes

50321D - Journalism

50321G - Publishing (dissemination of messages)

Desirable

a. Professional Experience

Experience in NATO or other multinational, maritime Public Affairs office/agency.

Background knowledge, experience in web design.

Knowledge of print and electronic media, including still and motion media.

b. Education/Training

Post-graduate studies in international affairs, journalism or related field.

- NATO Public Affairs Policy Indoctrination Course (STC-PA-2548) provided by NATO - School Oberammergau (NSO)
- NATO Staff Officer Orientation Course (ETE-IT-2834) provided by NATO - School Oberammergau (NSO)
- (Not in ACT Catalog) - NATO PUBLIC AFFAIRS IN OPERATIONS COURSE (NU) (STC-PA-3044) provided by NATO - School Oberammergau (NSO)

c. Language

English SLP 4444

Any additional European language.

4. ATTRIBUTES/COMPETENCES

- **Personal Attributes:** Capable of analytical, strategic thought and adaptive communication. Creative problem solver able to take imaginative approaches to communication goals and provide development of new techniques and channels to communicate. Good inter-personal and communication skills, maturity, poise, tactfulness, firmness and persuasion are needed in interaction with rest of team. Adaptability is required due to the constantly changing nature of tasks and deadlines in a public affairs environment. Tact is required in dealing with interview subjects who may be nervous about being interviewed. Must be able to field difficult questions on delicate issues, usually in a situation where significant time pressure exists. Frequently works under pressure, works long/irregular hours, carries high workload. Incumbent must be able to build professional relationships with individuals both inside and outside of MARCOM in order to increase the network of individuals interested in NATO maritime activities. Individual should be respectful and patient, able to maintain professionalism while working with individuals with different skillsets and work practices.

- **Managerial Responsibilities:** None.

- **Professional Contacts:** Internally with all senior staff members, Communications Division members, NATO Shipping Centre personnel, Operations Department personnel and others as required. Externally with editors of Navy, MOD, NGO and other publications in which MARCOM may be able to place articles as well as with NATO Communications professionals throughout the enterprise. Establishes and maintains liaison with graphic design and print companies.

- **Contribution To Objectives:** Provides advice on public information issues with regards to mass communication. Maintains vital liaisons and plays a key role in maintaining the headquarters public image and in ensuring appropriate dissemination of information to civilian media and organizations.

This post reports to

- OMC UXPX 0010 - Branch Head (Public Affairs)/Pub Affairs Advisor - OF-4
- Supervisory Responsibilities: None.

There are no reporting responsibilities.

5. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will

be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a **NATO Grade 15** in UK is **£5,862.89 (tax free)** which may be augmented by allowances based on the selected staff member's eligibility.

6. HOW TO APPLY

HQ MARCOM uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform at:

<https://nato.taleo.net/carrersection/2/jobsearch.ftl?lang=en> , and search for vacancies within HQ MARCOM.

Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as "please see attached CV", or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application form must be filled out in English.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgment please make sure the submission process is completed or, re-submit the application.

Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of University diplomas listing the exams sustained, transcripts (that is, list of courses and grades and dates), for all pertinent university and vocational training courses.

Candidates' individual telephone and email inquiries about the submission of their applications cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

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

Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than the vacancy's closing date.

Employment pre-requisites:

Candidates are invited to submit their application if:

- **They are national of a NATO member country**

- **They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided the expiry date of the contract is not later than the date at which the candidate attains the age of 65.**

Additional information

A NATO security clearance of the level required by the position, and approval of the candidate's medical file by the NATO Medical Adviser, are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but must be eligible for a clearance. HQ MARCOM will take action to obtain the required security clearance from the successful candidate's national authorities.

Candidates must meet all the essential qualifications in order to be considered qualified. Should no qualified candidates are found, candidates not possessing all the essential qualifications may be considered. If such candidates are selected, they will be appointed at a lower grade and their employment contract will stipulate the conditions under which the grade attached to post can be granted and the employment contract confirmed.