



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250785

Vacancy Number: G52/24

Post Number: OSC RFPR 0060

Job Title: Staff Officer (Resource Integration Management)

NATO Grade: G15

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

Closing Date: 13 May 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 the Supreme Allied Commander Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Support Directorate is responsible for directing, monitoring and co-ordinating the implementation of Integrated Resource Management (IRM) activities and staff functions at all levels of command across Allied Command Operations (ACO).

The Resource Management Division (REM) is responsible to SACEUR through COS SHAPE for the development and support required for the employment and monitoring of the ACO Strategic Management (ASM) System, including the ACO Strategic Management Plan (ASMP).

The Strategic Management and Resource Planning Branch (SRP) is responsible for the development, support required for the employment and monitoring of the ACO Strategic Management (ASM) System.

The Resource Integration Management (RIM) Section ensures coherence and coordination between related resource and output planning processes for ACO.

RM 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. RIM Section ensures coherence and coordination between related resource and output planning processes for ACO.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Evaluate and make proposals to ensure that resource and capability planning comply with overall ACO strategic objectives contained in ACO Strategic Management Plan (ASMP).
2. Initiate plans, screen, and consolidate the resource requirements for ACO's input to the Medium Term Resource Plan (MTRP), and the Annual Report on the delivery of Alliance common funded military requirements (Annual Report)
3. Consolidate and propose the risk assessment and prioritization of resource requirements for the MTRP.
4. Ensure the incorporation of Operation and Maintenance (O&M) implications of Capability Packages (CPs) and of Workforce in the ACO input to the MTRP, ensuring a comprehensive resource oversight, ie integrated resource management.
5. Monitor the implementation of resource plans overtime, in line with the agreed priorities.
6. Make proposals for the structure and design of the resource planning database, administer and keep it up to date.
7. Analyze the resource requirements in the context of the ACO input to the MTRP and the Annual Report, and recommends strategies, policies and directives to manage and acquire capabilities within given resource parameters.
8. Writes and co-ordinates internally the risk assessment in the context of MTRP, including impact statements, providing support for the proposed Ceilings and Planning Figures.
9. Assess and recommends prioritization of in-year reallocation of resources within SHAPE, when required.
10. Prepare/update Specific Instructions and coordinate internal taskers for the development of the for the ACO input to the MTRP and the Annual Report.
11. Coordinate the development of the ACO Integrated Resources Management (IRM) Directive.
12. Provide the IRM focal point for resource risk assessment and prioritization.
13. Make proposals for the improvement of resource planning processes, including risk assessment and prioritization.

14. Participate in Integrated Planning Teams (IPTs) for the development of resource assessments related to Operational Plans, Contingency Plans etc.
15. Represent the Section as required in the capability and resource forums, such as formal and informal NATO, NMA, Bi-SC or ACO WGs.
16. Make proposals for internal co-ordination on resource planning and prioritization issues with respect to meetings in the AMB, SMB, and prepares ACO and SHAPE positions for external use.

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

A. Professional/Experience

1. Substantial experience in planning, directing, organizing, and controlling financial activities.
2. Demonstrated experience and skills in database management, including competence in data collection, data analysis, and data visualization. For example, programs such as Excel and Access.
3. Ability to clearly summarize complex concepts and articulate data-driven solutions.

B. Education/Training

University Degree in finance, accounting, business administration, economics, public administration or related discipline and 2 years post 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)

DESIRABLE QUALIFICATIONS

A. Professional Experience

1. Advanced knowledge in spreadsheets and database (Excel, Access).

2. Knowledge and understanding of NATO processes at the Strategic and Political/Military level.
3. Previous staff experience in joint and/or multi-national organization HQ.
4. Understanding of the principles of enterprise risk management, and knowledge of integrated resources management.

B. Education/Training

1. Managing Successful Programs (MSP) Course
2. Enterprise Risk Management Course
3. Resource Management Education Programme Course provided by NATO - School Oberammergau or equivalent
4. Program and Project Management Postgraduate Course provided by Regional Department Of Defense Resources Management Studies, Romania or equivalent
5. NATO Alternative Analysis Course provided by NATO - School Oberammergau or equivalent

ATTRIBUTES/COMPETENCIES

- **Personal Attributes:** The incumbent is required to display strong abilities in analyzing and drawing conclusions on complex issues related to NATO resource management. He or she must be able to articulate recommendations, present them in a comprehensible and appropriate manner acceptable to senior national delegates as well as senior officers. There will frequently be a need to advance propositions in clear and unambiguous language either orally or in writing. The requirement to focus the attention of the audience, maintain cohesion and logic in the argumentation and convince decision makers remains imperative. The incumbent must thus possess cultural sensitivity, tact and diplomacy necessary to operate in an international environment. He or she must be flexible, capable of finding feasible compromises, exercising judgement and co-operating under stress. The ability to work long hours under pressure in order to achieve operational objectives with associated deadlines suggests the incumbent should be in good health and able to work irregular hours.

- **Managerial Responsibilities:** None

- **Professional Contacts:** The incumbent will interface routinely with a variety of individuals and organisations including the following:

- Staff involved in resource management throughout NATO at all professional levels; these will include all grades and ranks up to general officers and civilian equivalents in the SHAPE command group and other NATO commands in order to co-ordinate tasks, provide advice and information or decision briefings.

- Resource staff at NATO HQs at A-5 and above, and chairmen of NATO resource committees.

- With senior representatives from NATO nations and external agencies and commands. The incumbent will frequently be required to provide informational or decision briefings to

senior staff within SHAPE, ACO and other external organisations. Participation in such meetings routinely ranges in rank up to OF-6.

• Contribution to Objectives: The incumbent will be responsible for achieving the following objectives:

(1) To influence future budgets by presenting ACO's medium -term resource requirements necessary to prosecute SACEUR's mission in the form of the ACO input to the MTRP.

(2) To initiate a Resource Allocation Figure (RAF) commensurate with ACO's tasks and mission, providing a sound financial basis upon which operations can be conducted.

(3) To ensure that all SHAPE requirements are validated, costed and prioritized by addressing them through the Resource Prioritization Groups.

(4) To ensure that the overall strategic objectives for ACO expressed by SACEUR's Strategic Plan are adhered to in SHAPE's resource planning.

REMARKS:

Duration of contract: (Pending approval) 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.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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.
- E. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.