



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241339

Vacancy Number: G118/24

Post Number: OSC RFFW 1020

Job Title: Staff Officer (WarGaming – Requirement Management and Planning)

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6,118.54€, tax free

Closing Date: Sunday 06 October 2024

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 Strategic Enablement (STREN) 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 post is located in the Supreme Headquarters Allied Powers Europe (SHAPE), Support Directorate, Resource Management (REM) Division, ACO Innovation Management (AIM) Branch, Wargaming (WG) Section.

The WG section acts as ACO focal point for all wargaming related issues. Specifically, it collects, prioritizes and validates wargame requirements from users, drafts the annual Wargaming Programme of Work and develops tailored Wargames for operational users, including data collection and analysis. It operates and maintains the ACO wargaming network, the SHAPE wargaming facilities, the wargaming workshop and the wargames archive. It acts as requirement owner for the capability development programmes associated with wargaming. It also represents ACO at wargame related events and fosters a culture of wargaming throughout the Command. It advises ACO Command Groups and working-level staff on wargame related matters. WG is custodian of ACO doctrine, policy and directives for wargaming. It supports other ACO Innovation Management areas and work strands, such as concept development, operational experimentation, digital

transformation and open innovation and is supported by modelling and simulation and operational analysis as required.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Collects, assesses and prioritizes WG requirements across ACO.
2. Maintains the ACO WG archive and is knowledgeable about stored mechanics.
3. Supports the WG section staff in selecting existing mechanics and models.
4. Manages the procurement of commercial wargames and supporting tools.
5. Drafts the annual ACO WG Programme of Work (PoW).
6. Drafts and updates ACO WG directives and contributes to NATO WG policy.
7. Proposes a list of WG products to be delivered as part of the annual PoW.
8. Identifies knowledge requirements for fostering a WG culture across ACO and supporting WG design activities.
9. Supports the design and execution of wargames in support of ACO users.
10. Contributes to testing and validating WG design.
11. Contributes to the data collection and analysis.
12. Supports ACT WG effort as directed.
13. Supports other AIM Branch areas as required.

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. 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. May be required to perform a range of duties within the division at the same rank, utilizing the individuals skill set.

Is required to undertake TDY assignments within and outside NATO's boundaries.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

1. The post requires Proven ability of managing requirements and planning their implementation in the context of complex and dynamic organizations. Explain how you meet this qualification. Answer to all pre-screening questions should not exceed 200 words. Where experience is required, the answers need to include the total number of years of experience requested by each criteria and short description(s) of the environment(s) within which the relevant experience was acquired, with main tasks responsibilities.
2. The post requires Minimum of 2 years' experience in a role relevant for the responsibilities of the post within an innovative organisation. Explain how you meet this qualification.
3. The post requires Ability to prioritize tasks and allocate resources in a dynamic context and capacity of delivering under pressure and short timelines. Explain how you meet this qualification.

B. Education/Training

University Degree in business administration, engineering, economics, public administration, operations research, business process engineering 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.

C. Language

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

DESIRABLE QUALIFICATIONS

A. Professional Experience

1. The post desires A broad background that can include previous staff experience in a joint or combined staff in a large HQ, Joint Command, NATO HQ or MOD, or large/complex Organizations. Explain how you meet this qualification.
2. The post desires High level of organisational, coordination and communication skills. Explain how you meet this qualification.
3. The post desires Knowledge of professional/commercial wargames and wargame literature. Explain how you meet this qualification.

B. Education/Training

1. Have you completed a PRINCE 2 course or equivalent.
2. Have you completed a Wargame practitioner course or equivalent.

ATTRIBUTES/COMPETENCIES

Personal Attributes: Personal qualities of tact, judgment, adaptability, coupled with motivational and listening skills. A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military. Able to work effectively to support the team activities. Possess the ability to assess the impact of a wide variety of NATO and national capability developments towards meeting NATO's overall required capability. Ability to use initiative and good judgment to propose optimum options in materializing effectively the capability delivery.

Professional Contacts: This post requires to establish and maintain professional contacts with relevant wargaming stakeholders across the NATO enterprise, in particular within SHAPE, subordinates ACO Headquarters, ACT and NATO Headquarters, and within Allied Nations.

Contribution to Objectives: The incumbent supports the delivery of ACO's warfighting functions by progressing ACO's wargaming needs as a key enabler of the multi-domain operation fight.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Linked NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

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) 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.