

	NATO	NORTH ATLANTIC TREATY ORGANIZATION INTERNATIONAL STAFF
	OTAN	ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD SECRETARIAT INTERNATIONAL

VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

Unified Vision (UV) Deputy Event Manager -240231

Primary Location: Belgium-Brussels
NATO Body: NATO International Staff (NATO IS)
Schedule: Full-time
Application Deadline: 09-Mar-2024, 11:59:00 PM
Salary (Pay Basis): 7,540.44Euro (EUR) Monthly
Grade NATO Grade G17

Description:

1. SUMMARY

The BICES Group Executive (BGX), a NATO entity, is the executive body of the BICES Group (BG). The BG enables the sharing and exchange of Intelligence and Information between and amongst the NATO nations, with NATO, and with other non-NATO nations and Organizations. The BGX, under the leadership of the Director, is comprised of the following pillars: Intelligence and Enterprise Services (IES) Division, Programmes, Engineering and Maintenance (PEM) Division, Operations and Security Services (OSS) Division, and the Intelligence, Surveillance and Reconnaissance (ISR) Cell.

The ISR Cell is established and funded by the BICES ISR Community through the BICES ISR Working Group (BISRWG). The mission of the BISRWG, which is primarily carried out through the ISR Cell, is to coordinate and direct the establishment of a BICES integrated capability for multinational federated ISR Processing, Exploitation and Dissemination (PED), ensuring interoperability and integration with NATO capabilities in support of national, NATO and non-NATO operations.

The ISR Cell functions as the Executive Agent for the UV project arrangement on behalf of the Joint Capability Group for ISR (JCGISR) donor nations. The UV is a triennial trial/exercise event to be hosted in the different participating nations on a voluntary basis. It is aligned to coincide with the NATO Joint ISR (JISR) capability development spirals, serves as a venue for demonstrating and validating the capabilities and provides input for follow-on JISR development spirals.

The EMS team is under the administrative control of the BGX ISR Cell, and is dedicated to UV planning and execution as specified in the project arrangement. The team serves as Secretariat of the UV Executive Board chaired by the JISR CAM and liaises with relevant NATO Committees as well as with teams for other trials and exercises.

As part of the EMS team, the UV Deputy Event Manager assists the Event Manager and Event Executive, normally the JISR CAM (Defence Investment Division) and JISR Task Force co-chair (Joint Intelligence and Security Division) in the planning, execution and reporting of UV. They act as the Team Lead and Event Coordinator and lead the UV dedicated staff for the JCGISR sponsored NATO UV trial/exercise series. The incumbent works to ensure JISR Capability Development requirements are met in the full continuum of JISR events. The events include scheduled NATO exercises such as Steadfast Cobalt and Steadfast Jupiter, other trials and experiments such as the Coalition Warrior Interoperability Exercise (CWIX), and Small Focused Events (SFE).

2. QUALIFICATIONS AND EXPERIENCE

Essential

The incumbent must:

- possess a minimum of 5 years of relevant work experience in Joint ISR, Intelligence and Intelligence Requirements Management and Collection Management (IRM/CM), exercises, trials and experiments;
- have a University degree from an institute of recognised standing or Armed Forces equivalent in a relevant field, such as International Security, International Relations, or technical degrees in JISR related fields.
- possess extensive experience in Joint ISR in a national or NATO environment;
- have knowledge of national and/or NATO ISR doctrine and intelligence systems, and Automatic Data Processing (ADP) systems;
- be experienced in project management;
- have knowledge of intelligence collection and exploitation organizations and systems;
- demonstrate experience in leadership and management roles and ability to lead a team in planning, organizing and executing large-scale trials and exercises;
- possess extensive experience in ISR operations with a focus on operational airborne ISR;
- have extensive knowledge of the Tasking, Collection PED (TCPED) cycle with specific focus on airborne ISR operations, including national/multinational and/or NATO operations;
- be experienced in the specification, design and implementation of trials, exercises, demonstrations and experiments;
- demonstrate the ability to communicate effectively orally and in writing, with good briefing skills;
- have excellent organisational and interpersonal skills;
- possess level V (Advanced) of the English language.

Desirable

The following will be considered an advantage:

- experience in supporting or participating to national, EU and/or NATO Working Groups;
- previous experience in operational deployments in support of air ISR activities during NATO or Coalition operations;
- awareness of systems security issues;
- knowledge of the BICES concept, technology and security;

- familiarity with US ISR organizations such as U.S. Air Forces in Europe (USAFE), European Partner Integration Enterprise (EPIE) and Distributed Common Ground/Surface System (DCGS) Enterprise Concept of Operations (CONOPs);
- certification in Project Management, such as PRINCE2 Practitioner;
- experience participating in previous UV events;
- experience and knowledge of the JCGISR and the NATO Joint ISR community;
- working knowledge of NATO organization and procedures.

3. MAIN ACCOUNTABILITIES

Expertise Development

Participate in the NATO JISR Task Force, JCGISR, and JISR Integration Group meetings to ensure UV is consistent with the JISR continuum and JISR capability development. Provide advice and provide UV briefings to the JCGISR and planning staff identified for the UV events. Brief the UV Executive on event planning progress and matters. Represent and promote JCGISR interests in NATO JISR meetings and working groups and update JCGISR Nations informed. Provide support to JCGISR Nations when requested, by participating in Operations, Exercises and Training Events to educate and train Nations' personnel on emerging ISR capabilities and CONOPS/TTPs.

Financial Management

Provide input to the annual ISR budgets with regard to the requirements of the UV project arrangement. Ensure that funds allocated to the UV events are used as directed and in compliance with the NATO and BGX Financial Regulations.

Knowledge Management

Supervise and ensure availability and accessibility by nations and entities of UV related material on the dedicated portals on both the classified and unclassified networks. Publish the UV Final Report following coordination with Stakeholders (EMS, UV participants, JCGISR nations, Strategic Commands, NCIA). Maintain a UV Register. Lead the UV Evaluation and Report Writing Workshop 30 days following the event.

Organisational Efficiencies

Ensure the efficient and effective operation of all activities in support to UV, the JCGISR, and all relevant stakeholders. Ensure close conformance among NATO and JCGISR nations' CONOPs, Standards and technical implementations to ensure maximum operational interoperability as requested. Recommend solutions to minimize unnecessary procedural or technical conflicts.

People Management

Manage and lead of the UV EMS consisting of the Assessment Lead (E8) and the Administrative and Security Assistant, in order to ensure that the work is performed in an effective and efficient manner. Ensure that all staff under her/his responsibility are clear on the project objectives for the successful execution of the UV events. Ensure that the relevant Performance Review and Development (PRD) evaluations are completed for all staff under

their direct supervision. Promote a collaborative and team oriented environment. Enable the professional development of staff and provide coaching/guidance, as required.

Planning and Execution

Provide UV support to JCGISR and NATO by planning and executing UV trials/exercises. Conduct a Concept Development Conference (CDC). Initiate concept development, plan and conduct a UV pre-Initial Planning Conference (IPC) approximately two years to 18 months before planned execution, upon completion of previous UV Final Report. Plan and lead all the stages of the Planning Conferences: Initial (IPC), Main (MPC) and Final (FPC). Maintain a UV Plan of Action and Milestones (POAM). Lead regular UV Planning teleconferences. Lead the UV Pre-Deployment Workshop 90 days prior to the event. Provide support for JCGISR Multinational Operations, Exercises and Training Events.

Policy Development

Draft the UV Event Specification, incorporating objectives from JCGISR, Strategic Commands, UV Event Management Plan and JISR spiral and Annual Action Plans. Prepare the UV First Impressions Report following the writing workshop. Prepare the UV Final Report 90 days following the event. Support NATO efforts to develop JISR Concepts, CONOPs and TTPs that are interoperable with Nations' equivalent processes and help ensure all interested nations can implement and interoperate.

Project Management

Develop the UV concept approximately two years prior to execution in accordance with the NATO JISR spiral development and the Trial and Experiment Framework, guidance stemming from the various stages of the Planning Conferences, as well the IT synchronization conference and event execution. Establish the UV Event Management Team, which in addition to the Event Manager (OF-5 Officer nominated by the Strategic Commands or JCGISR nations) it consists of; an Intelligence Lead (E2); an Operations Lead (E3); a Planning Lead (E5); a CIS Networking and Technology Lead (E6); an Assessment Lead (E8); and a Media and Public Affairs Lead (E9). Integrate UV planning with NATO JISR Capability Spirals and NATO Annual Action Plans.

Stakeholder Management

Coordinate with the JISR Task Force, Allied Command Operations (ACO), Allied Command Transformation (ACT), NATO Communications and Information Agency (NCI Agency), NATO ISR Force (NISRF), BGX and customers in order to ensure that UV related information is managed effectively and to facilitate Nations' cooperation and collaboration with NATO intelligence and ISR requirements. Coordinate NATO JISR Activities with Agencies and Working Groups. Promote and maintain professional relations with appropriate military and civilian officials and industry experts, within Nations and NATO, as required.

Perform any other duty as required.

4. INTERRELATIONSHIPS

The incumbent executes taskings as directed by the event sponsor (JCGISR) and from the Event Executive (JISR CAM). They are linked administratively to the BICES ISR Cell, including for Performance evaluations.

Direct reports: 2

Indirect reports: N/A

5. COMPETENCIES

The incumbent must demonstrate:

- **Achievement: Creates own measures of excellence and improves performance.** Keeps track of, and measures outcomes against self-imposed standards of excellence (i.e. not imposed by others such as management or customers). Makes specific changes in the system or in own work methods to improve performance. Proactively seeks out changes in work assignments to increase personal effectiveness.
- **Analytical Thinking: Sees multiple relationships.** Links causes and consequences at increasingly complex levels. Relates information objectively to reach logical conclusions and develops solutions.
- **Clarity and Accuracy: Monitors others' work for clarity.** Monitors quality of others' work. Checks to see that procedures are followed.
- **Conceptual Thinking: Applies learned concepts.** Uses knowledge of theory or trends to examine current situations. Evaluates work concepts, methods and tools and then applies or adapts them appropriately to the situation.
- **Customer Service Orientation: Makes things better for the customer, addressing underlying customer needs.** Considers the underlying needs of the customer when offering products or services. Works to understand and anticipate the customer's current and future requirements beyond those currently expressed.
- **Impact and Influence: Uses indirect influence.** Pursues indirect as well as direct lines of influence: "get A to show B, so B will tell C and...". Influences audiences at more than one level or forum, with each step adapted to the specific audience. Uses experts or third parties to help the influencing process.
- **Initiative: Is decisive in a time-sensitive situation.** Acts quickly and decisively in a crisis or other time-sensitive situation. Is unafraid to propose and/or take action when the norm would be to wait, study the situation and hope the problem will resolve itself.
- **Teamwork: Solicits inputs and encourages others.** Displays willingness to learn from others, including subordinates and peers. Solicits ideas and opinions to shape specific decisions or plans. Publicly credits the team rather than taking credit for self.

6. CONTRACT

Contract to be offered to the successful applicant: Definite duration contract until the end of 2026 with the possibility of renewal, subject to project requirement and funding.

Contract clause applicable:

This is a limited duration project post funded under a project arrangement on behalf of the Joint Capability Group for ISR donor nations. Renewal of the original definite duration beyond 2026 is subject to additional funding and project requirement. The first 6 months of the contract will be considered as a probationary period.

The competition is open to all NATO member nations, however priority will be given to candidate of the nations contributing to the project arrangement. At the time of publishing this vacancy the contributing nations are Belgium, Canada, Germany, Luxembourg, Spain and the United States of America.

7. USEFUL INFORMATION REGARDING APPLICATION AND RECRUITMENT PROCESS

Please note that we can only accept applications from nationals of NATO member countries. Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal ([link](#));
- For all other applications: www.nato.int/recruitment

Appointment will be subject to receipt of a **security clearance** (provided by the national Authorities of the selected candidate), approval of the candidate's **medical file** by the NATO Medical Adviser, verification of your study(ies) and work experience, and the successful completion of the **accreditation** and notification process by the relevant authorities.

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. 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.

8. ADDITIONAL INFORMATION

The BICES Group Executive is a NATO body. NATO as an equal opportunities employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply. 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.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The BGX offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the BGX, located at NATO Headquarters in Brussels, Belgium is a non-smoking environment.