

Vacancy Number: A02/0213

Post Number: ZSC GSI 0020

Job Title: Special Advisor (Crisis Management and Ops)

NATO Grade: A-5

Basic Monthly Salary (12 x per year): 8 071.11 €, tax free

Closing Date: 24 March 2013

GENERAL BACKGROUND:

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Division: Strategic and International Affairs

POST CONTEXT

SHAPE is the Strategic Headquarters for Allied Command Operations. The Staff Advisory Group provides general staff support, coordination, management, administrative service, and specialists' advice to SACEUR, DSACEUR and COS. The Strategic & International Affairs Office is responsible for directly supporting the SACEUR, the SHAPE Command Group, Allied Command Operations, and deployed NATO commanders and forces with integrated advice, strategic approaches, courses of action, and international affairs subject matter expertise as it relates to Alliance Operations. The SPECIAL ADVISOR to SACEUR for Crisis Management Operations provides strategic pol-mil advice to SACEUR and the Command Group relevant to their Crisis Management and Operations responsibilities and is twinned as the senior civilian advisor to DCOS Operations and Intelligence.

This post deputises for the Strategic and International Affairs Advisor (A-7) in his absence.

REPORTS TO

Strategic-International Affairs Advisor to SACEUR, ZSC GSI 0010.

PRINCIPAL DUTIES

The incumbent's duties are:

1. On behalf of the Strategic and International Affairs Advisor leads in providing direct assistance to SACEUR and the Command Group in the development, coordination, and harmonization of SACEUR's strategic military advice across the entire

spectrum of NATO's Crisis Management process, from the Indications and Warning phase, through the drafting of strategic assessments, developing response options and concepts, planning and conduct of crisis response operations, until transition and termination of crisis management operations.

2. Identifies emerging strategic and political-military issues, collects information, develops forecasts and drafts assessments.

3. Recommends strategy and policy courses of action in the development of SACEUR's strategic military assessments and advice.

4. Assists the Command Group in the planning and execution of crisis management operations by identifying critical strategic political-military issues impacting Alliance operations, potential consequences and developing strategies for response.

5. During conduct of Crisis Response Operations, serves as the senior civilian advisor to DCOS Operations and Intelligence and the Director Crisis and Operations Management Center of SHAPE, providing strategic political-military advice to and assisting with the development of guidance for the Comprehensive Crisis Operations Management Centre (CCOMC).

6. Assists the SHAPE Operational Planning Group (SOPG) in incorporating SACEUR views and addressing strategic pol-mil elements in relevant crisis management planning products.

7. Serves as a Special Advisor to DSACEUR in his capacity as NATO's Strategic Coordinator with the European Union during Berlin-Plus Operations, and other NATO and EU operations in the same theater of operations.

8. Participates in major policy and policy and planning initiatives, providing advice on a wide range of strategic-political-military issues in direct support of Command policy formulation and decision-making.

9. Develops strategic updates, assessments and interventions to be presented by and on behalf of SACEUR to the North Atlantic Council at PERMREP, Minister and HOSG level.

10. Serves as both a formal and informal channel for high-level consultations on political guidance with senior NATO civilian and military officials as well as with senior contacts in national governments on matters pertaining to ACO's CM actions and operations. Speaks authoritatively for SACEUR and ACO.

11. Serves as SACEUR/CMD GP principal link to the International Secretariat (IS) Operations Division, including Civil Emergency Planning, the Crisis Management Task Force (CMTF), and other senior NATO HQs officials involved in Crisis Management at the ASG/DASG level. Maintains continuous exchange of views and consults with HQ NATO, subordinate commands, commanders, and senior NATO/ACO staff as it relates to the execution of NAC-directed Crisis Management activities.

12. Deputizes for SACEUR's Strategic and International Affairs Advisor in his absence, fulfilling all relevant professional and office management tasks.

13. Provides personal continuity and unique subject matter expertise as SACEUR's principal advisor for NATO's Strategy, Operations and Cooperation in Afghanistan, and more broadly, advises Command Group on pol-mil issues in the South and Central Asia. Develops and Participates in major policy and planning initiatives, providing advice on a wide range of strategic-political-military issues in direct support of Command policy formulation and decision-making related to the region. Analyzes the European and global pol-mil environment and identifies the potential impact on issues of importance to SACEUR, ACO, Alliance operations and interests in the region.

14. Provides advice to the Command Group on Terrorism-related matters in the region.

15. Serves as the SACEUR's principal advisor and subject matter expert on strategic political-military issues related to the Balkans. Analyzes the European and global pol-mil environment and identifies the potential impact on issues of importance to

SACEUR, ACO and the Command Group concerning its initiatives, policies and operations related to the Balkans. Develops and Participates in major policy and planning initiatives, providing advice on a wide range of strategic-political-military issues in direct support of Command policy formulation and decision-making related to the Balkans.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: Direct supervision, in the absence of the International Affairs Advisor, of five people (3 x A-4; 1 x OF-3; 1 x B-3), including provision of professional guidance and instruction to the team. Provides guidance and advice to the Command Group and to the Staff of the HQ within the assigned specialist advisor area.

There are no first line reporting responsibilities.

The incumbent deputises for Strategic-International Affairs Advisor to SACEUR (ZSC GSI 0010).

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 deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 30 days.

QUALIFICATIONS

ESSENTIAL QUALIFICATIONS

1. Professional/Experience

a) Minimum of a total of 10 years of practical experience, as a senior civilian advisor in either a national Ministry of Defense or NATO post, dealing inter alia, with NATO defense policy, NATO military operations, and Alliance initiatives since the end of the Cold War.

b) Experience in conducting security-related negotiations in an international setting to include:

- Detailed and direct experience in NATO Crisis and Operations Management , to include: policy, planning, conduct of military operations, command decision making, relationships with nations, subordinate commands, and international organisations operating with or alongside NATO.

- Practical experience with and detailed understanding of SACEUR's missions, roles and responsibilities in NATO policy development, execution of crisis management tasks, and the NATO strategic-political-military decision cycle for producing strategic military advice to the North Atlantic Council and the Military Committee.

- Practical experience working in a national or international capacity with one of the following international organizations: United Nations (UN), European Union (EU), Organisation for Security and Cooperation in Europe (OSCE).

2. Education/Training

University Degree in public administration, international relations, political science or related discipline and 10 years related experience or a Higher Secondary education and completed Advanced Vocational Training in that discipline leading to a professional qualification or professional accreditation with 15 years of post related experience.

3. Language

English SLP 4444 (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.

4. Standard Automatic Data Processing Knowledge

Word Processing	:	Working Knowledge
Spreadsheet	:	Working Knowledge
Graphics Presentation	:	Working Knowledge
Database	:	Basis Knowledge
eMail Clients/Web Browsers	:	Working Knowledge
Web Content Management	:	Basic Knowledge

DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specialisations: Specific Experience:

- a) Field Deployment in a senior civilian advisory capacity (Political Advisor) in one of the following major NATO Operations (IFOR, SFOR, KFOR, ISAF).
- b) Subject Matter Expertise with the strategic political-military environment and related issues impacting NATO and ACO in South Asia and the Balkans.
- c) Experience as a senior advisor in a major national or international HQ or government ministry.
- d) Subject Matter Expertise with the strategic political-military environment and related issues impacting NATO and ACO contingency planning.
- e) Experience as a senior advisor in a major national or international HQ or government ministry.

2. Education/Training

Graduate of the NATO Defence College or a national Military Staff College at the OF4/5 level.

3. Language

Good working knowledge of another NATO language SLP 3333

CIVILIAN POSTS

1. Personal Attributes

The incumbent must display analytical thought and demonstrate independent judgment in the development of policy and strategies for the Supreme Allied Commander Europe (SACEUR) in fields of strategic-political-military interest and concern. Must be able to provide high-level advice and briefing to senior level on key strategic-political-military issues to serve in the formulation of Command policy. Diplomacy and tact are essential in interacting with high-level officials in a multi-national environment. The incumbent must have strong communication skills both oral and written. Listening and persuasiveness are crucial to the incumbent's effective participation in policy and planning initiatives, in advising the Command Group, in co-ordinating policy matters internally and with other agencies and government staffs. Problem analysis skills and critical thinking underlie the incumbent's contribution to the development of effective strategies and formulation of policy in own area of competence.

2. Managerial Responsibilities

In the absence of the International Affairs Advisor, he/she is assigned the direct oversight and execution of the annual NATO Workshop, SACEUR's premier outreach program to the wider audience in NATO and Partner nations, bringing together senior

political, military, diplomatic and industrial leaders for intensive discussions of current defence and security issues.

3. Professional Contacts

SACEUR's representative in Crisis and Operations Management negotiations, meetings, and other international fora as directed by SACEUR. Contacts with the defense, military and diplomatic community.

4. Contribution to the Objectives

The assessments of this office have direct influence on wide ranging decisions of the SACEUR. They contribute to the HQ Staffs work in all those matters where military planning and political positions have to be commonly considered.

5. Work Environment

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No risk / risk might increase when deployed

REMARKS – N/A

NOTE:

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.
- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.