

**Vacancy Number: B02/0213**

**Post Number: ZSC GPS 0030**

**Job Title: Broadcast Journalist**

**NATO Grade: B-5**

**Basic Monthly Salary (12 x per year): 3 893.10 €, 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:** Public Affairs (PAO)

**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. PAO is responsible for providing strategic public affairs advice to SACEUR, D/SACEUR, COS, and develop and propose guidance to subordinate PA organizations in ACO. The New Media Section is responsible for producing and distributing electronic public affairs products using new media technology and managing the ACO Imagery Database and the ACO SHAPE public website. The broadcast journalist is responsible for researching and producing videos about ACO's operations.

**REPORTS TO**

Section Head (Social Media), ZSC GPS 0010.

**PRINCIPAL DUTIES**

The incumbent's duties are:

1. Provides professional videography to ACO PAO.
2. Applies video skills to provide ACO HQ (SHAPE) with video record of current events.
3. Produces original videos of up to 10-minutes' duration from conception to finished product.
4. Acts as on-air talent or narrates ACO HQ (SHAPE) videos.
5. Provides advice and guidance on videography and video production to staff in ACO PAO at both headquarters and subordinate command level.

6. Provides and coordinates video archive.
7. Liaises with NATO HQ imagery section, ACO HQ (SHAPE) subordinate imagery sections and with SHAPE garrison/base photo section to generate shared use and archiving of photo and video products.
8. Actions official requests for video from media and other authorized military and civilian sources.
9. Performs all activities involved in operating audiovisual equipment including, but not limited to, video cameras, recorders, processors, video editors, film or tape-cleaning machines, projectors, broadcasting equipment, and related dedicated maintenance equipment.
10. May be required to conduct still imagery tasks such as shooting, developing, printing, finishing, filing of official photographs, and operating the photographic laboratory.
11. May be required to conduct special photographic services in connection with air crashes, fires, investigations, and technical or service information.
12. May be tasked to fulfill technical roles such as studio camera and basic audio, teleprompter and lighting functions.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

There are no first line reporting responsibilities.

### **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 30 days.

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.

### **QUALIFICATIONS**

#### **ESSENTIAL QUALIFICATIONS**

##### **1. Professional/Experience**

1. Minimum five years experience working as a broadcast journalist in either a military or civilian environment.
2. Experience in researching stories, writing storyboards, interviewing personnel, electronic editing of videotape, creating video graphics, video post-production.

##### **2. Education/Training**

Higher Secondary education and completed higher vocational training in international affairs, journalism or related discipline leading to a formal technical or professional certification with 3 years function related experience, or a Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

##### **3. 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.

#### **4. Standard Automatic Data Processing Knowledge**

Word Processing	:	Working Knowledge
Spreadsheet	:	Working Knowledge
Graphics Presentation	:	Working Knowledge
Database	:	Not Required
eMail Clients/Web Browsers	:	Working Knowledge
Web Content Management	:	Not Required

### **DESIRABLE QUALIFICATIONS**

#### **1. Professional/Experience**

Specialisations:

- Experience using Final CutPro video editing software.
- Knowledge of video equipment maintenance.

Specific Experience:

- Experience working in a military video production environment.

#### **2. Education/Training**

A university degree in broadcast journalism and five years work experience directly related to the post.

A combination of technical courses, either learned in a classroom setting or self-taught, plus five to eight years work experience directly related to the position using the required video editing systems and technologies is an acceptable alternate to a bachelor-level degree in the field.

#### **3. Language – N/A**

### **CIVILIAN POSTS**

#### **1. Personal Attributes**

- Adaptability is required due to the constantly changing nature of tasks and deadlines inherent in a public affairs environment.
- Tact is required in dealing with interview subjects who may be nervous about being interviewed so that a collegial rather than adversarial working relationship exists.
- Perseverance is required in continually searching for new video ideas.

#### **2. Managerial Responsibilities – N/A**

#### **3. Professional Contacts**

- The incumbent must maintain professional contact with NATO HQ PDD to ensure alignment of ACO military video projects with video projects undertaken at the political HQ level.
- Contact with member nation imagery departments is required in order to share imagery for video projects.
- Contact with private sector and member nation video professionals is required to stay abreast of industry best practice in this extremely dynamic medium.

#### **4. Contribution to the Objectives**

Video is a key strategic information delivery tool; it is not optional in the 21st century information age. NATO's adversaries are increasingly using new media to effectively communicate their message to their publics; ACO must be able to do the same. Video imagery on the ACO HQ (SHAPE) website and blog are integral to the overall ACO public affairs campaign.

#### **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>.