

Vacancy Number: B03/0213

Post Number: ZSC IOO 0120

Job Title: Staff Officer (Intelligence Production)

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: J2

POST CONTEXT

SHAPE is the Strategic Headquarters for Allied Command Operations. The Operations Directorate at SHAPE is responsible for ensuring that ACO forces are at the state of readiness required to carry out an effective defense under the terms of MC 400. J2 Intelligence Division provides comprehensive advice to the Command Group and Allied Command Operations (ACO) on Intelligence, Counter-Intelligence, Security, Geospatial, and ISTAR. The J2 Operations Branch provides strategic intelligence on NATO-led operations by supporting contingency, crisis planning and manages, directs and coordinates ACO-wide intelligence analysis and production. The J2 Operations Branch shall be located within the Comprehensive Crisis Operations Management Centre (CComC), where they will provide information, and respond to requests for support from the Director, CComC, related to intel analysis and production matters (functional subordination). Individuals assigned to the J2 Ops Branch will be under the direction of the J2 (organic subordination). Mission is to provide timely, accurate, and relevant strategic intelligence in all matters related to the ISAF and Balkans missions in support of SACEUR and NATO HQ. This Staff Officer Post in the Current Operations Section is responsible for processing, developing, issuing and briefing Strategic Intelligence as required.

REPORTS TO

Section Head (Current Operations), ZSC IOO 0010.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Serves as an all-source intelligence analyst.

2. Maintain strategic situational awareness of current NATO operations as directed by Section Head.
3. Process, develop, issue and brief Strategic Intelligence for ongoing NATO operations as required.
4. Develop intelligence production tasks for the IFC as required.
5. Responsible for designated ACO intelligence production coordination.
6. Liaison with relevant ACO, ACT, NATO HQ (IMS) Branches, National Intelligence Organisations and the IFC as required.
7. Assist SHAPE's Strategic Operations Planning Group (SOPG) with current intelligence in support of crisis planning.
8. Provide support to NATO's comprehensive approach to crisis management operations.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: Dependent on requirements may be required to direct and supervise the work priorities of an ad hoc or permanent team within the functional area.

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

- a) Requires experience in an analysis position.
- b) At least four years of multi-source analytical intelligence experience in a joint environment or in a national intelligence agency.
- c) Requires experience in an analysis position. Multi-source analytical intelligence experience in a joint environment or in a national intelligence agency.

2. Education/Training

Higher Secondary education and completed higher vocational training in criminology, administration of justice, behavioral or social psychology, criminal law, comparative general management, police, public or business administration, political theory 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 3322 (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	:	Basic Knowledge
eMail Clients/Web Browsers	:	Working Knowledge
Web Content Management	:	Not Required

DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specialisations: Professional Intelligence Analyst

Specific Experience:

1. Intelligence leadership experience from a multi-source environment in a joint environment or a national intelligence agency.
2. Experience from an international environment, preferably in relations to an area with an ongoing NATO operation.
3. Experience from deployment(s) to NATO operations.
4. Experience from liaison with international partners on strategic intelligence cooperation and exchange.
5. Single-source experience from several intelligence fields of trade.
6. Knowledgeable or familiar with the use of NATO-specific intelligence software.

2. Education/Training

Other courses:

i2 Link Analysis, Basic Intelligence Systems Core Training (BISCT)
Advanced Intel Systems Training Course (AISTC)

Courses:

INT-AA-4003 NATO INTELLIGENCE ANALYST COURSE (NS) - NATO School Oberammergau (DEU)
INT-AI-2002 NATO INTELLIGENCE COURSE (NS) - NATO School Oberammergau (DEU)
INT-AI-3047 NATO INTELLIGENCE WARNING SYSTEM (NIWS) COURSE (NS) - NATO School Oberammergau (DEU)
INT-AI-2004 NATO OPEN SOURCE INTELLIGENCE COURSE (NS) - NATO School Oberammergau (DEU)
MSP-CI-3000 ISAF COIN INTELLIGENCE COURSE (NS) - NATO School Oberammergau (DEU)
INT-AI-4006 NATO CJ2X COURSE (NS) - NATO School Oberammergau (DEU)
ETE-ET-1032 NATO STAFF OFFICER ORIENTATION COURSE (NU) - NATO School Oberammergau (DEU)

3. Language – N/A

CIVILIAN POSTS

1. Personal Attributes

Exercises independent judgement in determining proper courses of action and perceives the impact and implications on other parts of the organisation. Possesses an in-depth understanding of political issues within the Alliance, the strategic consequences of current events, and long term implications of evolving patterns and trends. Requires little or no supervision; is expected to be mission-oriented and proactive, think laterally and independently, and be adaptive and creative in identifying, assessing, and reporting potential future issues of intelligence interest.

Uses initiative to propose solutions for unexpected problems, determine which issues to refer his/her specialised area of expertise, and which issues to refer to subordinate headquarters and NATO member states. Possesses and applies excellent interpersonal and communication skills, maturity, poise and tact in coordinating the efforts of others, ensuring production timelines are met, and communicating with senior staff. When dealing with outside Agencies, bodies, and representatives, the incumbent will need to possess considerable tact, persuasion, and sensitivity to cultural differences, and an in-depth knowledge of policy and procedure. Adapts well and quickly to changing circumstances, tasks, responsibilities, people, and subject matter. Good health, stress tolerance and ability to work long hours when required.

2. Managerial Responsibilities – N/A

3. Professional Contacts

- Works in close association with the International Military Staff (IMS), members of national Delegations and Missions, and other International Organizations (e.g. ICTY, ICC, OSCE, EU, IOM, UN, etc).
- Will have daily contact at the OF5 level and above at NATO Headquarters, ACO, and ACT.
- At SHAPE, maintains good working relationships with subordinates, section heads, deputy heads, and senior branch and division staff.
- Represents the branch or higher at conferences, working groups and meetings, as required.
- Contacts and interfaces with academic bodies. Expected to maintain active ties to the academic community.

4. Contribution to the Objectives

The civilian analyst coordinates and contributes to monitoring, assessing, and reporting strategic intelligence related to current and potential crisis response operations, consistent with SACEUR's Strategic Priority Intelligence requirements (SPIR) and NATO Priority Intelligence Requirements (NPIR). The civilian analyst advises the branch on current and potential future international security developments that could impact planning for crisis response operations; and provides the professional skills, subject matter expertise, and continuity necessary to make the Current Intelligence Operations Section more effective and responsive in meeting SACEUR's requirements and IMSAB intelligence coordination, production and reporting.

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>.