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## Director, Defence Policy and Capabilities-180493

**Primary Location** Belgium-Brussels

**NATO Body** NATO International Staff (NATO IS)

**Schedule** Full-time

**Salary (Pay Basis)** : 10,529.88Euro (EUR) Monthly

**Grade** A.6

### Description:

#### 1. SUMMARY

The Defence Policy and Planning (DPP) Division has the lead on the defence-related aspects of NATO's fundamental security tasks at the political-military level.

The Defence Policy and Capabilities Directorate in DPP deals with a wide range of issues related to Alliance defence policies and strategies, including the policy aspects of Alliance capabilities. In addition, it is in charge of the substantive preparation of defence aspects of Summits and of Defence Ministers' meetings, including those with partners. It maintains an awareness of major security and defence developments on the international scene. The Directorate is also responsible for developing defence cooperation policies and programmes with partner nations as well as for defence policy and capability aspects of the NATO-EU relationship.

The incumbent is required to oversee the preparation of advice on general questions of defence policy and capabilities, including policy aspects of logistics. He/she is responsible for overseeing work on political-military aspects of the adaptation of the Alliance's strengthened deterrence and defence posture and military forces, defence structures and procedures as well as political-military aspects of NATO's contribution to the International Community's efforts to project stability. He/she assists the Assistant Secretary General (ASG)/DPP and the Deputy Assistant Secretary General (DASG)/DPP in their participation in the work of various committees under the aegis of the North Atlantic Council (NAC), as well as the Euro-Atlantic Partnership Council (EAPC), the NATO-Russia Council, the NATO-Ukraine Commission, and the NATO-Georgia Council. He/she represents the Division and NATO at conferences and symposia.

**Key challenges** for the incumbent during the next 3-5 years are likely to include:

- Coherent implementation of Summit and Ministerial decisions to adapt the Alliance to the post-2014 security environment.
- Contribution to further development of the political-military aspects of the NATO-European Union relationship and the successful implementation of the political-military aspects of the common set of proposals for implementation of the Joint Declaration, in particular those related to military mobility.

#### 2. QUALIFICATIONS AND EXPERIENCE

##### ESSENTIAL

The incumbent must:

- hold a university degree from an institute of recognised standing or equivalent qualification;
- have at least 10 years of experience in progressively responsible posts - most recently at a senior level - in a national administration or in an inter-governmental or academic institution, dealing with defence policy and international relations;
- be aware of the political, economic and financial considerations underlying national and NATO defence plans and policies, and also understand the relevant military and technical aspects;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; III ("Intermediate") in the other;
- be prepared to travel and to work outside normal office hours.

### 3. MAIN ACCOUNTABILITIES

#### People Management

Carry out all Performance Review and Development (PRD) responsibilities in accordance with NATO procedures and timelines. Ensure each Section has a structure with clear accountability. Set objectives and establish priorities, taking corrective action when necessary. Encourage the professional development of all Directorate staff. Coach and mentor Section heads and potential Section heads to improve and develop their managerial skills. Manage the Directorate's staff in a fair and respectful manner aiming at maintaining motivation and job satisfaction and taking into account that staff are frequently required to work long hours to achieve overall objectives.

#### Stakeholder Management

Draft and edit reports on defence policy and capabilities, including logistics, and, as required, on other subjects for the NAC, the Defence Policy and Planning Committee (DPPC), and other NATO committees as appropriate. Ensure that relevant stakeholders have access to the information required for policy decisions and implementation. On request, provide appropriate advice on defence policy and capabilities, including logistics, to Allies and partners. Ensure the quality of data and analysis.

#### Expertise Development

Keep abreast of relevant political, military and financial developments in defence policy and capabilities, including logistics, of Alliance and partner nations.

#### Policy Development

Provide advice to the ASG/DPP, DASG/DPP, and others, on all matters relating to defence policy and capabilities, including logistics. Support the drafting of policy papers and reports related to NATO defence policy and capabilities, including logistics.

#### Knowledge Management

Oversee the preparation of reports on defence policy and capabilities, including logistics. Contribute to the drafting of communiqués, briefing papers, press statements and other material for high level meetings, in particular meetings of Heads of State and Government and Defence Ministers.

#### Financial Management

Submit and manage the budget for the Defence Policy, Defence Capabilities, and Logistics Sections. Ensure budget priorities are established and followed, and take corrective action as necessary.

#### Organisational Efficiencies

Provide appropriate support to the DPPC and seek further development and improvement in the delivery of advice on defence policy and capabilities including logistics. Allocate resources efficiently and effectively.

#### Representation of the Organisation

Contribute to the public information aspects of matters relating to the DPP Division, in particular on defence policy and capabilities, including logistics. Provide briefings and presentations to visitors to NATO, including to the media when authorised. Represent the Alliance at conferences and symposia to present and promote Alliance policies.

#### Vision and Direction

Take decisions, set priorities and establish objectives with a view to achieving successful long-term outcomes for defence policy and capabilities, including logistics.

Perform any other related duty as assigned.

### 4. INTERRELATIONSHIPS

The incumbent reports to the DASG/DPP, and liaises with colleagues on NATO defence policy and capabilities within the Division, with other Divisions of the International Staff (IS), with the NATO Military Authorities and with national delegations. He/she liaises with representatives/staffs from outside institutions, governmental and non-governmental, and liaises, as appropriate, with other International Organisations, notably the European Union.

Direct reports: 4

Indirect reports: 14

### 5. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Sets and works to meet challenging goals;
- Change Leadership: Champions change;
- Conceptual Thinking: Creates new concepts;
- Developing Others: Provides in-depth mentoring, coaching and training;
- Impact and Influence: Uses complex influence strategies;
- Initiative: Plans and acts for the long-term;
- Leadership: Communicates a compelling vision;
- Organisational Awareness: Understands underlying issues;
- Self-Control: Stays composed and positive even under extreme pressure.

**6. CONTRACT:**

**Contract to be offered to the successful applicant (if non-seconded): Definite duration contract of three years; possibility of renewal for up to three years.**

Contract clause applicable:

This is a senior post of specialised political nature in which turnover is required for political reasons. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 3 years. The maximum period of service in this post is six years.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject also to the agreement of the national authority concerned.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**7. 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 (for more information, please contact your local Civilian HR Manager);
- For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

As part of this application, candidates are kindly requested to send by email - to [recruitment@hq.nato.int](mailto:recruitment@hq.nato.int) - one MS Word document summarising their views on the key challenges and how they would address them if selected for the position. Essays should be limited to maximum one A4 page (800 words per page) per challenge.

Candidates are requested to send their essay by latest 16 July 2018, 23h59 CEST.

Please note that the essays will be assessed anonymously so, candidates should NOT attach their essay to their application and NOT write their name on the essay.

The title of the email must include the vacancy reference (180493) and the words "Key challenges".

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment, can be found at our website (<http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>)

**8. ADDITIONAL INFORMATION:**

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

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

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