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Officer, Partnerships Programmes-180483

Primary Location Belgium-Brussels

NATO Body NATO International Staff (NATO IS)

Schedule Full-time

Salary (Pay Basis) : 5,365.51Euro (EUR) Monthly

Grade A.2/A.3

Description:

1. SUMMARY

The Political Affairs and Security Policy (PASP) Division leads on the political aspects of NATO's fundamental security tasks. Within the Division, the Policy and Programs Team (PPT) of the Integration, Partnership and Cooperation Directorate (IPCD) is responsible for the development and implementation of policy and programmes in support of NATO's partnerships.

Under the direction of the Director, IPCD/PASP, the incumbent will contribute to the development and implementation of NATO's policies and programmes in support of NATO's partnerships. In particular, he/she will be responsible for the development and implementation of the Defence Education and Enhancement Programme (DEEP).

Within this framework, the functions of the Officer will include: drafting a wide range of documents and briefing material for the Secretary General and other senior NATO officials; assisting in the drafting of reports and documents for NATO Committees; drafting documents for public use, including for the NATO Website; and representing the PASP Division within and outside NATO. He/she will liaise with representatives of nations, other NATO units and international organisations and NGOs.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a degree from a university or from an institute of recognised standing, preferably in political science, international relations or another relevant discipline;
- have at least three years' experience in working on foreign/security/defence affairs for an International Organisation or a national administration;

- be familiar with NATO policies and instruments related to partnership and cooperation;
- possess experience in programme development and management;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; I ("Beginner") in the other.

DESIRABLE

The following would be considered an advantage:

- previous experience of work in/with NATO's partner nations;
- knowledge of relevant languages.

3. ACCOUNTABILITIES

Expertise Development

Follow issues in areas of assignment. Develop background notes, perform analyses, write reports and briefing papers. Draft reports from meetings falling under the responsibility of PASP and follow the development of relevant issues.

Policy Development

Based on subject-matter expertise, help develop and implement policies and programs related to IPCD's area of competence by providing advice to nations and senior officials.

Project Management

Contribute to the development and management of cooperation programmes with NATO's partners.

Representation of the Organization

Represent, as appropriate, the Alliance at conferences and other activities on issues falling within IPCD's area of competence. Help enhance NATO's public diplomacy and information efforts on these issues.

Stakeholder Management

Collaborate with national delegations, NATO civilian and military agencies and other institutions (governmental and NGOs) concerned with issues falling within IPCD's area of competence.

Knowledge Management

Collect and categorize relevant data and documents, ensuring quality control using the specialised DEEP Database on ePrime.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

The incumbent reports to the Director, Integration, Partnership and Cooperation Directorate and through him/her to the Deputy Assistant Secretary General for Political Affairs and Security Policy. He/she will work in close coordination with other sections within the Political Affairs and Security Policy Division, and with other Divisions in the International Staff, with the NATO Military Authorities and with national and partner delegations.

Direct reports: N/a

Indirect reports: N/a

5. COMPETENCIES

The incumbent will demonstrate the following competencies:

- Achievement: Creates own measures of excellence and improves performance.
- Analytical Thinking: Sees multiple relationships.
- Change Leadership: Expresses vision for change.
- Impact and Influence: Uses indirect influence.
- Initiative: Is decisive in a time-sensitive situation.
- Organisational Awareness: Understands organizational politics.
- Teamwork: Solicits inputs & encourages others.

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, during which the incumbent may apply for conversion to an indefinite duration contract.

Contract clause applicable:

In accordance with the contract policy, this is a post in which turnover is desirable for political reasons in order to be able to accommodate the Organisation's need to carry out its tasks as mandated by the Nations in a changing environment, for example by maintaining the flexibility necessary to shape the Organisation's skills profile, and to ensure appropriate international diversity.

The maximum period of service foreseen in this post is 6 years. 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. However, according to the procedure described in the contract policy the incumbent may apply for conversion to an indefinite contract during the period of renewal and no later than one year before the end of contract.

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. The maximum period of service in the post as a seconded staff member is six years.

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

NOTE:

Irrespective of previous qualifications and experience, candidates for twin-graded posts will be appointed at the lower grade.

There are certain specific circumstances in which a serving staff member may be appointed directly to the higher grade. These are described in the IS directive on twin-graded posts.

Advancement to the higher grade is not automatic and at least a minimum period of 3 years' service (2 years for an A.1/A.2 post) is required before promotion to the higher grade can be considered.

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

Please note that the competition for this post is provisionally scheduled as follows:

Pre-selection testing on beginning of August 2018;

Final selection on 11-12/09/2018, in Brussels, Belgium.

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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