



Policy and Programmes Officer, NATO Advisory and Liaison Team in Kosovo-180527

Primary Location Kosovo-Pristina

NATO Body NATO International Staff (NATO IS)

Schedule Full-time

Salary (Pay Basis) 6,620.31 **Euro (EUR)** Monthly

Grade A.3

Description

This post will be created in 2019, subject to budget approval.

1. SUMMARY

The International Staff's Operations (Ops) Division is responsible for political-military aspects of NATO's current operations and of planning and exercising to ensure that NATO is prepared to fulfil its collective defence and crisis management missions, as well as for maintaining and developing NATO crisis management procedures. Within the Operations Division of the International Staff, the Operations Section A has the political lead of a peace-support operation in Kosovo. The NATO Advisory and Liaison Team (NALT) has an important role in this NATO operation in enabling NATO to support further developments of the security organisations in Kosovo. This will include the provision of advice and support, activities will continue to focus on capacity building, education and training coordination.

The Officer position, while part of the Operations A Section at NATO HQ in Brussels, is located in Pristina within the NATO-led Kosovo Force (KFOR) Headquarters. The incumbent will support the Chief of Staff and the leadership of the NALT by contributing to assessments, reporting, analysis and programme implementation in accordance with the NALT Terms of Reference. It will also include the integration of NATO policy, doctrine, and instructions into overall capacity building efforts. He/she will contribute to the work related to the coordination of NATO support to the NALT mission in support of the capacity building efforts, as well as programme/project implementation.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a university degree in international relations, or a relevant discipline;
- have at least 3 years' relevant experience in a multi-national environment, working for an International Organisation or a national administration;
- have excellent communication skills, both orally and in writing, and be able to draft clearly and concisely in one of the NATO's official languages (English/French);
- have extensive knowledge in international crisis management, international affairs, and in particular possess in-depth knowledge of NATO policies and activities;
- possess thorough knowledge of NATO political and military policies;
- have experience demonstrating sound political judgment and strong analytical skills;
- have knowledge of current political affairs and challenges facing the Alliance;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in English and I ("Beginner") in French.

DESIRABLE

The following would be considered an advantage:

- a very good understanding of Alliance military structures;
- experience in planning, implementing, monitoring and assessing international support efforts under NATO or other International Organisations mandate;
- experience in operational theatres, or post conflict areas – knowledge of the Balkans would be advantages;
- experience in working with and briefing working groups or committees.

3. MAIN ACCOUNTABILITIES

Expertise Development

Provide the Leadership of the NALT with assessments, extensive analysis, advice and information on the general political/military situation and complex and sensitive topics in Kosovo and on a broad range of issues essential to the successful implementation of NATO policies. Enhance, develop and apply specific expertise in security sector related issues (such as security sector reform, reintegration, and national security), regional affairs and political analysis and forecasting, within the political context and appreciation of Kosovo.

Policy Development

Support the work related to NATO's engagement via NALT and in Kosovo, to include liaison and coordination with KFOR, on a wide range of issues such as domestic politics, governance, rule of law and wider regional developments as well as security sector related issues or reconstruction and development issues.

Stakeholder Management

Under the guidance of the Chief of Staff NALT, ensure a harmonisation of efforts towards a comprehensive engagement through regular and direct interaction with security organisations in Kosovo, to include International Organisations and nations. Maintain a network of relationships in theatre and pursue new connections in order to achieve NATO objectives and develop long-term relationship. Engage with local authorities as required regarding initiatives, agree on joint work and foster exchange of information and cooperation. Liaise and coordinate with NATO HQ, military and civilian authorities, and external stakeholders, as needed seeking opinions and collaboration.

Representation of the Organization

As directed by Chief of Staff NALT, represent NALT in various fora with the aim of communicating the military and political aspects of the Alliance's overall engagement and capacity building efforts in Kosovo, as part of a comprehensive approach by the International Community. Contribute to the maintenance of a positive public perception of NATO's involvement in Kosovo, and within the Western Balkans Region.

Project Management

Contribute to the implementation of NATO programmes and activities supported by the NALT in Kosovo and ensure programme/project adherence to the relevant political and strategic guidance, as well as applicable NATO policy. Provide relevant objectives, products, and deliverables to support NATO programmes and policies delivered in the mission.

Information Management

Ensure an efficient workflow for the NALT through the effective use of information management and constant communication.

Knowledge Management

Review, compile, and summarise information for the NALT, organising according to interest and priority, as well as identifying issues of urgency and/or political and military importance.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

The NALT reports to ASG/OPS. The incumbent reports to the Chief of Staff of the NALT; He/she will maintain an awareness of the military and political engagement in Kosovo as required. He/she will liaise with KFOR, as well as representatives of NATO HQ in Brussels, particularly from OPS; providing guidance and subject-matter support and expertise as necessary in order to deliver NATO support to the security organisations in Kosovo. He/she will interact on a daily basis with NATO/KFOR or Security Force contacts, other International Community interlocutors and International Organisations engaged in Kosovo as required, particularly the United Nations (UN) and the European Union (EU), the diplomatic community in Kosovo, representatives of international non-governmental organisations, representatives of neighbouring countries and other multilateral organisations to exchange information, identify commonalities and discuss and recommend approaches.

Direct reports: N/a

Indirect reports: N/a

5. COMPETENCIES

The incumbent must demonstrate:

- Analytical Thinking: Makes complex plans or analyses;

- Clarity and Accuracy: Checks own work;
- Conceptual Thinking: Applies learned concepts;
- Customer Service Orientation: takes personal responsibility for correcting problems;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Is decisive in a time-sensitive situation;
- Organizational Awareness: Understands Organizational climate and culture;
- Teamwork: Solicits inputs and 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.

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

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

Candidates are requested to send their essay by latest 15 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 (180527) and the words "Essay".

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

- Final selection on 8 and 9 August 2018, in Brussels, Belgium.
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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.