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SCR Public Affairs Officer (1 Post + Reserve List)-180462

Primary Location Afghanistan-Kabul

NATO Body NATO International Staff (NATO IS)

Schedule Full-time

Salary (Pay Basis) : 6,620.00Euro (EUR) Monthly

Grade A.3

Description:

Supporting our Afghan partners to bring peace to Afghanistan remains one of NATO's most important missions. To this end, the Alliance has thousands of troops in-country training Afghanistan's national forces to secure their country.

And key to the long-term success of the mission is the way the Alliance communicates its actions and objectives, and its evolving partnership with Afghanistan. In that context, NATO is looking for an experienced Public Affairs Officer to lead our engagement with local and international media in Afghanistan. He or she will work in Kabul, in the Office of the NATO Senior Civilian Representative in Afghanistan, Ambassador Cornelius Zimmermann.

He or she will act as a key communications advisor to Ambassador Zimmermann, and will work closely with the NATO Spokesperson Oana Lungescu and her team in NATO Headquarters in Brussels. He/she will also work closely with the team of public affairs officers at the headquarters of the NATO-led Resolute Support Mission (RSM).

Who are we looking for? Someone who is resilient, hard-working in a multinational and multicultural setting, and able to learn quickly. Someone who is equally at ease briefing local Afghan journalists as they are talking to international correspondents from CNN or the BBC. And someone who is ready to engage with representatives of the Afghan civil society. Above all, we're looking for someone who is as committed as we are to help Afghans bringing peace and security to Afghanistan.

If that sounds like you, then please contact us. You can find out more about the role here:

1. SUMMARY

NATO's Public Diplomacy Division (PDD) plays a key role in explaining the Alliance's strategic and political messages to opinion formers and to the public. As NATO's main public interface, PDD works to raise the Alliance's profile with audiences world-wide. PDD also works to promote security cooperation through a variety of programmes in NATO and partner countries and contributes to a continuous process of international security debate and policy creation. The Division also acts as coordinator for most public diplomacy activities undertaken by other Divisions at NATO Headquarters (HQ), as well as by other entities belonging to the NATO structure.

The Press and Media Section is the principal point of contact for all media-related issues at NATO Headquarters, including engagement with the media, media policy and doctrine, and media monitoring and analysis.

The incumbent will serve as the Public Affairs Officer of the NATO Senior Civilian Representative (SCR) Office in Kabul. His/her primary responsibility will be to provide public affairs support and advice to the SCR office, including handling of press and media issues, in coordination with the NATO Spokesperson and PDD Press and Media Section, and liaising with the Public Affairs office of the Resolute Support Mission, as well as to support public diplomacy activities in Afghanistan as part of NATO's overall engagement with Afghanistan.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a degree from a university or institute of recognised standing;
- have 3 years' experience in communications work in a multinational environment;
- have proven experience in providing communications advice to senior leadership;
- be able to demonstrate political-military sensitivity in managing strategic communications and media issues at the tactical, operational and strategic levels;
- have knowledge of, and experience in, conflict and post-conflict regions;
- have the flexibility to travel and to work unsocial hours;
- be a team player;
- possess a minimum level of V ("Advanced") in English (English is the operating language in the NATO SCR Office in Kabul); a level I ("Beginner") in French would be considered an advantage.

DESIRABLE

The following would be considered an advantage:

- a background in journalism;
- an understanding of NATO internal and related processes;
- knowledge of and experience from Afghanistan and the region;
- knowledge of Dari and/or Pashto languages.

3. MAIN ACCOUNTABILITIES

Project Management

In coordination with the NATO Spokesperson's and the Press and Media Section, implement media aspects of major NATO events in Afghanistan, neighbouring countries and the wider region, including by planning and organising Afghan media tours, as well as international media tours to Afghanistan. Support any audio-visual capacities in theatre, as requested by the PDD Press and Media Section. Assist other Sections of PDD in coordinating and implementing public diplomacy initiatives in Afghanistan and for Afghan target groups.

Policy Development

Advise the NATO SCR on the media implications of policy initiatives and ongoing operations. Contribute to NATO's policy development by collecting and providing feedback on opinions/assessments from the international press and media gathered through various sources and media analysis. Contribute to an effective communications strategy within and between NATO, the international community and the Afghan authorities.

Expertise Development

Develop expertise on the press and media environment in Afghanistan as well as with Troop Contributing Nations (TCN) pertaining to NATO in Afghanistan. Advise the SCR and the Resolute Support Mission (RSM) on press and media relations. Contribute input to the development and maintenance of a broad, strategic narrative on Afghanistan. Contribute a local perspective to media-related initiatives and campaigns in relation to NATO's engagement in Afghanistan.

Knowledge Management

Draft, when required, press releases, press statements, press lines, speaking notes and other material. Contribute a local input to the knowledge management systems on NATO in Afghanistan, coordinating as appropriate with the SCR office, with RSM and PDD, in particular the PDD Press and Media Section and its Media Operations Centre (MOC).

Stakeholder Management

Develop and maintain regular contact with the media in Afghanistan. Coordinate closely with, and take direction from, the NATO Spokesperson on media lines and communications approach. Advise the NATO Spokesperson on tactical issues of political relevance for the RSM. Keep current with all media-related matters pertaining to the RSM. Coordinate closely with the Public Affairs Office of the RSM. Provide outputs/guidance/advice to the SCR, the NATO Spokesperson, and the PDD Press and Media Section, and other authorised NATO Officials engaging media on Afghanistan. Under the guidance of the Assistant Secretary General for Public Diplomacy, coordinate and implement public diplomacy initiatives in Afghanistan, as required. Develop and enhance network of Afghan public diplomacy target audiences, including opinion leaders, academics, universities, non-governmental organisations other representatives of the local civil society, as well as with communications officials from the international community in Afghanistan.

Financial Management

Work with the PDD Press and Media Section and front office to ensure financial and administrative issues are in order

and dealt with in a timely fashion. Facilitate financial transactions necessary for the execution of PDD programmes.

Representation of the Organization

Serve as Public Affairs Officer for NATO in Afghanistan. Carry out on-the-record and background briefings to media and represent the Alliance in press conferences. Represent NATO in selected workshops, seminars and other public events. As part of PDD public diplomacy initiatives, brief visiting groups and target audiences on NATO in Afghanistan.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

The incumbent reports to the NATO SCR in Kabul and works closely with the NATO Spokesperson and the Deputy Spokesperson. He/she also liaises with the Assistant Secretary General and Deputy Assistant Secretary General for Public Diplomacy. He/she will be required to maintain a close working relationship with members of the NATO Headquarters (HQ), especially from the PDD Press and Media Section and its Media Operations Centre (MOC), as well as other relevant Sections of PDD. He/she will liaise regularly with members of the SCR Office, the Commander of RSM and Chief Public Affairs Officer RSM as well as with representatives from local, national and international press and media contacts in Afghanistan and from the international community. Furthermore, he/she will liaise with a variety of Afghan public diplomacy key audiences.

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 organisational politics;
- Teamwork: Solicits inputs and encourages others;

6. CONTRACT:

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

****The post is subject to 2019 budget approval.***

Contract clause applicable:

This post offers a short-term assignment, in which turnover is required for political reasons. The maximum period of service in this post is limited to the length of the assignment.

The successful applicant will be offered a definite duration contract of 1 year which, if permitted by the length of the assignment may be renewed for a further period of up to 1 year.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 1-year definite duration contract will be offered, which may be renewed for a further period of up to 1 year, if permitted by the length of the assignment and subject also to the agreement of the national authority concerned.

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

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

Pre-selection testing on June/July 2018;
Final selection

29/8 2018: final written tests & language test
30/8 2018: final interviews , 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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