



Due to the significant volume of recruitment being undertaken by HQ SACT the processing time for applications will take longer than normal. Once you have submitted your application please ensure that you have received a TALEO/NTAP acknowledgement email, which is your proof that your application has been submitted. After this you will be contacted in due course by our recruitment team with further information on the status of your application, but please note that this may not be for several weeks after the vacancy notice closes.

HQ SACT VACANCY NOTICE 180892


Applications are now invited for the post of Staff Officer (Joint Doctrine Campaign Plan Mgr), NATO Grade A-2, on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.


Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing date for applications: 12 December 2018

Location: Norfolk, Virginia, USA

 **Notes for candidates:** the candidature of NATO redundant staff at grade A-2 will be considered before any other candidates.

 **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-2, please advise the HQ SACT Civilian HR Manager no later than the closing date.

Contract: Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Salary: Starting basic salary (effective 1 January 2018) is 6718.72 USD per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int

If you are an experienced practitioner in the Lessons Learned environment with experience in policy and doctrine development, looking to join a dynamic team working in a multi-national environment, HQ SACT would be interested in hearing from you.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO's posture, military structures, forces, capabilities and doctrines.

The DCOS Joint Force Development (JFD) Directorate consists of six HQ SACT-based Branches that, together with the Joint Warfare Centre (JWC), Joint Force Training Centre (JFTC) and Joint Analysis and Lessons Learned Centre (JALLC), have responsibility for NATO Force Development activities. The aim is to improve interoperability amongst NCS, NFS as well as interoperable Partners' forces allocated to NATO, and enhance capabilities, to undertake the full spectrum of Alliance missions.

The Joint Doctrine & Lessons Learned (JDLL) Branch leads the implementation and the sustainment of the NATO LL Policy in the NCS and coordinates LL efforts with other NATO bodies, NATO COEs, Allies and partners, to ensure that NATO operational capabilities benefit from current knowledge and best practices.

He/she is responsible for leading the Allied Joint Doctrine Campaign Plan (AJDCP) management and for providing the initial training in doctrine development to newcomers.

Reports to: Section Head (Joint Doctrine Coherence)

Principal Duties: He/she will

a. Lead and contribute to actions that ensure coherence, including timeliness and accuracy, of Allied joint doctrine:

1. Maintain current relevant expertise as a continuous responsibility that includes: attending conferences, conducting or participating in workshops, accessing and utilizing data from experiments, exercises or operations; considering lessons identified/learned. Must be aware of the status of existing developments in joint doctrine and related NATO policies and knowledgeable about NATO and national activities related to doctrine development;
2. Build and liaise with appropriate communities of interest;
3. Lead internal and external Working Groups as required;
4. Solicit comments and feedback from the identified communities of interest;

5. Collect, analyse and discuss comments with relevant NATO and national experts in order to implement assigned deliverables;
6. Finalize expected documents;
7. Assist with follow-on actions.

b. Responsible for the management of the Allied Joint Doctrine Campaign Plan (AJDCP), on behalf of the Military Committee Joint Standardization Board (MCJSB). The AJDCP is a five-year rolling plan addressing Allied joint doctrine for the full span of Alliance operational capabilities. The plan is a living document, updated several times per year (typically 10/yr.), which provides the MCJSB with an essential management tool to ensure transparency and enable the effective coordination of Allied joint doctrine development throughout NATO. The AJDCP is reviewed and endorsed by the Allied Joint Operations Doctrine Working Group (AJOD WG) and approved by the MCJSB, on behalf of the Military Committee. The AJDCP enables the MCJSB to prioritize and coordinate the contributions by MC boards and working groups towards the cyclical review and amendment of existing AJP's and initiation of new Allied joint doctrine. As a tool, it also provides a means to synchronize doctrine reviews with related capability development activities such as lessons identified from exercises, concept development and policy revisions.

c. Provide initial doctrine development training to newcomers (it is usual for staff officers to arrive without previous experience in doctrine development)

d. Coordinate activities related to AJDCP with the JALLC, JWC JFTC and NATO Centres of Excellence; formulating JALLC Analysis Requirements (ARs) when required and coordinating the circulation of JALLC outputs across doctrine development custodians, working groups (WGs) and boards.

e. Provide input to review of Allied Administrative Publications and other guidance related to doctrine development.

f. Coordinate staff inputs related to joint doctrine development for ACT synchronization boards.

g. Provide support to AJOD WG and its Doctrine Support Panel, drawing on inputs from relevant forums and setting out potential ACT courses of action and ensuring responses.

h. Act as Section Head (Doctrine Coherence), as required.

i. Create and staff lessons within own area of expertise.

Essential Qualifications

a. University Degree.

b. A minimum of 3 years' experience (depending on background/degree) in the coordination of international military cooperation in national or NATO positions.

- c. A minimum of 3 years' experience (depending on background/degree) in international strategic military staff.
- d. Experience in cross-staff coordination.
- e. Experience working in NATO or national doctrine development.
- f. Demonstrated ability to communicate orally and in writing and to articulate, negotiate, and obtain acceptance of new or revised concepts.

Language

English - SLP 3333 - (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.

Desirable Qualifications

Professional Experience






- a. Experience joint military and/or multinational organization.
- b. Substantial experience in developing and implementing new capabilities, technical and procedural solutions or operational concepts.
- c. Ability to study and understand emerging technologies and visualize their application to current and projected operations.
- d. Familiarity with politico-military, technical and capability related topics affecting Alliance interests.
- e. Several years' practical experience working with NATO committee structures.
- f. Several years' practical experience leading multinational, multidiscipline teams to address military problems.
- g. More than 4 years' practical experience working in a NATO military operational command or NATO headquarters at operational or strategic level.
- h. Operational experience with military forces, with exposure to national joint and multi-national operations.

Education/Training

- a. Project management: basic knowledge.
- b. Current knowledge of NATO interoperability-related processes (including standardization, doctrine, test & evaluation, and lessons learned, etc.).

c. Other NATO or national specialist training courses that can provide background knowledge on operational capabilities that are relevant to his/her planned workload.

Attributes/Competencies

-  **Personal Attributes:** Capable of working harmoniously in a multinational environment. Capable of interacting with a wide variety of NATO and national actors. Capable of initiative at working level. Capable of leading a team of up to seven members. He/She must be prepared to travel within and outside the United States in support of the listed duties.
-  **Command Support:** Activities that involve support provision to higher command within an HQ. Involves the provision of assessments and recommendations to senior military and civilian decision-makers and the oversight of information management within the HQ. Many Command Group functions could be coded under this NOC, unless specifically covered by another NOC since staff officers, though they may not have to specialise in a functional area, must also possess broad and mature knowledge and skills to perform effectively and efficiently at this level of support.
-  **Managerial Responsibilities:** Dependent on requirements may be required to direct and supervise the work priorities of one or more HQ multifunctional teams.
-  **Professional Contacts:** Able to liaise effectively both within and outside the HQ with military and civilian personnel up to the rank/position equivalent to OF-7. Outside contacts include officials in NATO HQ, NATO agencies and national government agencies.
-  **Contribution To Objectives:** He/she significantly impacts, both directly and indirectly, on the objectives of HQ SACT and NATO. Through his/her work, he/she provides the coherence between lessons learned, concepts, analysis, operations, exercises and doctrine development to deliver doctrine that enhances interoperability. Through his/her work, interoperability in NATO and alliance Nations is also directly and indirectly impacted.

Work Environment

He/she will be required to work in a normal office environment.