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STAFF OFFICER (JOURNALIST)-181018

Primary Location United Kingdom-Middlesex

NATO Body HQ MARCOM

Schedule Full-time

Salary (Pay Basis) : 4,886.77Pound Sterling (GBP) Monthly

Grade A.2

Description:

NOTIFICATION OF A VACANCY	
Post/Vacancy Number:	OMC UXPX 0060
Grade:	A-2
Title:	Staff Officer (Journalist)
Division/Office:	Communications Division
NATO Body:	Headquarters Allied Maritime Command
Location/Country:	Northwood,

	Middlesex, United Kingdom
Closing Date:	19 February 2019

This job is advertised for recruitment purposes in anticipation of formal authorisation to offer a contract to the selected candidate. If authorisation to offer a contract is not obtained, the selection process will be cancelled with no further obligation to the applicants.

Serving staff member will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a Definite Duration contract of three years normally followed by an Indefinite Duration contract. The provisions of NCPRs Art. 57.2 will be applied where applicable.

Serving NATO Civilian Staff applying are requested to inform their Civilian Personnel Office.

Applicants are required to apply electronically through NTAP:

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

EFFECTIVE DATE OF APPOINTMENT:

Upon completion of administrative procedures following the selection of the suitable candidate.

BASIC SALARY:

GBP 4,886.77 per month (Tax-Free), to which relevant allowances will be payable if applicable.

The successful selected candidate needs to complete a NATO medical examination and be in possession of a NATO security clearance before an offer of employment can be made.

The medical examination will take place with our medical consultant and is required to determine if the recommended candidate is fit to perform the duties and is deployable to NATO's regional areas of operation.

PART II - PE DETAILS

A. POST CONTEXT

Allied Maritime Command is the Maritime Theatre Component Commander delivering 360 degree maritime focused awareness and connectivity while planning and commanding the full range of maritime operations.

The Communications Division provides the Commander with advice and functionality across the full range of Information Operations.

The Office of Public Affairs is focused on ensuring that all MARCOM HQ activity reflects NATO's approved

public messaging.

Post is a staff officer charged with producing commercial quality journalism to educate the general public about Allied Maritime Command activities.

B. REPORTS TO: OMC UXPX 0010 – Branch Head (Public Affairs)/Public Affairs Advisor, OF-4

C. PRINCIPAL DUTIES

The incumbent's duties are:

Operational Duties

- Write and review written products for print, video and web publication to support the Allied Maritime Command communication efforts, illustrating Command Group activities and operational commitments.
- Write analytical strategic level articles combining geo-political events with strategic maritime efforts throughout the region.
- Adaptive problem solving to write operational level articles using interpretive, analytical and constructive thinking designed to inform audiences of MARCOM coordination in the maritime as well as cross-domain activities.
- Mentors subordinate command PAOs on writing at the tactical level, providing feedback on articles and serving as editor for submitted products.
- Plans, prepares and distributes public affairs products to increase awareness of and knowledge about NATO exercises and operations.
- Drafts and publishes internal communication products as required.
- Interface with the news outlets and responds to media queries.
- Assists in the preparation of staff briefings.
- Liaison with NATO Public Affairs community on interest (National Navies Public Affairs Communities, Peer & Subordinate Commands) to ensure alignment of messaging efforts through NATO Command Structure.
- Conducts interviews and background research in support of MARCOM communication efforts.
- Editor for MARCOM products for release (including Public Affairs, NATO Shipping Centre and Standing NATO Forces among others).
- Attends daily operations meeting to maintain a high level of awareness of the activities of MARCOM and subordinate units.
- Develops and maintains relationships with editors from national Navy and MOD internal publications and provide relevant content for publication through these channels.
- Develops and maintains relationships with NATO, EU, International Maritime Organization, International Chamber of Shipping and other non-governmental organization editors to provide relevant content for publication through these organization's internal publications.
- Identify and seize new opportunities to reach new audiences through new publication channels.
- Collaborate with Public Affairs team to build multi-media products for release.
- Monitors media environment and provides advice on adjustments to optimize interaction.

Framework Duties

- Build, provide or present briefs to organizations outside Allied Maritime Command.
- Monitor and track production of MARCOM material for assessment as required.
- Submits observations in his/her area of expertise and contributes to the Lessons Learned process.

D. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

The incumbent may be required to undertake operational deployment and/or TDY assignments both within and without NATO's boundaries for up to 183 days in any period of 547 days.

This post has been identified as a source of manpower to fill a Crisis Establishment post in line with tiered reinforcement needs of ACO CEs.

The work is normally performed in a Normal NATO office working environment / Secure office environment with artificial light and air (e.g. Bunker)

Normal Working Conditions apply.

The risk of injury is categorized as: No risk / risk might increase when deployed.

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

Minimum 2 years' experience in media and public relations at a high level involving public affairs policy.

Fluency and clarity of expression, both oral and written.

Experience in designing and managing internet based websites.

Journalism

Journalism and reporting is the study of the theory and practices of journalism/reporting as part of the field of mass communication. Journalism and reporting is about the wording and content of messages. It comprises news reporting, writing commentaries and feature stories of public interest etc.

Skill level

Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes. Influences customers, suppliers and partners at account level. May have some responsibility for the work of others and for the allocation of resources. Participates in external activities related to own specialism. Makes decisions which influence the success of projects and team objectives. Work includes a broad range of complex technical or professional activities, in a variety of contexts. Investigates, defines and resolves complex issues. Selects appropriately from applicable standards, methods, tools and applications. Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets. Rapidly absorbs new information and applies it effectively. Maintains an awareness of developing technologies and their application and takes some responsibility for driving own development.

2. Education/Training

University Degree and 2 years function related experience, or a Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years' post related experience.

3. Security Clearance

NATO SECRET

4. 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.

B. DESIRABLE QUALIFICATIONS**1. Professional/Experience**

Experience in NATO or other multinational, maritime Public Affairs office/agency.

Background knowledge, experience in web design.

Knowledge of print and electronic media, including still and motion media.

2. Education/Training

Post-graduate studies in international affairs, journalism or related field.

NATO Public Affairs Policy Indoctrination Course (STC-PA-2548) provided by NATO School Oberammergau (NSO).

NATO Staff Officer Orientation Course (ETE-IT-2834) provided by NATO School Oberammergau (NSO).

NATO PUBLIC AFFAIRS IN OPERATIONS COURSE (STC-PA-3044) provided by NATO School Oberammergau (NSO).

3. Language

English SLP 4444

Any additional European Language

C. CIVILIAN POSTS

1. Personal Attributes

Capable of analytical, strategic thought and adaptive communication. Creative problem solver able to take imaginative approaches to communication goals and provide development of new techniques and channels to communicate. Good inter-personal and communication skills, maturity, poise tactfulness, firmness and persuasion are needed in interaction with rest of team. Adaptability is required due to the constantly changing nature of tasks and deadlines in a public affairs environment. Tact is required in dealing with interview subjects who may be nervous about being interviewed. Must be able to field difficult questions on delicate issues, usually in a situation where significant time pressure exists. Frequently works under pressure, works long/irregular hours, carries high workload. Incumbent must be able to build professional relationships with individuals both inside and outside of MARCOM in order to increase the network of individuals interested in NATO maritime activities. Individual should be respectful and patient, able to maintain professionalism while working with individuals with different skillsets and work practices.

2. Managerial Responsibilities

None

3. Professional Contacts




Internally with all senior staff members, Communications Division members, NATO Shipping Centre personnel, Operations Department personnel and others as required. Externally with editors of Navy, MOD, NGO and other publications in which MARCOM may be able to place articles as well as with NATO Communications professionals throughout the enterprise. Establishes and maintains liaison with graphic design and print companies.

4. Contribution to the Objectives

Provides advice on public information issues with regards to mass communication. Maintains vital liaisons and plays a key role in maintaining the headquarters public image and in ensuring appropriate dissemination of information to civilian media and organizations.

5. Supervisory Responsibilities

There are no reporting responsibilities.

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