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STAFF OFFICER (KNOWLEDGE MANAGEMENT)-181047

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 OIKX 0040
Grade:	A-2
Title:	Staff Officer (Knowledge Management)
Division/Office:	Operations Directorate/N2 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 members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPRs). Newly recruited staff will be offered a Definite Duration contract of three years normally followed by an Indefinite Duration contract. The provisions of NCPRs 57.2 will be applied where applicable.

Serving NATO International Civilians are requested to apply via the following link and inform their Civilian Personnel Office <https://www.nato.int/recruitment-internal/>

External candidates are required to apply electronically through the NATO Talent Acquisition Platform (NTAP):

<https://nato.taleo.net/careersection/1/jobsearch.ftl?lang-en>

EFFECTIVE DATE OF APPOINTMENT:

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

The successful selected candidate needs to complete a NATO medical examination and have a NATO security clearance before an employment offer is released.

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.

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BASIC SALARY:

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

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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 Operations Directorate coordinates all operational activities controlled by HQ MARCOM and supports other command and entities as required.

The N2 Division conducts all Operational Intelligence related activities in support of COM MARCOM's direction and guidance.

The Intelligence Knowledge, Analysis and Production (INTEL KNW ANALY & PROD) Branch is charged with developing and promulgating comprehensive Maritime Situational Awareness.

The Knowledge Management and Intelligence Systems (KNW MGT&INTEL SYS) Branch focuses on MARCOM's Maritime 360 approach with specific regard to intelligence matters.

The incumbent enables the Division to conduct Regional Knowledge Management. He supports direction, prioritization and coordination of Knowledge Management activities through Military Cooperation, Theatre Engagement, Civilian Engagement and Networking activities.

B. REPORTS TO: OMC OIKX 0030 – Staff Officer (Knowledge Management), OF-3

C. PRINCIPAL DUTIES

The incumbent's duties are:

- Ensures an efficient management of divisional knowledge sources and directs and coordinates collaborative relationships with external knowledge sources and among communities of interest.
- Supervises the identification, evaluation and validation of Political, Military, Economic, Social, Infrastructure and Information (PMESII)-sources in support of intelligence cycle.
- In cooperation with Intelligence Acquisition Branch and Intelligence Knowledge, Analysis and Production Branch coordinates collection, analysis and production to satisfy knowledge requirements.
- Supervises the identification, evaluation and validation of PMESII-sources in support of intelligence cycle.
- Contributes to the collation of incoming information to sustain the processing phase of intelligence cycle.
- Supports the timely dissemination of Intelligence to customers.
- Oversees divisional actions undertaken to store, organize, access, retrieve and exploit Intelligence Data and Information within specific workspaces and repositories in order to preserve N2 Knowledge Data Base.
- Undertakes work as part of a project team or working group as directed or assigned.
- ACO-wide MARCOM representative to all Knowledge Management related conferences.
- Submits observations in his/her area of expertise and contributes to the Lessons Learned process.

Internal coordination authority

In coordination with the Section Head Knowledge Development (KD), authorized to make decisions regarding the work priorities of

the KD element. Authorized to coordinate the HQ-wide KD process. Authorized to intervene to adjust the day to day work priorities of the KD element to ensure that they match those of the Section Head Analysis & KD.

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.

Incumbent may be required to perform collateral duties of functions related to the N2 Staff of one or more HQ-multifunctional teams, depending on operational requirements.

The incumbent may be required to undertake operational deployment and/or TDY assignments both within and without NATO's boundaries for up to 30 days.

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

(a) Intelligence Information Management

Activities that encompass the identification of required information, the tasking of collection assets, the collation and refinement of information from a variety of intelligence sources.

Skill Level (Enable)

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.

Experience

Previous experience in all-source intelligence and familiarity with Intel Information and Knowledge Management required.

Able to perform activities that encompass: planning, managing, and conduct of activities to collect, analyse, exploit, produce, and disseminate all source intelligence information;

using processed intelligence information to support military operations;

using and managing intelligence data handling systems;

exchanging information and intelligence with other NATO HQs, MoD, agencies and organizations.

(b) Intelligence (General)

Activities that encompass planning, managing, and conduct of activities to collect, analyze, process, exploit, produce, and disseminate intelligence information, including human, identity imagery, and measurement and signature intelligence; assess industrial, technological, geographical, and sociological factors; use processed intelligence information to support military operations; prepare intelligence assessments; use and manage intelligence data handling systems; and exchange information and intelligence with other MoD, NATO HQs, Agencies and Organizations.

Experience

Intelligence/operational staff experience, exposure to strategic level intelligence planning and/or policy issues.

2. Education/Training

University degree in criminology, police, public or business administration, administration of justice, criminal law, comparative

general management, political theory, behavioral or social psychology or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline 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

Educational and practical background of the different PMESII domains, preferably derived from a university education and working experience.

Proven ability to work academically/methodically and to contribute with a scientific perspective to Knowledge Management.

International experience, e.g. working for UN, NATO, EU, National Commerce or Development Departments involved in foreign development or large trans-national business.

Experience to operate NATO Intel Functional Area Systems and Services.

Experience in foreign or international affairs.

2. Education/Training

Participant in NATO training and exercises (if possible, in advance).

Good level of organizational, coordination and communication skills required.

BISCT Basic Intelligence Systems Core Training or national equivalent.

- NATO Comprehensive Operations Planning Course (JPL-OP-3555) provided by NATO – School Oberammergau (NSO)
- MS-SharePoint 2013 Func Admin (CCC-ET-32337) provided by NATO – Communications and Information Systems School (NCISS)
- NATO Intelligence Functional Systems Training (NIFST) (INT-SU-11935) provided by NATO – Communications and Information Systems School (NCISS)
- NATO Intelligence Requirement Management and Collection Management (IRM&CM) Course (INT-AS-31905) provided by Italian Joint Intelligence Training Centre
- Open Source Intelligence Course (INT-OS-43383) provided by Hellenic Joint Intelligence School

C. CIVILIAN POSTS

1. Personal Attributes

The incumbent is able to integrate into a military organization and work in a team. Good communication skills are essential to interaction at required levels. Frequently works under pressure, works long/irregular hours, and carries high workload. Must be able to work outside normal office hours and environment. Must be able to travel regularly to other HQ or organizations for co-ordination and ready to deploy temporarily to deployed HQ in support of development of Security requirements. The incumbent must be flexible and able to work in more than one context simultaneously. Good health is required.

2. Managerial Responsibilities

None

3. Professional Contacts

The incumbent is required to establish and maintain appropriate professional contacts within HQ MARCOM as well as with his counterparts throughout ACO, local, regional and international security organizations. The incumbent will establish procedures for routine sharing of information. He/she will represent MARCOMs KM and brief senior staff officers and senior leadership on his/her area of expertise.

4. Contribution to the Objectives

The incumbent has a key role as main element in an environment of relationship with military and civilian organizations. His experience and links to civilian organizations (IOs, GOs, NGOs) will be decisive in the process of information gathering. His information and his recommendations will impact the NATO operational level planning and decision making process.

5. Supervisory Responsibilities

In coordination with the Section Chief, directs and supervises the work priorities of the Section, providing professional guidance and instruction to the staff. Duties include leading and coaching; explaining or demonstrating work functions; counselling and motivating, assigning and reviewing work; ensuring health and environmental safety; maintaining and adjusting work schedules; assessing performance and initiating disciplinary action, and/or implementing new or changed work procedures.

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