

**SUPREME HEADQUARTERS ALLIED POWERS EUROPE****TALEO Job Number: 260060****Vacancy Number: G01/26****Post Number: OSC PPSX 0031****Job Title: Analyst (Civil-Military Planner - Political Science and Civics))****NATO Grade: G17****Basic Monthly Salary (12 x per year): € 8 273.12, tax free****Closing Date: Wednesday, 11 March 2026, 23:59h (Brussels time)****POST CONTEXT/POST SUMMARY**

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from peacetime to crisis and conflict. SHAPE supports the Supreme Allied Commander Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council (NAC).

PLANS is the Directorate responsible for, among other duties, the development, review and maintenance of Strategic Planning, Advanced Planning and Crisis Planning products for Allied Command Operations (ACO); the development of strategic policy and concepts for ACO; and the planning of collective training and exercises.

J5 Division is responsible for the Development, Review and Maintenance of Strategic Planning, Advanced Planning and Crisis Planning products for ACO; the development of strategic policy and concepts for ACO; development of initiatives and addressing issues dealing with NATO's security and emerging challenges and military strategy, dealing with the implementation of superior HQ policy regarding European Security, SHAPE-EU relations, military operational standardization, Conventional Arms Control and WMD/CBRN Defense; conducting initial strategic analysis, military strategic planning leading either to NATO-led operations or EU-led operations using NATO assets and capabilities; facilitating and enabling all aspects of strategic and advance planning by providing a limited systematic analysis capability and ownership and coordination authority for SOPs and doctrine related to strategic planning; leading and supporting SHAPE Strategic Operations Planning Groups (SOPGs) and Cross Functional Action Teams (CATs); and representing SACEUR, as required, with appropriate external organizations.

The Strategic Planning Branch is responsible for conducting initial strategic analysis, prudent military strategic planning and strategic operations planning for Strategic and Crisis Response. Operations leading either to NATO-led operations or EU-led operations using NATO assets and capabilities. It is also responsible for SHAPE-US EUCOM planning

coordination. Civilian analysts are embedded within Strategic planning to affect SACEUR's strategy for a Comprehensive Approach to operations. With a view to prepare the Alliance to deal with possible future risks, either Article 5 or non-Article 5.

PRINCIPAL DUTIES

The incumbent's duties are:

- 1) Civilian Subject Matter Expert within SHAPE for Political and Civics issues related to initial strategic analysis, prudent military strategic planning and strategic operations planning for Strategic and Crisis Response Operations, Counter Terrorism and Energy Security.
- 2) Provides comprehensive cross-functional strategic political and civics analysis, advisory and management capacity for the development of strategic level products across all J5 and in direct support to SHAPE Command Group.
- 3) Initiates strategic political and civics analysis and planning projects, leads, coordinates and manages them throughout their lifespan and promotes their products through interactions with senior leaders of SHAPE, NATO HQ and other NATO and non-NATO organizations.
- 4) Leads SHAPE Cross-functional Action Teams, ACO wide and BI-SC Working Groups for the development of analysis and strategic planning in support of real life operations, exercises, concept and policy development and coordinates Subject Matter Experts contribution to this process.
- 5) Provides advice on analytical requirements as well as planning, concept and policy development for civil-military planning for training and capacity building.
- 6) Leads the NATO Alternative Analysis capability and is the SHAPE single point of contact for Energy Security. In that respect, it acts, on behalf of ACOS J5, as the Requirement Authority for Alternative Analysis and Energy Security and manages the ACO roles and responsibilities in these areas.
- 7) Acts as ACO and SHAPE Alternative Analysis Focal Point and it is responsible for managing the capability and providing guidance, expertise and knowledge on its application within SHAPE and ACO.
- 8) Develops and manages requirements for independent alternative analysis of broader civilian aspects in support of strategic planning.
- 9) Develops a civilian in-depth knowledge and understanding of each of SACEUR's Areas of Interest and analyses these areas using a systemic approach, with focus on political aspects, to identify interdependencies between main actors and their strengths and weaknesses.
- 10) Provides expertise to the mission review process by analysis of measures data provided by subordinate HQs on a given mission. Analyzing such data, developing strategic measures of progress, and acting as liaison with outside experts and academia.

- 11) Reviews extant plans, policies and concepts within the Branch's auspices and presents recommendations for change, as appropriate.
- 12) Represents SHAPE in MC Working Groups, Operations Policy Committee and Partnership and Cooperative Security Committee meetings (Strategic Issues, Cooperative Security and Operations Planning).

NATO committee responsibilities:

- a. MC Working Group (Strategic Issues, Cooperative Security and Operations Planning) - Member/Representative.
- b. Counter Terrorism Task Force – Member.

Although not dealing with technical administration of budgets, this post develops budget requests for analysis projects in support of strategic planning, will ensure oversight of these budgets, task contractors, and authorize spending and payment of invoices.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or Travel Duty, both within and without NATO boundaries up to 180 days. 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.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

- 1) Experience in one or more of the following Political and Civics issues related to initial strategic analysis or concept development, prudent military strategic planning and strategic operations planning for Strategic and Crisis Response Operations, Counter Terrorism and Energy Security.
- 2) Experience leading discussions at senior committee levels which result in agreements of major policy issues.

B. Education/Training

University Degree in political science, public administration, international relations or related discipline and 4 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years post related experience.

In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

C. Language

English - SLP 3333 (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) Experience in strategic operation planning for Counter Terrorism and/or Counter Terrorism analysis at strategic level.

- 2) Experience in international politico-military affairs, with a focus on Counter Terrorism in North Africa and the Middle East.
- 3) Broad knowledge in strategic and operational NATO planning products and the executability of plans.
- 4) Experience in Alternative Analysis and/or Red teaming.
- 5) Proven ability to clearly, and precisely, prepare correspondence and brief on behalf of a major organization.
- 6) Demonstrated experience leading cross-functional and multi-stakeholder groups in developing strategic analysis, planning outputs, and policy or concept work.

B. Education/Training

- 1) Strategic Operations Planning Course (SOPC) (JPL-OP-31378) provided by NATO - School Oberammergau (NSO)
- 2) NATO Operations Assessment Course (JPL-OA-31564) provided by NATO - School Oberammergau (NSO)
- 3) NATO Alternative Analysis Course (JPL-AA-31565) provided by NATO - School Oberammergau (NSO)

ATTRIBUTES/COMPETENCIES

1. **Personal Attributes:** The incumbent must be experienced in political science and international politico-military affairs. Must possess good interpersonal and communication skills together with tact and diplomacy. Must demonstrate sound judgement, well-developed analytical and critical thinking skills, flexibility, adaptability and be an accomplished negotiator capable of influencing and representing SHAPE in higher level NATO and non-NATO forums. Must have the ability to act on own initiative and propose innovative solutions to immediate and long-term problems without close supervision. Must be capable of translating general guidance into workable proposals and strategic deliverables. Must be willing to work unusual hours in a multinational environment. They will have to travel to areas where NATO has deployed forces will be required, as well as other duty travel.
2. **Managerial Responsibilities:** While this post does not have any personnel under immediate permanent supervision, the incumbent is required to manage temporary cross-functional project teams of 5-30 people, depending on the project. The incumbent will organize, develop the program of work, task, provide guidance and supervise the work of these teams. They must be able to concurrently manage several such project teams dealing with different analysis and strategic planning topics and coordinate their work with external NATO or non-NATO entities. In addition, the incumbent will be required to coach, lead, manage and review the work of interns employed by J5 in support of specific strategic analysis and planning projects.
3. **Professional Contacts:** The incumbent is required to establish, develop and maintain professional contacts within SHAPE and with ACT, NATO HQ IMS and IS, representatives of NATO and Partner Nations, national organizations, International and Non-Governmental Organizations as well as academia and business. This will require a high level of political and cultural sensitivity, maturity and understanding of the ways these different organisations function and diplomatic tact when dealing with others. The incumbent solicits and provides information as well as advice. Delegated

authority to commit, pursue, and coordinate effectively is required as the post is representing SHAPE, as required, with appropriate external organisations.

4. **Contribution to Objectives:** Through advice to senior leadership and through development of strategic analysis products, this post contributes directly to the planning, initiation and development of military advice submitted by SHAPE to the Nations and influences political level discussions, policy development and decision-making. Consequently, this will result in NATO's commitment to certain courses of action and obligation of resources. Furthermore, it will impact directly on the political and strategic objectives of missions and operations which the Alliance is planning or is already involved in.
5. **Supervisory Responsibilities:** Dependent on requirements, may be tasked to direct and supervise the work priorities of one or more ad-hoc or permanent multifunctional teams.

REMARKS:

Duration of contract: Serving staff members 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 salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

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.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO](#)

Application Process

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NATO Secret security clearance and a medical certificate.

Remarks:

- a. Only nationals from the 32 NATO member states can apply for vacancies at SHAPE.
- b. Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.
- c. Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy's closing date.
- d. Candidates' individual telephone or e-mail enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.
- e. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate