



ALLIED LAND COMMAND



Job/Post Number: OLC RHRX 0040

Title: Organizational Workforce Business Analyst

Division: G1

Clearance Level: NATO SECRET

Grade: NATO Grade A2/G15

Basic Salary: 250,047 TRY

NATO Body/Post Location: ACO / Headquarters Allied Land Command, Izmir (Türkiye)

Closing Date: 3 May 2026

1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The Support Directorate is responsible for providing LANDCOM with organizational structures, personnel, logistics, communications and information systems and base support.

The G1 Division proposes and maintains LANDCOM establishments, provides and manages civilian and military personnel and monitors the personnel at subordinate formations.

The Workforce Branch is responsible for the development and management of Peacetime and Crisis Establishments.

The Organizational Workforce Business Analyst is responsible for providing organizational analyses, establishment proposals and job description drafts. He/she supervises the workforce inputs into the appropriate Functional Area Services.

2. Principal Duties

The incumbent's duties are:

1. Responsible for the development and proposal of assigned Peacetime and Crisis Establishments - provides high level architectural guidance and direction relating to Workforce Organizational Reviews and organizational structure sustainment. This includes structures, statements of functions and job descriptions. Programs workforce requirements.
2. Develops and proposes workforce organization management policies and procedures for peacetime and crisis organizational elements and process standards. Uses industrial engineering and quantitative analysis techniques to provide data to develop workforce requirements.
3. Develops, tests, evaluates and staffs new or revised organizational structures. Evaluates effectiveness of existing organizational structures and facilitates and recommends improvements. programs and implements activation and inactivation of organizational structures. Assists to develop unit mission statement.
4. Helps developing workforce budget requirements and resource allocations to support mission requirements.
5. Responsible for the administration of Peacetime Establishment positions by planning, organizing and implementing a rolling 3-year review program of Job Descriptions, in accordance with standard NATO workforce management policy.
6. Performs job analyses and aligns/links language proficiency levels, staff skills and qualifications, with new or revised organizational structures and Establishment staffing requirements.
7. Participates in Working Groups and Development Teams are tasked to conduct NATO Command Structure PE Reviews, Long-term Studies, Functional Reviews, Further Workforce Savings Studies, PE/CE crosswalk studies, Workforce Utilization Studies and to develop and implement Transformation and Transition Management Plans.
8. Member of the Land Operations Planning Group.
9. Participates in deliberate and operational planning and contingency and exercise operations.

Committee Participation:

- HRDS UGC Human Resources Data Services User Group - Member/Representative
- NDMAA NIC Classification Board - Contributor
- Classification Board for LWR and LWS posts - Chairman
- Human Resources Data Services Management Board - Member/Representative

3. 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

- Assists higher HQ with the classification of civilian positions appearing on Peacetime Establishments and acts as Classification Board member or Technical Advisor, when requested.
- '- The incumbent may be required to undertake deployments in support of military operations and exercises and/or TOY assignments, both within and without NATO boundaries for up to 183 days in any period of 18 months (547 days).
- This post has been identified as a source of workforce to fill a Crisis establishment post in line with tiered reinforcement needs of AGO CEs.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorized as No Risk.

4. Essential Qualifications

a. Professional/Experience

(1) Organization design and implementation

The planning, design and implementation of an integrated organization structure and culture including the workplace environment, locations, role profiles, performance measurements, competencies and skills. The facilitation of changes is needed to adapt to changes in technologies, society, new operating models and business processes. The identification of key attributes of the required culture and how these can be implemented and reinforced to bring about improved organizational performance.

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

Three years' experience in Workforce or Organization Development.

Trained to the appropriate level in APMS & ERT.

(2) Human resources management

Activities to determine the minimum quantitative and qualitative human resources needed to perform a specific mission, function, or task. Manpower requirements serve as the basis for nations to provide personnel to NATO commands and/or to fund NATO civilian posts.

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.

b. Education/Training

(auto-generated based on the grade and the NATO Occupational Codes)

University Degree in business administration, engineering, economics, public administration, operations research, business process engineering, human resources management, law, social sciences, or related field 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.

The additional job specific qualifications and experience are described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience has priority over the standard education and training levels and experience described here.

c. 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.

d. NATO Occupational Codes

50418F - Organization design and implementation

50413F - Human resources management

5. Desirable Qualifications

a. Professional Experience

- Experience working in a military headquarters/international organization.
- Professional experience in the conduct of workforce surveys.
- Experience with the application of performance management principles, process re-engineering, workflow process and organization structure analysis.
- Knowledge of AAP-16 (NATO Workforce Policy)
- Experience with change management.
- Seven years' experience in Workforce or Organization Development

b. Education/Training

- Qualified Project Manager with 3 years experience.

c. Language

French 2.2.2.2

6. Attributes/Competencies

• Personal Attributes: The position relies on a high capability individual for analytical and strategic thought who is able to manage complex programs and projects, taking into consideration multiple factors working simultaneously. Must be self-starter requiring little supervision. The incumbent may furthermore be required to display creative thinking in proposing the adaptation of existing rules or creation of new procedures to comply with new situations, such as crisis and out-of-area operations. Integrity and communication skills, both oral and written, are essential to the satisfactory performance of the full range of principal duties of this post. Must be able to handle detail accurately and at the same time to have an overall picture of the organization as it relates to requirements. Frequently works under pressure and expected to handle heavy workload and long hours. Possesses

good inter-personal and communication skills; displays courtesy, understanding and tact when dealing with others. The incumbent has to discuss the functions and relative workloads of divisions with their leaders in order to seek the optimal distribution of personnel that is a scarce resource.

Professional contacts with others inside and/or outside immediate organization and at higher level to include the Chief of Staff and other Flag officers providing advice and recommendations, other than normal professional courtesies or information gathering. The post has contact with individuals and organizations at varying levels which involves explanation, discussion, persuasion and approval of action. In addition, some contact involves negotiations and consultation with representatives of member and partner nations in Working Groups. The maintenance of a close liaison with higher HQ Workforce Section is essential; contacts with host-nation military organizations and services, Local National Representatives, National Military Representatives at ACO, NATO Defense Workforce Audit Authority (NWMAA) in support of daily business.

The incumbent of this post exercises judgment and critical thinking when advising on Workforce matters. The work involves the analysis and research of a complete task with the development of recommendations that affect the plans and management of the Operational Element and, as in the case of PE and Functional Reviews, direct impact on the work and objectives of the organization and Headquarters itself. The efficiency of the Crisis Establishment will determine the quality of the operational control during crises. The successful management of organizational structures is considered vital to the achievement of the objectives and mission of the Headquarters. Furthermore, the effectiveness of the incumbent's performance has a material impact on the NATO military budget and as such, is important to the maintenance of NATO's military capabilities.

As Information and System SME for APMS & ERT, provides direct supervision and professional guidance.

- Professional Contacts: When creating and analyzing establishments and job descriptions, the post OLC RHRX 0040 maintains regular contacts and negotiations with heads or organizational units including ACOSs, DCOS, COS and the Executive Officer to Comm. The post holder has personally supported G1 when presenting the initial state and end state establishments before LANDCOM COS

It also has functional relations with SHAPE/J1/Peacetime Establishments, SHAPE/J1/Crisis Establishments, SHAPE/J1/HRDS, SHAPE/J1/Policy and NWMAA. When dealing with national allocation the incumbent has relations with Senior National representatives.

- Contribution To Objectives: The contribution of this post to the Objectives of LANDCOM is crucial. The main asset of LANDCOM is its staff. Personnel is an expensive and limited resource. The Organizational Workforce Business Analyst performs a key role in the design of functions, duties and positions that will carry the work out and the type of staff seconded and contracted. Consequently, this post has a tremendous impact on the staff provided to the Headquarters.

The Workforce Branch is also responsible for organizational development and change, and the Organizational Workforce Business Analyst is a key player in the design of the proposals.

There are first-line reporting responsibilities for the following numbers of staff: 2x OR-7

This post reports to:

OLC RHRX 0010 - Branch Head (Workforce)- OF-4

This post deputizes:

OLC RHRX 0010 - Branch Head (Workforce)- OF-4

This post is not deputized by anybody.

7. Additional Information

a. Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate allowances/supplements. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of the Civilian Personnel Regulations for details.

b. Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various privileges and tax exemptions (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

c. Contract

The successful candidate will receive a three-year definite duration contract, which may be followed by an indefinite duration contract. Also, the first 6 months of the employment is considered as the probationary period during which the performance of the incumbent is assessed. The definite duration contract will be confirmed only after the incumbent receives a "good" or "above good" performance evaluation in the probationary period.

d. How to Apply

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en> and search for vacancies within Land Command HQ. Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

e. Employment Pre-Requisites

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Notice for candidates: LANDCOM is undergoing a reorganization that might affect the job description of this post.

f. Allied Land Command

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY. stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](#)

g. Izmir

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate. For more information: [izmir - Wikipedia](#)

8. Additional Remarks

- a. All applicants are reminded that if hired, to reside here, all members including their dependents must comply with Host Nation requirements and definitions regarding residency.
- b. 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.
- c. 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 defense 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.
- d. 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 NS security clearance and a medical certificate.
- 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.