



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 260505

Vacancy Number: G74/25

Post Number: OSC GXCM 0010

Job Title: Director (The Programme Office for the new Supreme Headquarters (POSH))

NATO Grade: 22

Basic Monthly Salary (12 x per year): 11,150.91€, tax free

Closing Date: Sunday 12 April 2026

YOUR IMPACT:

Lead one of NATO's most significant transformation programmes and shape the future of its strategic headquarters. As Director of The Programme Office for the new Supreme Headquarters (POSH), you will drive the decade-long delivery of the new Supreme Headquarters—uniting nations, stakeholders, and cutting-edge infrastructure into a single, mission-critical vision.

POST CONTEXT:

The Supreme Headquarters Allied Powers Europe (SHAPE) delivers strategic-level command and control for the North Atlantic Treaty Organisation (NATO), supporting the Supreme Allied Commander Europe (SACEUR) across the full spectrum of operations. The Command Group and the Office of the Chief of Staff (OCOS) provide the leadership, coordination, and support needed to enable this mission.

The Programme Office for the new Supreme Headquarters (POSH) is the central hub for all activities related to the design, development, and delivery of the future SHAPE Headquarters.

The Director of POSH leads this programme, overseeing the master plan for the new HQ and ensuring its successful delivery. This includes close coordination with the three Host Nations, regular engagement with NATO governance bodies, and rigorous review of all technical deliverables to maintain programme credibility and progress.

Acting as SHAPE's Capability User Authority, the Director represents SHAPE and all future users of the new HQ. The role supports the Chief of Staff in their function as Senior Responsible Owner and works closely with key stakeholders across SHAPE, including Deputy Chief of Staff Support (DCOS SPT), Deputy Chief of Staff Cyber (DCOS CYBER), the Transition Board, National Military Representatives (NMRs), and the wider SHAPE Campus.

STATEMENT OF DUTIES:

The new Supreme Headquarters Transformation Programme is one of NATO's largest investment efforts, delivering a modern, secure, energy-efficient HQ equipped for today and tomorrow's operational demands. The Director of POSH leads this decade-long programme, coordinating across three Host Nations, multiple Implementing Authorities, SHAPE leadership, and 32 Nations.

In this role, you drive the overall programme strategy, ensure tight alignment with NATO governance, and maintain momentum through regular reviews and stakeholder engagement. You oversee all technical assessments, champion programme-wide risk and change management, and deliver clear, credible progress reporting to the SHAPE Chief of Staff, Requirements Owners, and NATO governance bodies.

PRINCIPAL DUTIES:

- 1) Responsible for all aspects of the POSH.
- 2) Lead Programme and Project Management of Capability Package (CP 5A147REV1) through a programmatic approach.
- 3) Coordinate and assure on behalf of SHAPE Chief of Staff (COS) the implementation and delivery of Allied Command Operations (ACO) Supreme Headquarters.
- 4) Draw conclusions from expert advisors, conferences and working groups providing recommendations to the Command Group (CG).
- 5) Lead and coordinate the provision of technical advice.
- 6) Champions the development of change management and project / programme risk management for the new Supreme Headquarters Transformation Programme.
- 7) Represent SHAPE's position as User (POSH) and Strategic Command within the framework of capability delivery.
- 8) Represent SHAPE as User to NATO HQ and other internal and external stakeholders, e.g. at Investment Committee level.
- 9) Provide direction and guidance to the development of lessons learned process for the new Supreme Headquarters Transformation Programme.
- 10) Advise and update CG on all Projects within the Transformation Programme, to include the Business Network Infrastructure and Applications (BNIA), Transition, and all identified interdependencies with SHAPE Campus.
- 11) Responsible for the development and management of POSH budget. Ensures that resources and expenditures are occurring in conformity to the budget plans

and Investment Committee (IC)/Resource Policy and Planning Board (RPPB) authorizations.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES:

- The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.
- Undertakes all additional duties as directed by SHAPE COS.
- Although the work is mainly performed in a Normal NATO office working environment, it will be required to regularly access the Construction site to inspect, monitor and report activities, support visits and attend meetings.
- The work may be performed in a Construction Site including access to hard-hat areas.
- The risk of injury is categorised as Light Risk of Injury.

ESSENTIAL QUALIFICATIONS:

a. Professional/Experience

- 1) Previous experience in - or in cooperation with - Military Headquarters or international/government organization.
- 2) Previous experience in NATO Security Investment Programme (NSIP) or similar Capability development processes.
- 3) 10 years' experience in large infrastructure engineering, with at least 10 years' experience in a management position.
- 4) Post related experience in managing large scale construction programme, multiple stakeholders: military, civilian, government representatives, private organizations, users and customers, reporting/presenting information to non-specialist audience.

b. Education/Training

Masters Degree or equivalent in management information systems, accounting, economics, finance, business administration, public administration, operations research, project management or related discipline.

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 4343

- Listening: Level 4 (Expert)
- Speaking: Level 3 (Professional)
- Reading: Level 4 (Expert)
- Writing: Level 3 (Professional)

French – SLP 2222

- Listening: Level 2 (Functional)
- Speaking: Level 2 (Functional)
- Reading: Level 2 (Functional)
- Writing: Level 2 (Functional)

DESIRABLE QUALIFICATIONS

a. Professional/Experience

- 1) Proven ability to negotiate effectively in complex, multi-stakeholder environments
- 2) Strong background in strategic planning
- 3) Demonstrated experience in risk management, organizational change management, and performance management
- 4) Extensive experience engaging, coordinating, and advising a wide range of internal and external stakeholders

b. Education/Training

- Training or certification in Project Management (e.g.PRINCE2), Managing Successful Programmes (MSP), or an equivalent programme-management framework

C. Language

French

- Listening: Level 4 (Expert)
- Speaking: Level 3 (Professional)
- Reading: Level 4 (Expert)
- Writing: Level 3 (Professional)

ATTRIBUTES & COMPETENCIES

Personal Attributes

This role requires a strategic and forward-looking leader with strong judgement, excellent communication skills, and the ability to work effectively across a complex stakeholder landscape. The incumbent must demonstrate diplomacy, initiative, and the capacity to maintain a clear programme vision while guiding diverse teams and partners.

Problem-Solving & Decision-Making

a. Scope and Breadth

- Leads the overall vision for SHAPE's new Static Command Facilities Programme, integrating infrastructure, CIS, and transition projects delivered by multiple NATO entities and Host Nations.
- Directs a multidisciplinary Programme Office, ensuring expert input is translated into coherent strategic direction for SHAPE leadership.

- Applies broad technical and programme-management expertise to align NATO/SHAPE requirements with programme execution.

b. Complexity of Challenges

- Addresses complex, non-routine issues requiring thorough analysis, sound judgement, and solutions with long-term organisational impact.
- Produces clear recommendations, written justifications, and agreements based on comprehensive programme-wide information.
- Chairs Boards and Working Groups, ensuring decisions are well-reasoned and strategically aligned.

c. Level of Autonomy

- Operates with a high degree of independence, setting programme strategy and priorities with minimal direct guidance.
- Interprets broad strategic direction from SACEUR and the COS and converts it into actionable plans.
- Monitors activities across SHAPE and NATO bodies, synthesises information, proposes courses of action, and represents SHAPE in key governance and funding forums.
- Oversees the development of financial policy and directives used across ACO.

Managerial Responsibilities

- Accountable to the Programme Executive Board (PEB).
- Chairs the Board of Directors, Security Working Group, CIS Working Group, and Transition Working Group; serves as a member of the Transition Board.
- Leads and develops a team of up to 29 personnel throughout the programme lifecycle.

Regular Engagement With:

- SHAPE Command Group and Directorates
- Senior officers across SHAPE and National Military Representatives
- Host Nation Belgium, ACT, NATO Agencies, engineering consultants, and industry partners
- National representatives in NATO resource committees (IC, RPPB, NOR)

Contribution to SHAPE's Mission

- Ensures the coordinated delivery of SHAPE's future Command and Control Facilities, a critical enabler of NATO's operational readiness.
- Supports the responsible use of NATO resources and maintains programme credibility through effective oversight and communication.
- Provides strategic advice directly to the COS and shapes the programme through sustained engagement with internal and external stakeholders.

REMARKS:

Duration of contract: This post has been identified as being required for a limited period and is strictly linked to the lifespan of the New SHAPE Headquarters project. The post will be suppressed upon the closure of the project. Newly recruited staff will be offered a definite duration contract of 3 years, which could be renewed depending on the envisioned project timeline. Please be aware that because this post is project-dependent, there is no expectation of contract renewal or conversion to an indefinite duration contract upon the project's completion. Serving NATO staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPR).

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.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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 NS 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, e-mail or telefax 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.