



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 260376

Vacancy Number: G24/26

Post Number: OSC RLTR 1070

Job Title: Senior Staff Officer (IM Analyst - JFCNF)

NATO Grade: 15

Location: Norfolk, USA

Basic Monthly Salary (12 x per year): \$ 8,701.32, tax free

Closing Date: Wednesday 06 May 2026

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 Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Support Directorate is responsible for directing, monitoring and co-ordinating the implementation of Integrated Resource Management (IRM) activities and staff functions at all levels of command across Allied Command Operations (ACO), consistent with IRM policies, planning and prioritisation it serves as the focal point for the development and execution of ACO's IRM at the military-strategic level to include the associated ACO wide processes of Planning, Performance Management, and Risk Management across the three resource pillars (Workforce, Military Budget and NATO Security Investment Program), in close coordination with SHAPE J8; it develops, manages and supports all Operational Requirements and statements, providing ACO's perspective in the Capability Development Process.

The J4 Division is the Requirements Authority and Capability User Authority for NATO logistics and provides the cross-cutting authority, direction and requirement-setting at the strategic level for all project, sustain and maintain functions of logistics.

The Logistics Strategic Plans Branch is responsible for the development of all strategic Logistics Plans, Directives and Concepts of Support.

The Resource and Lifecycle Management Section co-ordinates the development and resource management of operational logistics requirements through the existing NATO process.

Principal Duties

The incumbent's duties are:

1) Assists the Officer of Primary Responsibility (OPR) in development of operational requirements development for information systems supporting ACO Logistic, Medical and Military Engineering stakeholders' roles in Enablement on behalf of JFCNF.

2) Assists the OPR in the effective execution relevant general Logistics Information Management (LIM) Function related to the Enablement related Roles, Responsibilities and Authorities of JFCNF, including:

- Develop / Implement policy, doctrine, procedures and plans, capabilities.
- Identify LIM policy / material requirements and implement solutions.
- Provide LIM functional advice / support in support to NATO / national planning
- Support to Boards, WGs, Committees etc.
- Support to Training and Exercises
- Knowledge Management.

3) Assists the OPR in effective execution of Enablement Support Services (ESS) development related to the Enablement related Roles, Responsibilities and Authorities of JFCNF, including:

- Establish and Run ESS Project #10
- ESS U&OA Criteria Development
- Oversee U&OA Trials Process
- CONOPS and IMPLAN Development (DOTMLPFI)

4) Assists the OPR in effective execution of ESS Transition Management related to the Enablement related Roles, Responsibilities and Authorities of JFCNF, including:

- IMPLAN Development (DOTMLPFI)
- Change Management / Project Acceptance
- Data Migration
- Manage NCS / NFS / National Transition

5) Assists the OPR in effective execution of extra duties directly related to the Enablement related Roles, Responsibilities and Authorities of JFCNF, involving:

- NATO Digital Enterprise Transformation;
- Next Generation Modelling & Simulation;
- NATO 2030 RSN Visualization System project;
- Federated Mission Networking/Logistic sub-syndicate.

Committee Participation:

- Logistics Information Management Working Group - Contributor
- Bi-SC LOGREP WG - Contributor

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.

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547

days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The incumbent may be required to undertake TDY assignments both within and without NATO's boundaries and be willing to work unsocial hours.

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

Normal Working Conditions apply.

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

Essential Qualifications

a. Professional/Experience

1) Minimum of 3-year experience in information management and data governance, developing policies, procedures and working practices to support decision-making, business processes and digital services.

2) Minimum of 3-year experience in participating in the overall planning, organizing, and directing of services and support activities in the implementation of logistics projects and programs.

b. Education/Training

University Degree in logistics, transport, library, information science, management information systems, computer science 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 is described under Professional/Experience paragraph (4/a). 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)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Desirable Qualifications

a. Professional Experience

1) Experience in contributing to digital transformation initiatives and data literacy.

2) Experience in project related communications and stakeholder engagement.

3) Experience in managing enterprise level logistics and CIS projects.

4) Experience in serving in NATO.

b. Education/Training

Courses:

- A0251-Logistics Functional Area Services HQ Staff Officer/ NCO or equivalent.

- NATO Logistics Operational Planning Course (NLOPC) provided by NATO - School Oberammergau (NSO) or equivalent.

- NATO Logistics Introductory Course (NLIC) provided by NATO - School Oberammergau (NSO) or equivalent.

- NATO Logistics Operations Course (NLOC) provided by NATO - School Oberammergau (NSO) or equivalent.

Attributes/Competencies**a. Personal Attributes:**

Able to work in a multilateral environment.

The incumbent will need to display a high degree of professionalism, technical expertise, organisational, coordination and communication skills in the performance of his/her duties. The rapidly changing NATO operational environment and constrained resource situation creates a requirement to solve numerous complex problems and challenges, which shall require the incumbent to draw upon a comprehensive ability to reason, analyse, act with persuasion and diplomacy. The post requires a self-starter, analytical skills, conceptual thinker and problem-solving abilities. Team worker. Interpersonal skills. Must impact/influence activities within the various stakeholders' organization.

b. Professional Contacts:

Required to develop relationship with a variety of NATO commands, entities, and nations.

c. Contribution To Objectives:

In close relation with the NATO Digital Enterprise Transformation targets incumbent will ensure the success of development and implementation of new modern and capable information system in support of processes Logistics, Medical and Military Engineering communities to enable:

- More capable and interoperable joint logistics, medical and military engineering functional tools in support of NATO Forces.
- Optimized C2 of Logistics Support.
- Improved deployability of NATO forces.
- Enhanced sustainability of NATO forces.
- Enabling improved and enhanced planning and C3 for logistics, medical and MILENG support to operations.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Linked NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

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.