



## SUPREME HEADQUARTERS ALLIED POWERS EUROPE

**TALEO Job Number: 260672**

**Vacancy Number: G60/25**

**Post Number: OSC RFIX 0030**

**Job Title: Staff Officer (Digital Transformation Coordination)**

**NATO Grade: G17**

**Basic Monthly Salary (12 x per year): 8,273.12€, tax free**

**Closing Date: Thursday, 14 May 2026 at 23:59h (Brussels time)**

### **GENERAL BACKGROUND**

The post is located within the ACO Innovation Management (AIM) Branch of the Resource Management Division in the SHAPE Support Directorate.

The AIM Branch is responsible for signposting, coordinating, facilitating, and monitoring all innovation-related activities across ACO. Its remit covers Emerging and Disruptive Technologies, Digital Transformation, Concept Development, Operational Experimentation, Wargaming, Modelling and Simulation, NATO-accredited Centres of Excellence, and Allied Command Transformation (ACT) Open Innovation.

The Branch maintains links to the ACO Strategic Management system, the Lessons Learned process, and other related processes. It serves as ACO's focal point for all wargaming matters, including the development of tailored wargames for ACO users, and acts as the requirement owner for capability development programmes related to wargaming. It also serves as ACO's interlocutor with ACT and other stakeholders on all aspects of the innovation environment.

The Branch acts as the initial ACO Point of Contact for innovation matters and, subject to SHAPE Command Group (CG) direction and guidance, represents ACO in relevant bodies. It coordinates and facilitates the development of ACO contributions to high-level policies, direction and guidance, and doctrine within the innovation domain. It also prepares SHAPE CG participation in senior decision-making and coordination bodies on innovation issues, and advises SHAPE CG on the development of ACO's overall approach to innovation.

Furthermore, the Branch supports ACO HQs in understanding and benefiting from the innovation environment, helping them identify and exploit innovation opportunities. It supports ACO's engagement with innovation stakeholders and maintains awareness of developments in academia, as well as in military and commercial innovation. It acts as the proponent for the application of ACO Directives in the innovation space, promotes

innovation literacy, and assists ACO Commanders in fostering and sustaining a culture of innovation.

### **Principal Duties**

The incumbent's duties are:

- Acts as the ACO Focal Point for Digital Transformation (DT) work strands across the Command.
- Represents ACO at working-level, governance and senior coordination bodies' meetings involving DT matters as directed as directed.
- Coordinates and facilitates the development of ACO's inputs to high-level policies, direction and guidance and doctrine for DT.
- Interacts with NATO entities, in particular NATO HQ Digital Transformation Staff and OCIO, ACT and NCIA, for the purpose of developing and executing the ACO DT roadmap.
- Leads the development of AIM Branch DT orchestration products including the ACO DT roadmap follow-on reports on its execution, briefings for SHAPE/ACO-internal and external, including governance, audiences, and supporting products.
- Organises working-level and leadership events in support of developing/executing the ACO DT roadmap (including briefings by external subject matter experts).
- Keeps ACO entities apprised of developments in NATO's DT policy environment and respective high-level direction and guidance.
- Enhances ACO Headquarters' knowledge and understanding of the benefits and scope of DT, and the identification and exploitation of respective opportunities.
- Supports ACO's engagements with NATO/non-NATO DT communities of interest.
- Remains apprised of developments in academia and industry related to DT.
- Champions DT literacy across ACO and builds ACO EDT community networks.

### **Special Requirements and Additional Duties**

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 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**

### **Professional/Experience**

- Minimum of 3 years' experience in a role relevant for the responsibilities of the post within an innovative organisation.

- Broad knowledge of the pillars of digital transformation (people, processes, technologies).
- Proven track-record in supporting innovative organisations in change management in the digital domain.
- Robust knowledge in the areas of data-centricity and artificial intelligence.
- Ability to translate (verbally and in writing) complex scientific topics into strategic-level understanding.
- Ability to prioritize tasks and allocate resources in a dynamic context and capacity of delivering under pressure and short timelines.

### **Education/Training**

- a) University Degree and 6 years post related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 8 years function related experience. In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.
- b) NATO recognized project management certifications (e.g. PRINCE2).

### **Language**

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

### **Desirable Qualifications**

### **Professional/Experience**

- Skills in assessing the exploitation of EDTs within a military context.
- Broad knowledge of the global military and civilian EDT ecosystem, its stakeholders, dynamics and trends.
- A broad background that can include previous staff experience in a joint or combined staff in a large HQ, Joint Command, NATO HQ or MOD.
- High level of organisational, coordination and communication skills.

### **Education/Training**

- a) Course: ISO 56002 Innovation Management System certification course
- b) Course: ETE-MW-3834 - NATO Orientation Course

### **Language:**

English – SLP 4444 - (Listening, Speaking, Reading and Writing)

### **Attributes/Competencies**

- **Personal Attributes:** Personal qualities of tact, judgment, adaptability, coupled with motivational and listening skills. A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military. Able to work effectively to support the team activities. Possess the ability to assess the impact of a wide variety of NATO and national capability developments towards meeting NATO's overall required capability. Ability to use initiative and good judgment to propose optimum options in materializing effectively the capability delivery.

- **Professional Contacts:** This post requires to establish and maintain professional contacts with relevant DT stakeholders across the NATO enterprise, in particular within SHAPE, subordinates ACO Headquarters, ACT and NATO Headquarters, and within Allied Nations.

- **Contribution To Objectives:** The incumbent supports the delivery of ACO's warfighting functions by progressing ACO's Digital Transformation as a key enabler of the multi-domain operation fight.

### **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 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) 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
- e) As part of the recruitment process, the organization may review publicly available information to assess potential conflicts of interest, reputational risks, or behaviors inconsistent with the organization's values.