UNDERSTANDING AND PREPARING FOR EMPLOYMENT AT NATO

Céline Shakouri-Dias
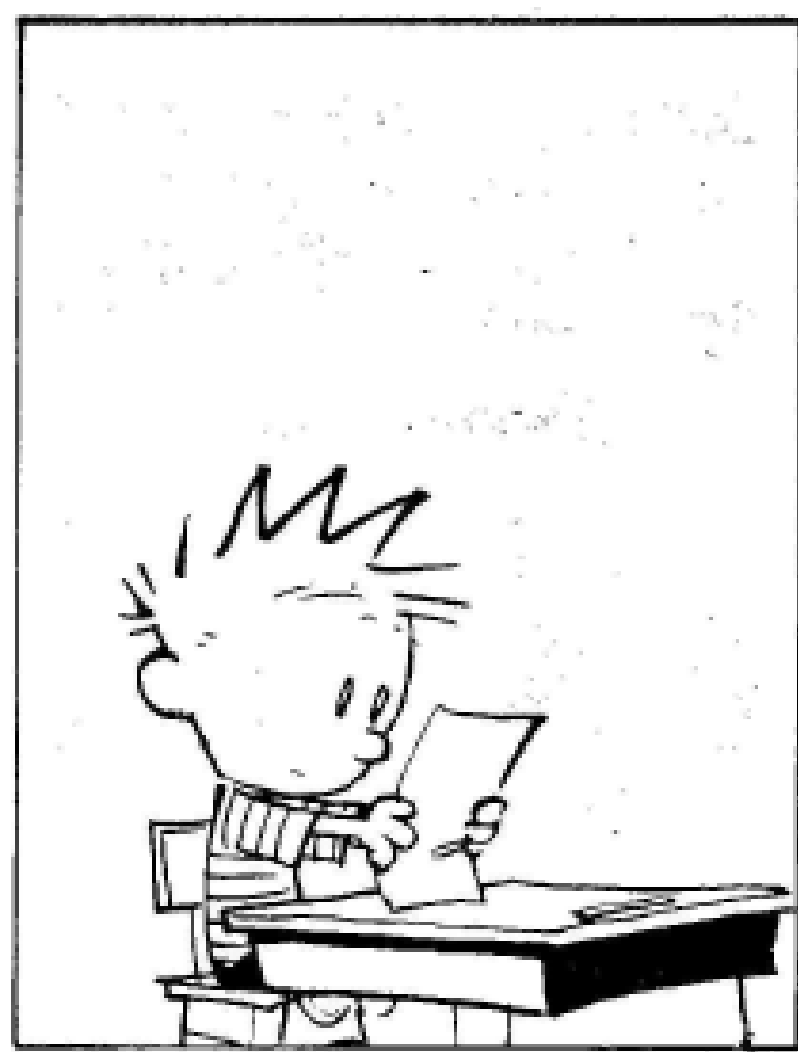
- **PERMANENT**
  - Non seconded
  - Seconded
  - 3 years + 3 years

- VNC (**V**oluntary **N**ational **C**ontribution)
- TEMPORARY STAFF
- INTERNS

A

Managerial/
Professional
Level

B

Administrative
Posts/ IT Staff/
Secretarial Staff

C

Technical
Service

L

Linguistic Staff

■ A - Grades

- A7
- A6
- A5 (A4/5)
- A4 (A3/4)
- A3 (A2/3)
- A2 (A1/2)
- A1

■ L - Grades

- LI5/LT5
- LI4/LT4
- LI3/LT3
- LI2/LT2

■ B - Grades

- B6 (B5/6)
- B5 (B4/5)
- B4 (B3/4)
- B3 (B2/3)
- B2

■ C - Grades

- C6
- C5
- C4
- C3 (C2/3)
- C2

- Tax-free salary
  - A7   10,441.28
  - A4   6,969.13
- Expatriation allowance
- Education allowance
- Family-related allowances
- Pension and medical coverage

PROFILES

JOB FAMILIES

Core	Roles in this family relate to the three central functions of the NATO International Staff: facilitation of dialogue, policy development, and policy and programme implementation.
Support	Roles in this family provide services and support to ensure the effective operation of the Organization, Division or Independent Office.
Management	Roles in this family achieve results through the management of allocated resources (staff, budgets and time). It is expected that these roles will spend more than 50% of their time and/or effort on strategic planning, allocating, monitoring and measuring the work of others.

Facilitation of Dialogue	Roles in this sub-family enable NATO's conference activities through the application of professional expertise. Aspects include the support, management and planning of consultation processes to meet attendees' requirements and facilitate the outcome.
Policy Development	Roles in this sub-family support policy development and decision-making through the application of professional expertise.
Policy and Programme Implementation	Roles in this sub-family support policy implementation, programme administration and decision-making through the application of professional expertise.

Functional management	Roles in this sub-family provide generic expertise, guidance and procedures for the effective operation of the Organization, Division or Independent Office.
Administrative Support	Roles in this sub- family contribute to the effective operation of the Organization, Division or Independent Office by providing organizational and administrative support, with a special focus on information flow.
HQ Operations and Maintenance	Roles in this sub-family enable the day-to-day operation and maintenance of the HQ facilities and equipment.

Executive Leadership	Roles in this sub-family achieve results through the management of allocated resources, devoting more than 50% of their time and/or effort to planning, allocating, monitoring and measuring the work of others. Resources are managed directly and indirectly (managing managers or project structures).
Line Management and Resource Coordination	Roles in this sub-family devote more than 50% of their time and/or effort to coordinating, allocating and monitoring the work of others. Resources are managed directly.

- Grades A1 to A4

- 5-10 years of relevant professional experience

- Significant subject-matter expertise

- Good writing/drafting skills

- Advanced level in one of the official NATO languages **(EN/FR)** and a beginner's level of the other – possibility to hire below requirements
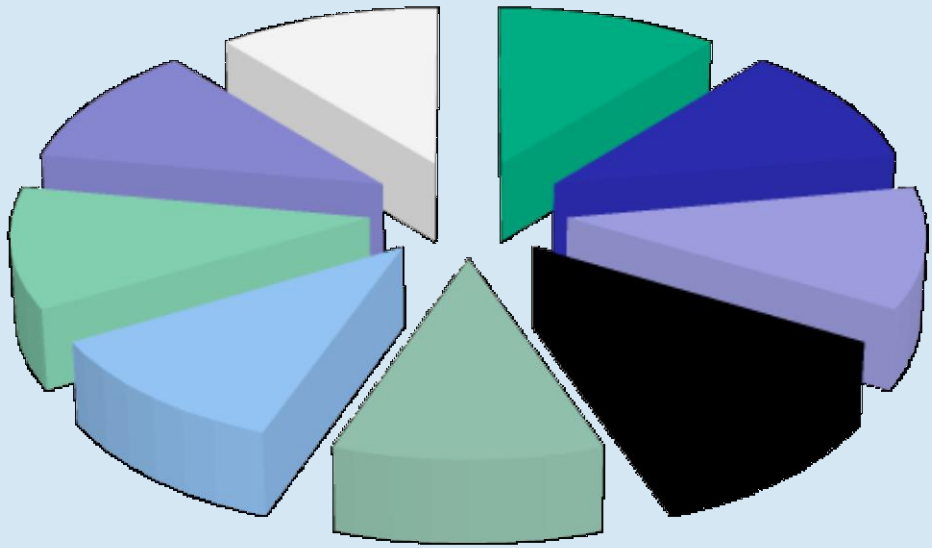
- Grades A5 to Unclassified
- Min. 10 years of relevant professional experience
- Significant management experience
- Some subject-matter expertise
- Strong oral and written communications skills
- Advanced level in one of the official NATO languages (EN/FR) and a beginner's level of the other – possibility to hire below requirements

- Achievement
- Change Leadership
- Conceptual Thinking
- Developing Others
- Impact and Influence
- Initiative
- Leadership
- Organizational Awareness
- Self-Control

- CANDIDATES FROM 28 NATO MEMBER STATES

- NO QUOTA SYSTEM

- MERIT BASED SELECTION

- DESIRED DIVERSITY

<u>Attract,</u> <u>select</u> and <u>hire</u> the best qualified candidates to ensure proper staffing of the NATO International Staff permanent posts

"I've found the job where I fit best!"

FIND YOUR WAR JOB
In Industry – Agriculture – Business

Structure of a vacancy notice:

Post information

1. Summary of post
2. Qualifications and Experience
3. Main Accountabilities
4. Interrelationships
5. Competencies
6. Contract clause
7. Details on how to apply

NATO — EXECUTIVE MANAGEMENT
OTAN — GESTION EXECUTIVE

Brussels, 7 March 2013   A 03(2013)

NOTIFICATION OF AN "A" GRADE VACANCY
NATO INTERNATIONAL STAFF

OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

STAFF VACANCY N° A 03(2013) REVISED

LOCATION:	NATO Headquarters, Brussels, Belgium
DIVISION	NATO OFFICE OF SECURITY SECURITY INTELLIGENCE BRANCH COUNTER-ESPIONAGE
TITLE	Officer, Counter Intelligence
GRADE	A4

1.   SUMMARY

The Officer, Counter Intelligence (CI) is responsible for liaison with the security and intelligence services of NATO and partner nations on matters of security intelligence, in particular those posed by hostile intelligence services, affecting NATO or NATO personnel. He/she will carry out/support investigations into classic and cyber espionage activities within NATO entities or affecting NATO, as well as into compromises of NATO classified information. He/she will act as one of the NATO Office of Security (NOS) briefing officers for counter-intelligence awareness and participate in NATO committees and fora under the purview of the Security Intelligence Branch.

2.   QUALIFICATIONS AND EXPERIENCE
ESSENTIAL

The incumbent must:

- possess a university degree or equivalent in terms of service training;
- be a member of his/her national civilian security or intelligence service with several years' experience at senior level;
- have comprehensive security training to include eight years' practical experience in counter-intelligence, personnel security procedures and practices and/or information protection in a national security service;
- have a detailed knowledge of the organisation, counter-intelligence methods and security procedures of his/her national security services and an understanding of the organisation, methods and procedures of those of other nations;

- 1 -

- have a good understanding of the basic legal principles governing the protection of classified information by member and partner nations;
- have a demonstrated briefing capability;
- be able to draft clear and concise reports;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; I ("Beginner") in the other.

3.   MAIN ACCOUNTABILITIES

Expertise Development

Investigate and report on espionage concerning NATO personnel. Observe personnel security practices that affect NATO HQ or NATO civil and military bodies. Monitor ongoing CI investigative efforts by Nations and NATO military elements as to their potential impact on other Alliance efforts. Look into situations that may compromise NATO classified information.

Policy Development

Draft and monitor policy in the field of counter-intelligence and personnel security.

Stakeholder Management

Liaise with member and partner nation security and intelligence services (civilian and military) with respect to security intelligence issues. Collaborate with the security elements of NATO civil and military bodies on matters of counter-intelligence and personnel security policy and practices.

Representation of the Organization

Serve as the NOS CI briefing officer for CI awareness for NATO HQ and the other NATO civil and military bodies. Participate in NATO committees and fora, as required.

Project Management

Manage Database evolution.

Information Management

Monitor Database data input.

Perform any other related duty as assigned.

4.   INTERRELATIONSHIPS

The incumbent reports to the Head, Security Intelligence Branch and maintains a close working relationship within the Security Intelligence Branch and with the NATO HQ Security Coordinator. He/she will act as directed by the Head, Security Intelligence Branch, for coordination of contact between member Nation security intelligence organisations and law enforcement agencies and the NOS. He/she will participate in NOS surveys dealing with counter intelligence programmes and other security issues and will carry out liaison responsibilities with representatives of NATO and partner national security and intelligence surveys.

- 2 -

NATO EXECUTIVE MANAGEMENT
OTAN GESTION EXECUTIVE

5. COMPETENCIES

The incumbent must demonstrate:

- Analytical Thinking
- Clarity and Accuracy
- Conceptual Thinking
- Customer Service Orientation
- Impact and Influence
- Initiative
- Organisational Awareness
- Teamwork

7. CONTRACT

Contract to be offered to the successful applicant (if seconded):
Definite duration contract of three years; possibility of renewal for up to three years.

Contract clause applicable:

It has been decided that for political reasons, this post is reserved for staff seconded from a civilian/intelligence service of a NATO member state and that turnover is required in this post. The maximum period of service in the post is six years.

The successful applicant will be offered a definite duration contract of 3 years' duration, which may be renewed for a further period of up to 3 years, subject to the agreement of the national authority concerned.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

XXX

HOW TO APPLY

- Applications, indicating the staff vacancy number and job title, must be submitted using the NATO application form, which is available on the external internet Recruitment web site (www.nato.int/structur/recruit/how-to-apply.html)

- Closing date for applications: Monday, 15th April 2013.

- When returning the application form via e-mail (strongly recommended), a maximum of one attachment in A4 format using WORD may be included. NOTE: it is imperative that the subject line of your e-mail indicates the Staff Vacancy reference number and the Division concerned only (i.e. A 03(2013) NOS). Your application will not be taken into consideration if this information is omitted from the subject line of your e-mail. In

- 3 -

addition, please do not send your e-mail using the Microsoft Outlook sensitivity level "Private", as your e-mail will not reach us, and your application will, therefore, be lost.

- Please note that only applicants who succeed in the initial screening will receive a response. In order to follow the status of a vacancy please refer to the web page "update on previous vacancies" on the NATO employment web site (www.nato.int/structur/recruit/status_previous_vacancies.pdf).

- Please note that the vacancy notice will disappear from the NATO web site upon the closing date for receipt of applications. You are therefore advised to download a copy of the vacancy notice prior to the closing date, as you will not be able to obtain a copy after this date.

- Due to the broad interest in NATO and the large number of potential candidates, telephone, e-mail or telefax enquiries cannot be dealt with.

- Please note that we accept applications electronically without a photograph and without a signature at this stage in the process.

- Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

- Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

- Please note that we can only accept applications from nationals of NATO member countries.

NATO is an equal opportunities employer, and does not discriminate on the grounds of gender, race or ethnic origin, religion, nationality, disability, age[1] or sexual orientation.

NB: Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.

POST NOS0019 - CTS

[1] Restrictions to age may apply for first appointment only, according to the NATO Civilian Personnel Regulations. This is a prerogative as approved by the NATO Council.

Standard process
- Written test (online/onsite)
- Language test (up to and including A.7)
- Interview panel

Targeted tools:
- Presentation/briefing
- Assessment Centre (A.5 and above)
- Essay on key challenges (A.6 and above)

NATO
OTAN
EXECUTIVE MANAGEMENT
GESTION EXECUTIVE

- What role does arms control play in achieving NATO's strategic objectives?

- Develop a <u>checklist</u> for a speech by the ASG on how the Alliance contributes to international efforts to eradicate illicit trafficking in small arms and light weapons?

- Attached is an article from the Financial Times entitled "Europe better prepared to weather gas supply storm". Please prepare a <u>summary</u> of this article.

- You are asked to give a speech to a public audience explaining how NATO is resources and how those resources are employed. Please provide an outline of your remarks, of not more than 2 pages.

- Imagine that the NATO Secretary General will visit Kabul next week. Provide a "scene setter" explaining to the Secretary General for his information and background the key issues and challenges facing NATO in Afghanistan.

- For posts requiring the ability to frequently speak in public and represent **NATO** in front of public audiences

- Candidates get 15 minutes to prepare and have to brief the panel before the interview starts

- Example: Brief a group of European and US journalists on NATO's enlargement policy, including the Membership Action Plan.

- PANEL COMPOSITION
- VERBAL AND NON-VERBAL COMMUNICATION
- PANEL EXPECTATIONS
- QUESTIONS
  - INTRODUCTORY
  - COMPETENCY BASED
  - TECHNICAL/ JOB - RELATED

- One-day session with all candidates for a post
- Focused primarily on behaviour and management competencies
- Variety of exercises (cognitive testing, group exercise, briefing, case study, etc.)
- Conducted by an external provider (HUDSON)
- No specific preparation

A three-phase process:

1. Advertisement
   - ❑ Describe post reality
   - ❑ Advertise post on relevant recruitment channels
2. Selection
   - ❑ Shortlist candidates
   - ❑ Select candidates (test/interview/AC/group exercise)
3. On boarding
   - ❑ Nomination process
   - ❑ Completion of security and medical file
   - ❑ Offer process

Positive elements

- Complete
- Relevant history
- Meets all requirements
- Key questions
- Relevant motivation letter

Negative elements

- Wrong or multiple vacancy numbers
- Incomplete fields
  - Not answering questions
- "Please see CV" Unknown acronyms
- Too much (unrelated) content
- References
- Unprofessional writing: e.g. ;-)

- Motivation

- Background (education, experiences)

- Competencies/Behaviours

- Technical knowledge

- Languages

- Extra-curricular activities

- Be rested

- Prepare/rehearse your introduction

- Prepare examples

- Connect your profile to the post requirements

- Clarify your motivation

- Close well

- Poor preparation
- Poor time management
- Candidate does not "read" the panel
- Candidate assumes we know
- Candidate is not concrete enough
- Poor closure

Role of the delegation:

- Advertise widely to the public and to individuals or offices
- Help potential candidates assess themselves against the post requirements
- Screen candidates before recommending them
- Help candidates prepare for selections