

Brussels, 11th November 2013

A 48(2013)

**NOTIFICATION OF AN "A" GRADE VACANCY
NATO INTERNATIONAL STAFF**

OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

STAFF VACANCY N° A 48(2013)

LOCATION: NATO Headquarters, Brussels, Belgium

DIVISION EMERGING SECURITY CHALLENGES
OFFICE OF THE DASG/ WMD NON-PROLIFERATION CENTRE

TITLE Director - WMD Non-Proliferation Centre

GRADE A.6

1. SUMMARY

The Emerging Security Challenges Division (ESCD) provides a structured approach for NATO to the emerging security challenges of the 21st Century and beyond. These include terrorism, proliferation of Weapons of Mass Destruction (WMD), cyber threats, as well as risks to energy security. The Division also promotes security cooperation on these challenges through a variety of programmes, in NATO, with Partner Nations and with other International Organisations, as appropriate. The Division plays an important role in the implementation of the Strategic Concept, as well as the development and management of a NATO Headquarters' strategic analysis capability.

The WMD Non-Proliferation Centre (WMDC) promotes and supports discussions and consultations among Allies and with Partners on challenges and threats stemming from the proliferation of WMD and their means of delivery, as well as on responses to them, in particular the agreed policies and measures for the development of alliance-wide Chemical, Biological, Radiological and Nuclear (CBRN) defence capabilities. It contributes to the implementation of *NATO's Comprehensive, Strategic-level Policy for Preventing the Proliferation of WMD and Defending Against CBRN Threats*. It supports the work of relevant NATO bodies and committees, particularly the Committee on Proliferation in both Politico-Military and Defence formats. It also engages actively with the diplomatic, military and outside strategic communities in order to explain NATO's WMD policies and activities and to integrate them in broader international efforts to limit WMD proliferation.

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Key challenges facing the successful candidate for this post during the next 2-3 years will include:

1. The requirement to develop political consultations within the Alliance on non-proliferation issues and a more systematic exchange of intelligence and information.
2. the need to revitalize NATO's activities in the field of CBRN protection through the enhancement of capabilities, exercises and training and to contribute to the enhancement of standing and deployable CBRN defence elements in NATO's force structure and in particular the NATO Response Force (NRF) and to develop the relationship between WMD detection, forensics and consequence management with the NATO Special Operations Forces (SOF) HQ and other parts of the command structure.
3. Need to explain NATO's activities in non-proliferation to public opinion and increase their visibility within the international experts community and *engage* partners, such as Russia, in these efforts in order to promote more international dialogue and cooperation.

In addition to the application form, candidates are expected to submit a Word or pdf document, maximum of two A4 pages, summarizing their views on the key challenges (and possible other) challenges, and how they would address them if selected for the position. This essay will be evaluated as part of the short listing assessment (see full instructions on how to apply at the end of this vacancy notice).

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a university degree, preferably in political science or international relations or equivalent military education;
- have at least 15 years' relevant professional experience;
- be conversant on the political and military implications of international activities in the field of WMD proliferation, nuclear disarmament, arms control and other non-proliferation matters;
- have a good technical understanding of CBRN defence capabilities as well as many years of practical experience in CBRN-related matters;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; I ("Beginner") in the other;
- be willing to travel and work unsocial hours as required.

DESIRABLE

The following would be considered an advantage:

- experience in NATO or in a National Delegation to NATO;
- familiarity with NATO initiatives currently being pursued in these areas;

- comprehension of the inter-relationships existing between the international bodies, including NATO HQ bodies and National Delegations, dealing with WMD/CBRN matters;
- several years' experience in a comparable position within a Ministry for Foreign Affairs, a Ministry of Defence or relevant branch of the armed forces or government agencies.

3. MAIN ACCOUNTABILITIES

Expertise Development

Manage non-proliferation issues at NATO Headquarters (HQ). Monitor activities in relation to WMD non-proliferation and other political issues related to emerging security challenges. Develop policies and procedures, ensuring alignment with the strategic objectives of the Division and the Organization. Communicate complex concepts, strategies, and policies clearly and concisely.

Vision and Direction

Engage staff and work efficiently with constrained resources. Develop and formulate strategic goals and objectives, in line with the Division and the Organization's objectives.

Policy Development

Contribute to analyses and assessments of intelligence and other information to determine political-military implications. Encourage and support discussions and consultation among Allies and with Partners on challenges and threats stemming from the proliferation of weapons of mass destruction and their means of delivery, as well as on responses to them; in particular the agreed policies and measures for the development of CBRN defence capabilities. Take stock of the implementation of *NATO's Comprehensive, Strategic-level Policy for Preventing the Proliferation of WMD and Defending Against CBRN Threats*.

Stakeholder Management

Serve as the main contact point on WMD issues, including those relevant to the work of NATO-Russia Council, NATO-Ukraine Council, Euro-Atlantic Partnership Council and other relevant groups. Contact and liaise with Delegations, NATO Military Authorities, governmental and private institutes, study groups and other organisations dealing with the political, military, scientific and technological aspects of WMD proliferation, collecting and exchanging information and documenting their activities. Maintain permanent contacts and conduct consultations and staff-to-staff talks with Partner Nations and relevant International Organisations to advance NATO's agenda in the WMD domain.

Planning and Execution

Support the work of relevant NATO bodies and committees, including the Committee on Proliferation in both Politico-Military and Defence formats. Chair Points of Contact or other meetings as required. Co-chair the NATO-Russia Council Working Group on Arms Control, Disarmament and Non-proliferation – NRC(ADN).

Project Management

Oversee preparations for the Annual NATO Conference on WMD Arms Control, Disarmament and Non-Proliferation, the Annual Outreach Event on CBRN Defence, and other relevant outreach events. In close association with the Private Office, organise seminars, exercises and consultations involving the North Atlantic Council (NAC).

Knowledge Management

Ensure the accurate dissemination of relevant WMD/CBRN-related information and reports from various origins to the Committee on Proliferation, Delegations and Embassies. Selects and monitor the status of oral and written briefings.

Representation of the Organization

Represent NATO at conferences, seminars and other meetings and explain NATO's activities in non-proliferation to public opinion and increase their visibility within the international experts community. Give briefings and lectures and participate in seminars and conferences on WMD arms control, disarmament and non-proliferation issues. Contribute to fact sheets and other publicly available documents on the Alliance's political and defence efforts against WMD proliferation in an effort to develop balanced messages for the public on relevant issues.

People Management

Direct and supervise all personnel within the WMDC, comprised of international staff and national secondees. Provide in-depth mentoring, coaching and training opportunities and provide regular feedback on performance; be available to offer guidance at critical moments.

Financial Management

Manage the budget for the Section. Develop and prepare Medium-Term Financial Plans (MTFP) and ensure that such plans are reviewed and updated in light of new developments.

Performs any other related duty as assigned.

4. INTERRELATIONSHIPS

The incumbent reports to the Deputy Assistant Secretary General (DASG) ESCD and works under the general supervision of the ASG/ESCD. He is the principal advisor to the Secretary General on WMDC non-proliferation matters. The incumbent closely coordinates with applicable elements of the International Staff (IS), International Military Staff (IMS), and NATO Strategic Commands involved in nuclear policy and planning.

Direct reports: 6

Indirect reports: N/A

5. COMPETENCIES

The incumbent must demonstrate:

- Achievement;
- Change Leadership;
- Conceptual Thinking;
- Developing Others;
- Impact and Influence;
- Initiative;
- Leadership;
- Organisational Awareness;

- Self-Control.

6. CONTRACT

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

Contract clause applicable:

This is a senior post of specialised political nature in which turnover is required for political reasons. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further 3-year period. The maximum period of service in this post is six years.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject also to the agreement of the national authority concerned.

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

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: **Wednesday, 18th December 2013.**
- When returning the application form via e-mail (strongly recommended), a maximum of two attachments in A4 format using WORD may be included. In addition to the application form, candidates are expected to attach a document, maximum of two A4 pages, summarizing their views about the key challenges for the post (and possibly other challenges), and how they would address them if selected for the position (see para. 1 of the vacancy notice).
- **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 48(2013) ESC**). Your application will **not** be taken into consideration if this information is omitted from the subject line of your e-mail. In 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, age¹ or sexual orientation.

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

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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.