

## **NOTIFICATION OF AN “A” GRADE VACANCY**

### **OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

**LOCATION:** Headquarters Joint Force Command Naples (HQ JFCNP), Italy

**DIVISION:** J9/Civil-Military Cooperation

**TITLE:** CIMIC Liaison/Engagement Manager Intl & Gov Org

**GRADE:** A-2

**SECURITY CLEARANCE:** NATO S E C R E T

**VACANCY N°:** JFCNP 012

### **SUMMARY**

#### **1. POST CONTEXT**

HQ JFCNP is a deployable joint headquarters capable of executing effective command and control over an assigned Joint Task Force.

The J9 Civil-Military Interaction (CMI) and Military Partnerships Division is responsible for the planning, coordination and implementation of NATO's strategic policy and guidance through the development of effective dialogue, information exchange, cooperation and consultation with all relevant civilian and military actors, NATO and non-NATO entities and organizations, academia, security institutions and initiatives, to promote mutual understanding and build confidence that contribute to global/regional stability and capability building.

The CMI/Civil-Military Cooperation (CIMIC) Branch provides advice and expertise and is responsible to promulgate direction and guidance for all civil-military related matters within HQ JFCNP activities.

The CMI Coordination & Liaison Section, is responsible for the establishment and maintenance of a permanent and robust liaison network with non-military International Organizations (IOs), Non-Governmental Organizations (NGOs) and Governmental Organizations (GOs), and the provision of an intensive HQ JFCNP-wide reach-out programme to civil actors.

Within the Section, the CIMIC Liaison/ Engagement Manager is responsible for assisting the Section Head, with the development, implementation, synchronization and coordination of the wide spectrum of Liaison activities.

The CIMIC Liaison/ Engagement Manager reports directly to the Section Head, (Civ-Mil Coordination & Liaison).

#### **2. DUTIES**

The CIMIC Liaison/ Engagement Manager is responsible for assisting the Section Head (CMI/Coordination & Liaison) with the development, implementation, and coordination of the HQ JFC CIMIC Outreach Programme with Non-Military Actors (NMAs).

The CIMIC Liaison/ Engagement Manager overviews, on behalf of the Section Head (CMI Coordination & Liaison), the synchronisation and coordination of the Liaison activities with NMAs in coordination with the Staff Officers (SOs) Liaison IOs, NGOs and GOs.

The CIMIC Liaison/ Engagement Manager provides the CMI/Coordination & Liaison Section the long-term stability and corporate knowledge with regards to liaison and information management related to NMAs.

The CIMIC Liaison/ Engagement Manager supports the liaison activities of the SOs Liaison IOs, NGOs and GOs, including (but not limited to) the identification of key civil actors, their capabilities and limitations, agenda, priorities and perception with a view to support the JFCNP mission; The incumbent may be required to conduct liaison with NMAs on a case-by-case basis.

The CIMIC Liaison/ Engagement Manager supports the liaison and coordination activities of the SOs Liaison IOs, NGOs and GOs, to ensure cooperation, mutual support and understanding of priorities, concept intent, objectives, including sharing appropriate information on military situation, intents, and requirements with civil agencies.

The CIMIC Liaison/ Engagement Manager supports the SO (CIMIC Plans, Training and Exercises) to identify and liaise with the main NMAs in order to coordinate their participation and support to HQ JFCNP exercises.

The CIMIC Liaison/ Engagement Manager facilitates participation and contribution of IOs/NGOs/GOs to HQ JFCNP Operations planning process within the framework of the Comprehensive Approach.

The CIMIC Liaison/ Engagement Manager contributes to the maintenance of the crisis specific management information portal, and supports the development of the Theatre Civil Assessment and the CIMIC Estimate.

Under routine circumstances, the job is performed in a typical office environment where the risk of injury is categorized as “none”. However, the incumbent may be required to undertake deployments in support of military operations and exercises, and/or short-term travel assignments, both within and outside of NATO boundaries. Such operational deployment may be up to 30 days, and may be on short notice. Acceptance of an employment contract linked to this post constitutes agreement to deploy up to 30 days, if required.

### **3. QUALIFICATIONS AND EXPERIENCE**

#### **ESSENTIAL**

University Degree and 2 years of function-related experience

**Or**

Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years of post-related experience.

Broad professional background of a NATO, Joint or Combined Staff, or International

Organization.

Broad military experience with the ability to explain military requirements to IOs-NGOs.

Professional experience with Military Peace Support Operations (PSO), and/ or Defence Diplomacy.

Broad interface with governmental and non-governmental organisations at directorate level.

Professional expertise and experience in change management and information dissemination.

MOD-level Structures and Organisation experience.

Must have proven experience in the use of modern office automation applications (such as MS Office), graphics presentations, database and the Internet.

Must have an English Standard Language Proficiency level of “professional” in Listening, Speaking, Reading and Writing (SLP 3333 based on NATO standards).

## **DESIRABLE**

University Degree in Political Science, International Relations or Geopolitics, or equivalent discipline and 6 years of post-related experience

Or

Higher secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 6 years of post-related and 2 years of function-related experience.

Experience in CIMIC operations at the National, International or NATO operational level.

## **4. POSITION AND CANDIDATE PROFILE**

### **Personal attributes**

The incumbent must be experienced, able to integrate into a military organisation, and work in a team. The incumbent must have good communication skills, must be able to work under pressure and with short suspense; to work outside normal working hours and environment. The incumbent must be able to solve problems with minimal guidance, to travel regularly to other HQs, to be ready to deploy to operational theatres in support of development of Security requirements. The incumbent must be in good health, flexible, and able to work in more than one context simultaneously.

### **Managerial Responsibilities**

May be required to direct and supervise the work priorities of one or more HQ multifunctional teams. There is no first-line reporting responsibility.

### **Professional contacts**

The incumbent interrelates not only with work associates, but frequently interfaces with

International and Governmental Organisations, all other HQ Directorates, Deployed forces Security Subject Matter Experts (SMEs), higher and subordinate NATO HQs supporting the deployed forces, NATO and national agencies supporting the deployed forces, National HQs with responsibilities with deployed forces Security Support. As SME, the incumbent has to brief high-level decision makers on political analysis and issues including recommendation on possible effects on NATO mission.

### **Contribution to the objectives**

The incumbent plays an important role in CIMIC liaison and analysis with his/her effort and skills in making information from International and Governmental Organisations sources available, which has a crucial impact on NATO operational level planning and the decision-making process.

## **5. CONTRACT**

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract.

The basic entry-level monthly salary for a NATO Grade **A-2** in Italy is **Euro 5,232.88** 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.

## **6. INSTRUCTIONS TO APPLY:**

You will need to fill out the JFCNP Application Form available at <http://www.jfcnaples.nato.int/page6422629.aspx>, and the "Post Requirement Form" (PRF) linked to this post which you will find next to vacancy number JFCNP 012.

Under the "Employment" drop-down flag, clicking on the vacancy number JFCNP 012 will open the "**Vacancy announcement**" with the instructions to apply.

Save the Application Form and the Post Requirements Form with your surname followed by the vacancy number (e.g., if your last name is Rossi, then you should save the application as "RossiJFCNP012") as two separate enclosures. The Application Form showing the vacancy number, job title and grade, along with the Post Requirements Form showing your full name, must be forwarded in accordance with the instructions provided for this vacancy announcement to the following Internet e-mail address: [jnp.recruitment@jfcnp.nato.int](mailto:jnp.recruitment@jfcnp.nato.int)

**Please do not attach other documents (i.e., certificates, letters of appreciation, etc.). If you are shortlisted for selection, you will be contacted and may be required to provide additional documents.**

**Send JFCNP Application Form and PRF in Word format, and not in PDF, as two separate enclosures.**

**Please note:**

**Staff members are appointed to and hold posts on the establishment of a NATO body only on condition that:**

- **They are nationals of a NATO member country**
- **They are over 21 and under 60 years of age at the time of taking up their**

**appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.**

**ADDITIONAL INFORMATION:**

A NATO security clearance and approval of the candidate's medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities.