

**JOB DESCRIPTION**  
**Staff Officer (Boards and Committees)**  
**Executive Management – NATO HQ Liaison Office**  
Grade: **G15**

This is a position within the NATO Communications and Information Agency (NCI Agency), an organization of the North Atlantic Treaty Organization (NATO).

The NCI Agency has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

Reporting to Head Executive Management, the Liaison Office to NATO HQ represents NCI Agency interests within the NATO HQ, focusing on engagement with Senior Policy and Resource Committees and Boards, national delegations and International Staff. The Liaison Office performs 4 functions on behalf of the NCI Agency: representation of the Agency in various Boards and Committees, coordination of resource and policy requests, reporting of items of interest and decisions that impact the NCI Agency and maintaining relationships within various stakeholders in NATO HQ.

**Duties:**

Under the direction of Head of Executive Management and the Head of the Agency NATO Liaison Office, the incumbent will perform duties support such as the following:

- Support the Head of the Executive Management in monitoring and representing as appropriate NCI Agency interests in Senior Policy, Governance and Resource Committees and Boards;
- Personally brief and advise the Agency General Manager and Executives on key topics affecting the Agency arising from Committees and Boards, making clear recommendations concerning actions required and relevant policy implications;
- Be accountable for the internal coordination and subsequent communication of Agency positions and deliverables to the NATO Committee and Boards, ensuring accuracy and timeliness, challenging Agency colleagues to improve performance where necessary;
- Represent the Agency on official NATO Committee and Board meetings, putting to Allies and staff the Agency's position, detailing successes, explaining related problems and challenging misconceptions on Agency performance where necessary;
- Identify, plan and prepare stakeholder engagement opportunities for Agency executives within NATO HQ, including development of position papers, speaking notes and formal briefings;
- Contribute to the planning and execution of the Agency Stakeholder Engagement Plan to build trust with all customers and stakeholders through transparency and clear communication;
- Foster close working relationships with multiple stakeholders, including national representatives and supporting International Staff elements in order to build trust and influence strategic outcomes in support of Alliance goals and objectives;
- Provide leadership and direction to junior colleagues in the Liaison Office team and deputise for senior members in their absence.

**Experience and Education:**

- A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in a related discipline and 2 years post-related experience;
- Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency, that is, at least 6 years extensive and progressive expertise in duties related to the function of the post;

- At least 2 years' relevant experience in representing his/her organization in formal meetings, preparing his/her senior management for the meetings (understanding the expectation of stakeholders and addressing their expectations, etc.);
- A recognized programme/project management training and experience in programme/project management of major communication and/or command and control/management information system for a large organization. The lack of formal programme/project qualification can be compensated by the demonstration of expertise in the domain;
- Experience in providing relevant reports, analysis and advice to staff and management;
- Demonstrated ability to cooperate and coordinate with multiple stakeholders internally and externally facilitating consensus;
- Ability to impact and influence using multiple actions to persuade, indirect influence or complex influence strategies;
- Demonstrate initiative in order to create opportunities and to overcome obstacles.

#### **Desirable Experience and Education:**

- Understanding of the Agency Programme of Work, from a programmatic, financial and acquisition perspective;
- Understanding of the NATO HQ entities involved in senior policy and common funded project framework;
- Experience in working with various stakeholders NATO-wide;
- Ability to review and develop NCI Agency processes, tools and procedures related to implementation of senior policy and common funding framework;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

#### **Language Proficiency:**

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

#### **Competencies or Personal Attributes:**

- Delivering Results and Meeting Customer Expectations - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
- Deciding and Initiating Action - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.
- Relating and Networking - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
- Adhering to Principles and Values - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
- Achieving Personal Work Goals and Objectives - Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities