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Duty Location: **The Hague, NLD**

## **JOB DESCRIPTION**

### **Senior Analyst (Operational Analysis)**

#### **Operational Analysis Centre**

Grade: **G17**

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

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

The Chief Operational Analysis (OA) Centre is accountable to the Chief Operating Officer for the provision of OA services to support NATO and National planning and decision-making. The OA Centre also supports the other centres within NCI Agency with operational requirements and their validation, and other internal Agency requirements. The type of OA services provided to customers within and outside NCI Agency include the following:

- Defence planning support. Provision of analytical support to the NATO Defence Planning Process and to nations' defence planners.
- Support to Headquarters (HQs) (peacetime & operational). Provision of analytical support to tactical, operational and strategic-level HQs within Nations and the NATO Command and Force Structures, including areas such as wargaming, operational assessment, organisational design and improvement of processes, analysis of information exchange requirements, and modelling of processes and information flows.
- Operational and User Requirements. Provision of expertise to support a range of areas including user requirements capture and validation, mentoring of NATO Functional Area Services (FAS), business decision support, and support to architecture development.

#### **Duties:**

Under the direction of the Chief OA, the incumbent will perform duties such as the following:

- Support NATO Defence Planning and national defence planning activities, applying specialist knowledge in a military component/domain. Develop methods and conduct OA for joint and combined planning, requirements and capabilities identification, concept development support;
- Support Commanders' assessments of alliance operations, including the design of assessment frameworks, metrics and measures, data collection, analysis and direct support to periodic mission reviews;
- Provide support to Operational HQs including the provision of temporary or specialist analytical support to HQs' planning and management processes and OA cells. Support can include OA methodology and tool development, process analysis and reviews;
- Provision of OA subject matter expertise to support enterprise architecture development, CIS requirements validation, training/mentoring, business case development and impact assessment;

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- Identification of process and organisational shortfalls, and assessment of the desired contribution to operational/business effectiveness and efficiency. Generally considering all lines of development independently of CIS projects, for deployed or peacetime organisations;
- Advise and apply appropriate use of OA tools and techniques, and conduct method and tool development to support OA customers and areas of interest to NATO;
- Carry out and lead assigned analysis tasks, to delivery within time and quality constraints provided.
- Deputise for the Project Manager, and higher grade staff, as required.

### **Experience and Education:**

- A Bachelor of Science (BSc) degree at a nationally recognised/certified University in a related discipline (such as; Operations Research/Analysis, Data Analytics, Mathematics, Statistics, Computer Science, or related natural or applied science) with 3 years post-related experience in conducting OA studies in some or all of the OA services listed above;
- Or exceptionally, the lack of a university degree may be compensated by a lower academic qualification combined with the demonstration of particular experience or abilities of interest to NCI Agency; more specifically, at least 10 years of extensive and progressive expertise in duties related to the function of this post;
- Extensive experience in the following:
  - Analysis of military capabilities, including knowledge and recent expertise in at least one of the military components/domains such as aerospace, land, maritime, space, cyber, enabling/logistics;
  - Analysis of modern military problems in particular in relation to determining requirements and capabilities for war fighting and peace-keeping operations at strategic and operational levels;
  - Development of Operations Research/Analysis supporting models and tools, staff decision aids, databases, data collection and/or survey tools;
  - Application of Operations Research/Analysis techniques (such as structured problem analysis, statistical analysis, simulation and optimisation, wargaming);
  - Ability to work and communicate effectively both within a team, and with military staff.
- Excellent command of spoken and written English, with proven ability to communicate effectively orally and in writing.

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

- Experience in Defence Planning, at national or NATO level;
- Knowledge of data science techniques and their application in OA studies;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organisations, including Allied Command Operations (ACO) and Allied Command Transformation (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:**

- Relating and networking. Establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts.
- 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.
- Creating and Innovating. Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.