



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250587

Vacancy Number: G27/25

Post Number: OSC UIMX 0100

Job Title: Data Analyst

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6,467.30 €, tax free

Closing Date: Saturday 26 April 2025

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The J10/StratCom Directorate is responsible for the implementation of an AOR-wide cognitive campaign in support of ACO vigilance activities and AOR management and the delivery of strategic effects in the cognitive dimension that support SACEUR's strategic objectives, during peace, crisis, and conflicts.

The Information Environment Assessment (IEA) Branch conducts systematic, data-driven analysis and assessment of the Information Environment to support understanding, decision-making and the application of capability in the engagement space.

The Monitor and Assessment Section (MA) is responsible for the generation of clear, holistic and actionable products for decision makers, through the monitoring, analysis and assessment of qualitative and quantitative information.

The Data Analyst conducts data analysis to support J10 SHAPE, leveraging available data to assess NATO's communications and the information activities of other actors, monitor the Information Environment (IE), and generate actionable insights for Strategic Communications.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Support the development of continuous and comprehensive understanding of the IE, including support to the Comprehensive Understanding of the Operating Environment.
2. Support the development of data-related aspects of the IEA Capability.

3. Maintain and refine queries for data collection, facilitating the monitoring of relevant conversations in the Information Environment (IE).
4. Analyze and report on the effectiveness of NATO's own communications based on publically and commercially available data.
5. Analyze and report on the effectiveness of other actors' information efforts, particularly disinformation or propaganda campaigns (e.g., identify Tactics, Techniques and Procedures and forecast their potential future use), based on publically and commercially available data.
6. Analyze quantitative and qualitative data to identify narratives relevant to NATO, particularly concerning NATO activities and key audience perceptions.
7. Provide near real time data insights to generate actionable insights for Strategic Communication, e.g., enable NATO communicators to capitalize on NATO's own communications and mitigate the impact of hostile communications in the IE.
8. Prepare and deliver strategic level briefs on designated aspects of the IE when required.
9. Contribute to the training of current and future IEA personnel within ACO on the use of existing IEA data analysis tools.
10. Undertake additional duties and assume other responsibilities as directed by the Chain Of Command.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 180 days. The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

ESSENTIAL QUALIFICATIONS

a. Professional/Experience

1. Minimum of 2 years relevant professional experience.
2. Experience in applying analytical tools to generate actionable insights, including query scripting in unfamiliar languages.
3. Experience in qualitative and quantitative data collection, processing and analysis.
4. Experience in analyzing diverse data sets to extract strategic insights.
5. Strong knowledge of information confrontation and disinformation, as well as common communications strategies of relevant nations.

b. Education/Training

University Degree in a related discipline such as international relations, political science, strategic communication, social science, behavioral science, or a related field, and 2 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

c. Language

English - SLP 3333 (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

a. Professional Experience

1. Knowledge of a programming language, such as Python, R, and a query language, such as SQL.
2. Experience in analyzing and collecting polling data
3. Prior experience of working in NATO or in an international environment comprising military and civilian elements.

4. Understanding of NATO's responsibilities, organizational structure, communication objectives, and key themes.

b. Language

Knowledge of other NATO languages, and/or Russian or Chinese or Arabic, would be an asset.

ATTRIBUTES/COMPETENCIES

- **Personal Attributes:** The incumbent must exhibit a high degree of professionalism, organizational and coordination abilities, and excellent communication skills. They should possess the capability to present information clearly and logically, both in writing and by other means, with extreme accuracy and attention to detail. The post requires an exceptional team player with an analytical mindset, conceptual thinking, and problem-solving skills. Effective team-working and interpersonal skills, and the ability to collaborate within a multicultural environment are essential.

- **Professional Contacts:** It is desirable that the incumbent has a wide range of professional contacts with personnel within NATO organizations and agencies, civilian academia and industry.

J10 Strategic Communications will increasingly be embedded in a wide network of committees and working groups, with external and internal stakeholders. The incumbent will be required to attend meetings with internal and external participants up to and including ACO and NATO Commanders.

- **Contribution To Objectives:** This post contributes directly to the objectives of the Division. Due to the increasing demand for IEA within SHAPE and across ACO this post's outputs benefit the organization significantly.

REMARKS:

Duration of contract: (Pending approval) Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, 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.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO](#)
[Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- A. Only nationals from the 32 NATO member states can apply for vacancies at SHAPE.
- B. Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.
- C. Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy's closing date.
- D. Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.
- E. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.