



## **SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

**TALEO Job Number: 250650**

**Vacancy Number: G92/24**

**Post Number: OSC OIAD 1010**

**Job Title: Target Material Production Coordination Analyst**

**NATO Grade: G15**

**Basic Monthly Salary (12 x per year): 5,937.79 £, tax free**

**Closing Date: 21 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 the Supreme Allied Commander Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Operations (OPS) Directorate delivers comprehensive situational awareness, enabling the identification of crises, and supports estimates, response options and planning. In monitoring NATO's current operations, it enables SACEUR's direction and guidance to be disseminated, ensuring coherent Joint Effects, whilst providing comprehensive assessments to NATO HQ.

The J2 Division provides comprehensive advice, warning, and situational awareness to the Command Group (CG) and Allied Command Operations (ACO).

J2 Targets (J2T) is responsible for the production of Target Material in support of Joint Force Command (JFC) and Single Services Command (SSC) Joint Effects efforts during Peacetime Vigilance, Crisis and Maximum Level of Effort (MLE) operations.

The Support Section provides the J2T with support through data management, system administration, imagery and geospatial intelligence exploitation, and target material production coordination. **This post is located in Moleworth, UK.**

### **PRINCIPAL DUTIES**

The incumbent's duties are:

1. Collecting, consolidating, prioritizing and internally synchronizing the incoming TMP requests from ACO, MoU organizations and nations as directed by Target Development (TD) Cell Head.
2. Coordinating TMP requests across the ACO, MoU organisations, and with NATO nations as directed by Cell Head.
3. Supporting the TD Cell Head in doctrine, policy, process and standards revision and development.
4. Supporting TD Cell Head in establishing asking/tasking (Request for Development) process and standards for TMP requests, and improving the process when needed.
5. Support Cell Head in monitoring overall TMP production status across ACO, MoU organizations and Nations, and ensuring avoiding duplication of efforts.
6. Keep NATO Target Development Nomination List (TDNL) updated in close coordination with TD, TSA, IGE Cells and NIFC target sections.
7. Collaborating with TD, TSA, IGE Cells and NIFC target section analysts in the coordination of target material production.
8. Working with the TD, TSA, IGE Cells and NIFC target sections on measures of effect/performance of TMP across NATO, collecting and reporting on TMP metrics.
9. Establishing and maintaining a strong working relationship with other NATO, ACO, MoU organisations and national targeting organisations, and collaborate on the status of target material.
10. When required, deputizing for the TMP Coordination Cell Head.
11. In conjunction with the Cell Head, update relevant policy and doctrine with regards to TMP Coordination.
12. Contributes to relevant NATO Targeting Boards, Committees and Working Groups.
13. Supporting NATO School Oberammergau in the delivery of the JTIC curriculum courses.

## **SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

1. 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**

- Experienced Intelligence professional within a joint/combined national and/or NATO context.
- Qualified targeteer with experience in providing Intelligence Support to Targeting within a joint/combined national and/or NATO context.
- Experienced with coordination and communication skills within a joint/combined national and/or NATO context.

### **B. Education/Training**

University Degree in criminology, police, public or business administration, administration of justice, criminal law, comparative general management, political theory, behavioural or social psychology or related discipline and 2 years function 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)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

## **DESIRABLE QUALIFICATIONS**

### **A. Professional Experience**

1. Knowledge of geospatial software e.g. ArcGIS, QGIS or other open source software.
2. Knowledge of the NATO Joint Targeting Cycle.
3. Knowledge of the NATO Joint Targeting Battle Rhythm events.
4. Knowledge of Joint Targeting System (JTS).

### **B. Education/Training**

1. NATO Information Knowledge Management (IKM) Course (JPL-AA-2678) provided by NATO - School Oberammergau (NSO)
2. NATO Joint Intermediate Target Development Course (JTG-JT-31755) provided by NATO - School Oberammergau (NSO)
3. NATO Orientation Course (ETE-MW-3834) provided by NATO - School Oberammergau (NSO)
4. NATO Joint Targeting Staff (NJTS) Course (JTG-JT-2535) provided by NATO - School Oberammergau (NSO)

### **ATTRIBUTES/COMPETENCIES**

1. Personal Attributes: Diligence, teamwork, communication, problem solving, patience.
2. Professional Contacts: The incumbent is to discuss and collaborate with all NATO, MoU Organisations, SHQ and nations involved in NATO target material production, quality control, and standards development.
3. Contribution to Objectives: The post will directly improve the target development production capacity through the coordination, federation, tracking, and management of target material production across NATO. Internally, the post communicates target material production issues, best practices, and needs which require incorporation into targeting guidance, training events, and process development.

### **REMARKS:**

**Duration of contract:** The successful candidate will fill this post as a Project Related NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

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) 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.