Brussels, 7th February 2012

NOTIFICATION OF AN "A" GRADE VACANCY
NATO INTERNATIONAL STAFF

OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

STAFF VACANCY N° A 05(2012)

LOCATION: NATO Senior Civilian Representative (SCR) Office in Kabul

DIVISION PUBLIC DIPLOMACY DIVISION
SPokesPERSOn
PRESS AND MEDIA/SENIOR CIVILIAN REPRESENTATIVE - KABUL

TITLE NATO Civilian Spokesperson//Media Advisor

GRADE A.5

NATO is seeking to establish a reserve list of candidates for the post A.5 NATO Civilian Spokesperson/Media Advisor, with a validity of up to three years.

1. SUMMARY

The incumbent will be the NATO Civilian Spokesperson/Media Advisor as part of the Senior Civilian Representative (SCR) Office in Kabul, Afghanistan. The incumbent will work closely with the Public Diplomacy Division (PDD), in particular the Assistant Secretary General (ASG), the NATO Spokesperson and the Head of the Press and Media Section, under the supervision of the SCR and in close cooperation with the International Security Assistance Force (ISAF) Director of Communication and the Chief Public Affairs Officer. He/she will be responsible for media, public diplomacy and public affairs issues pertaining to NATO in Afghanistan.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL
The incumbent must:

• possess a degree from a university or institute of recognised standing or have equivalent professional experience;
• have at least 8 years’ experience in communications work in a multinational environment, including experience as a Media Spokesperson;
• have experience in providing strategic communications advice to senior leadership in a similar capacity;
demonstrate political-military sensitivity in managing strategic communications and media issues at the tactical, operational and strategic levels;
have knowledge of, and experience in, conflict and post-conflict regions;
have the flexibility to travel extensively and to work unsocial hours;
possess the following minimum levels of NATO’s official languages (English/French): V (“Advanced”) in English; I (“Beginner”) in French.

DESIRABLE
The following would be considered an advantage:

- a background in journalism;
- basic understanding of the NATO internal and related processes;
- knowledge of and experience in Afghanistan and the region;
- knowledge of Dari and/or Pashto languages.

3. MAIN ACCOUNTABILITIES

Project Management
Direct media aspects of major NATO activities in Afghanistan, neighbouring countries and the wider region. Direct the development of media-related capabilities, including audio-visual capacities in cooperation with the ASG, the NATO Spokesperson and with the Press and Media and other relevant Sections. Integrate a local perspective in media strategies and campaigns for NATO in Afghanistan. Oversee and manage the work of the NATO civilian Deputy Spokesperson/PDD Officer in the SCR’s office. Coordinate effectively with the NATO Spokesperson’s office on a regular basis. Alert the Spokesperson’s office of significant news, forthcoming developments and key media engagements. Support the media strategies and plans of NATO Headquarters (HQ), including the regular provision of inputs from local observation.

Representation of the Organization
Serve as Civilian Spokesperson for NATO in Afghanistan, in close coordination with the NATO Spokesperson. Carry out on-record and background briefings to media on behalf of NATO. Play an active role within ISAF’s Strategic Communications community and represent NATO with the Government Media Centre, striving to ensure NATO’s presence in Afghanistan is properly and effectively communicated. Represent NATO at public events and identify new opportunities and fora for exchange.

Policy Development
Promote, implement and expand an effective communications strategy within and between NATO, the international community and the Afghan authorities. Advise the SCR on the media implications of policy initiatives and ongoing operations. Support the NATO Spokesperson/Deputy Spokesperson in the development of media strategies and plans as required.

Expertise Development
Advise the SCR and ISAF on press and media relations. Assist in the development and integration from a local perspective of media-related initiatives in relation to NATO’s engagement in Afghanistan.
Knowledge Management
Draft media campaigns and strategies in support of the NATO Secretary General, ASG PDD, the NATO Spokesperson and the SCR. Draft media lines in coordination with ISAF and the NATO Spokesperson. Support contributions and provide conceptual inputs to press and media products/plans on NATO in Afghanistan, coordinating as appropriate within the SCR office, ISAF and PDD, specifically the Press and Media Section (within which the Media Operations Centre, MOC, operates).

Stakeholder Management
Develop and maintain permanent contact with the media. Ensure balanced engagement and synergy between local Afghan and international media representatives, taking into account the changing international footprint as Transition to Afghan lead progresses. Promote and advise on the use and development of increasingly effective Afghan Government communications capabilities. Consult and collaborate with key stakeholders to drive and coordinate the development and maintenance of a broad, strategic narrative on Afghanistan. Ensure effective harmonisation of media lines and approach with the ISAF Spokesperson. Coordinate closely with, and take direction from, the NATO Spokesperson or her/his delegate on media lines and approach. Consult regularly with ISAF on all media-related matters pertaining to the NATO-ISAF mission. Coordinate and engage with Afghan communications stakeholders and counterparts and provide mentorship and guidance as appropriate. Provide inputs, outputs, guidance and advice to the NATO Spokesperson, Deputy Spokesperson and other authorised NATO Officials engaging media covering Afghanistan.

Financial Management
Liaise with relevant PDD Sections to ensure financial and administrative issues are in line with NATO regulations and dealt with in a timely fashion.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

The incumbent works under the general supervision of the SCR in Kabul and reports directly to the NATO Spokesperson and Deputy Spokesperson. He/she will be required to maintain a close working relationship with senior members of the NATO HQ) especially from the Press and Media Section. He/she will liaise regularly with members of the SCR Office and ISAF as well as with representatives from local, national and international press and media contacts in Afghanistan and from the international community.

Direct reports: 1

5. COMPETENCIES

The incumbent must demonstrate:

- Achievement;
- Analytical Thinking;
- Change Leadership;
• Impact and Influence;
• Initiative;
• Organisational Awareness;
• Teamwork.

6. CONTRACT

Contract to be offered to the successful applicant (if non-seconded):
Definite duration contract of one year; possibility of renewal for up to one year.

This post offers a short-term assignment, in which turnover is required for political reasons. The maximum period of service in this post is limited to the length of the assignment.

The successful applicant will be offered a definite duration contract of 1 year which, if permitted by the length of the assignment may be renewed for a further period of up to 1 year.

If the successful applicant is seconded from the national administration of one of NATO’s member States, a 1-year definite duration contract will be offered, which, may be renewed for a further 1-year period, if permitted by the length of the assignment and subject also to the agreement of the national authority concerned.

Information on NATO’s contract policy can be found under "Contract Policy" in the Recruitment Section of the NATO HQ Internet website www.nato.int/structur/recruit/working-for-nato.html.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

NOTE: Postings to this location can be mentally and physically demanding. Working in support of NATO Operations and Missions requires adaptability and resilience. Individuals should be ready to work closely in a team environment and to perform tasks at short notice. An individual will need a high degree of flexibility and social tolerance to thrive in such circumstances

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NOTE: This is a re-advertisement of A 55(2011). For those who applied for this position under vacancy number A 55(2011), it is not necessary to apply again. Their applications will be taken into consideration for this advertisement.

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HOW TO APPLY

• Applications, indicating the staff vacancy number and job title, must be submitted using the NATO application form, which is available on the external internet Recruitment web site (www.nato.int/structur/recruit/how-to-apply.html)

• Closing date for applications: Tuesday, 3rd April 2012
• When returning the application form via e-mail (strongly recommended), a maximum of one attachment in A4 format using WORD may be included. **NOTE:** it is imperative that the subject line of your e-mail indicates the Staff Vacancy reference number and the Division concerned only (i.e. **A 05(2012) PDD**). Your application will **not** be taken into consideration if this information is omitted from the subject line of your e-mail. In addition, please do not send your e-mail using the Microsoft Outlook sensitivity level “Private”, as your e-mail will not reach us, and your application will, therefore, be lost.

• Please note that **only applicants who succeed in the initial screening will receive a response.** In order to follow the status of a vacancy please refer to the web page “update on previous vacancies” on the NATO employment web site ([www.nato.int/structur/recruit/status_previous_vacancies.pdf](http://www.nato.int/structur/recruit/status_previous_vacancies.pdf)).

• Please note that the vacancy notice will disappear from the NATO web site upon the closing date for receipt of applications. You are therefore advised to download a copy of the vacancy notice prior to the closing date, as you will not be able to obtain a copy after this date.

• Due to the broad interest in NATO and the large number of potential candidates, telephone, e-mail or telefax enquiries **cannot** be dealt with.

• Please note that we accept applications electronically **without** a photograph and **without** a signature at this stage in the process.

• Appointment will be subject to receipt of a **security clearance** (provided by the national Authorities of the selected candidate) and approval of the candidate’s **medical file** by the NATO Medical Adviser and the Organization’s insurers.

• Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

• Please note that we can only accept applications from nationals of NATO member countries.

NATO is an equal opportunities employer, and does not discriminate on the grounds of gender, race or ethnic origin, religion, nationality, disability, age \(^1\) or sexual orientation.

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\(^1\) Restrictions to age may apply for first appointment only, according to the NATO Civilian Personnel Regulations. This is a prerogative as approved by the NATO Council.