

Job description for Voluntary National Contribution (VNC), Nato

Division: Political Affairs and Security Policy (PASP) Division Security Policy Directorate

Title: Voluntary National Contribution (VNC)

CONDITIONS:

The secondment of VNCs is governed by the NATO-wide policy on Voluntary National Contributions (VNCs) from NATO Member States as stipulated in PO(2015)0202. The VNC's sending nation is responsible for paying any salary, allowances or other benefits to which the individual is entitled, including any contributions for social security coverage and any accident insurance, pensions or any other related entitlements. The sending nation is responsible for arranging for status of their nationals in the host nation.

VNCs do not benefit from privileges and immunities under the Ottawa Agreement. The provisions of the Civilian Personnel Regulations do not apply to VNCs. All VNCs are required to obtain and maintain the necessary security clearances. The NATO Code of Conduct applies. NATO will provide office space and equipment and bear any costs associated with travel on mission for the Organization. NATO does not provide medical or health coverage, life insurance or other risk related insurance.

SUMMARY:

The VNC's responsibilities include support to the Division on cross-cutting strategic topics related to security policy, partnerships, and advancing NATO's three core tasks. S/he serves as an advisor to the Division's leadership, focused on topics that cut across the responsibilities of the Division's Security Policy (SPD) and Partnerships and Global Affairs (PGA) Directorates. The VNC will provide expert views to inform Divisional leadership and the North Atlantic Council on NATO's policy towards Russia, the implications of Russia's partnership with China, the security implications of advances in emerging and disruptive technologies, and other strategic topics. In most cases, it is anticipated that these topics will intersect across PASP as well as with other Divisions and NATO bodies. S/he will support the formulation of policies; attend, summarize, and participate in relevant committee meetings; ensure that the development of timely and targeted talking points, presentations, briefings, food-for-thought papers, and other relevant input; and ensure that senior leadership receives speaking notes, speeches, and other input for as needed.

Other responsibilities may include: (1) facilitating, documenting and analysing related studies, conferences, and workshops; (2) assisting in the development and conduct of seminars and workshops; and (3) monitoring developments and impacts of security policy developments.

MAJOR RESPONSIBILITIES

The Adviser:

- Supports the Division, with a focus in SPD, in writing papers and bolstering Allied support for, and implementation of, NATO policies;
- Supports the Directorates and senior leadership in preparing for committee meetings, formal or informal gatherings, as well as bilateral and multilateral engagements;

- Analyzes and synthesizes global and regional security developments;
- Supports PASP leaders in setting Alliance security policy, including working with delegations, formulating Alliance positions, and supporting negotiations;
- Prepares and co-ordinates reports, briefings and other papers; and
- Performs other related duties as assigned.

INTERRELATIONSHIPS

The Adviser:

- Reports to the Security Policy Director;
- Co-operates and co-ordinates closely within the Directorate and across the Division; and
- Establishes and maintains a sound working relationship with national delegations, divisions and offices of the International Staff, the NATO Military authorities, other international organisations and Ministries of Defence and Foreign Affairs in Allied and partner nations.

KNOWLEDGE

The incumbent must:

- Possess extensive knowledge of NATO's organization, procedures, policies and programmes, as well an understanding of the Alliance's political-military decision-making processes;
- Possess a thorough knowledge of Euro-Atlantic security policy and strategic security challenges facing the Alliance and Allied security environments informed by significant experience within relevant national offices;
- Have extensive knowledge of Russia and China as strategic actors in the current security environment:
- Be able to inform the formulation of policy recommendations based on the impact of security developments;
- Be experienced in preparing speeches, talking points, reports, briefings and documents for delivery before international audiences;
- Possess deep familiarity with Euro-Atlantic security constructs, including relevant international bodies, technological topics, and Alliance-related considerations;
- Be able to utilise word and data processing applications, specifically Microsoft Office;

PERSONAL ATTRIBUTES

The incumbent must be capable of working harmoniously in a demanding civil and military environment, and in an international organization. His/her experience should include work in which considerable initiative and independence of thought has been required.

QUALIFICATIONS

The incumbent must:

- Hold a university degree - preferably an advanced degree - or have equivalent education;
- Possess at least ten years' worth of relevant experience in policy or security fields;
- Have experience working in a multilateral environment, or an environment with a variety of stakeholders from multi-cultural backgrounds;

- Be fluent orally and in writing in one of the two official languages of the Organisation, with a working knowledge of the other; and
- Be available to travel and to occasionally support irregular working hours.

NOTE:

PASP welcomes the opportunity to review potential candidates and reserves the right to make final decisions on the qualifications of any individual proposed.