

	<b>NATO</b>	NORTH ATLANTIC TREATY ORGANIZATION INTERNATIONAL STAFF
	<b>OTAN</b>	ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD SECRETARIAT INTERNATIONAL

## VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

### Policy and Plans Officer - Office of Strategic Communications (OSC)

#### Voluntary National Contribution (VNC)

**Primary Location:** Belgium-Brussels

**NATO Body:** NATO International Staff (NATO IS)

#### SUMMARY

NATO's Strategic Communications build trust in and support for the Alliance by strengthening public awareness and understanding of NATO's priorities and activities. Led by the NATO Spokesperson/Director of Strategic Communications, the Office of Strategic Communications (OSC) provides communications direction and guidance to stakeholders across the NATO enterprise and coordinates strategic communications activities across all NATO civilian and military bodies. The Office carries out full-spectrum communications, analysing the information environment, designing and creating content, managing communications technology and platforms, overseeing media relations, and engaging with audiences through a wide range of channels.

The Policy, Plans and Assessment Section sits within the Office of the Strategic Communications. It comprises the Information Environment Assessment (IEA) Unit, Audience Research, and the Policy and Plans.

The incumbent supports the development of strategic communications documents and policy papers, including the annual communications strategy, strategic communications frameworks, integrated communications plans and other documents that provide direction and guidance. The incumbent is also responsible for providing support to the Committee on Public Diplomacy, composed of representatives from NATO member countries. The incumbent further reinforces integrated communications planning between NATO HQ and the NATO Military Authorities. The post holder also develops and maintains networks of contacts with a broad range of stakeholders from NATO member countries, partner nations and international organisations to support strategic communications coordination. The incumbent supports strategic communications capacity building efforts with Allies and partners.

## **2. QUALIFICATIONS AND EXPERIENCE**

### **ESSENTIAL**

The incumbent must:

- possess a university degree from an institute of recognised standing or equivalent qualification in communications, international relations or related field;
- have at least 3 years' experience in policy-making functions and/or strategic communications;
- have a good knowledge of NATO affairs, security issues and international relations;
- demonstrate sound political judgement and knowledge of current events;
- possess strong project management and organisational skills;
- be familiar with various software packages, in particular the Microsoft Office suite or similar;
- possess solid oral and written communication and presentation skills;
- possess previous experience working with multiple and diverse stakeholders;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; I ("Beginner") in the other;
- be flexible to travel and work outside normal office hours.

### **DESIRABLE**

The following would be considered an advantage:

- strong English writing and oral presentation skills;
- experience with campaign-based communications strategies;
- experience in project management and the management of contracted services;
- familiarity with or experience in other international institutions;
- familiarity with military organisations.

## **3. MAIN ACCOUNTABILITIES**

### **Policy Development**

Support the development, review and update of strategic communications input to NATO's policy documents in support of NATO's political priorities and objectives. Develop relevant strategic communications frameworks, plans and guidance in support of the NATO's political objectives and priorities under the direction of the NATO Spokesperson/Director of Strategic Communications. Coordinate OSC support to the strategic communications capability development of Allies and partners.

### **Stakeholder Management**

Establish and maintain close working relations with the NATO civilian and military chain of command and national Delegations to NATO, including partner missions as appropriate. Identify potential key stakeholders and maintain regular contacts with other international organisations such as the European Union, the United Nations, the Organisation for Security and Cooperations in Europe, and other international groups including the G7 Rapid Response Mechanism and the Global Coalition against Daesh.

## **Expertise Development**

Advise the Spokesperson/Director on all matters related to strategic communications. Advise all relevant NATO offices, as well as military commands and operations, on strategic communications activities, products, and plans. Brief NATO bodies and external entities on strategic communications policies relevant to the Alliance as requested. Apply expertise, interpret existing policies and advise others on best practices. Support strategic communications capacity building efforts with Allies and partners

## **Knowledge Management**

Initiate the research and collection of data for knowledge management systems. Build and maintain knowledge and understanding of all NATO-related issues with the potential to impact strategic communications, including policies, political developments, operations, capability developments, and international events.

## **Information Management**

Ensure cross-sectional and office collaboration. Share knowledge on strategic communications-related issues through appropriate channels within the NATO HQ as well as other stakeholders.

## **Representation of the Organisation**

Represent OSC in meetings with external stakeholders as appropriate. Be prepared to present NATO strategic communications to visiting groups, NATO communications events, NATO Military Authorities and strategic communications training courses as required. Contribute to NATO representation by developing information supportive of NATO's interests.

Perform any other related duty as assigned.

## **4. INTERRELATIONSHIPS**

The incumbent reports to the Head, Policy, Plans and Assessment Section of OSC. The incumbent works in close coordination with other sections within the OSC, as well as other divisions in the International Staff (IS), the International Military Staff (IMS), the NATO Military Authorities, national Delegations and Allied capitals. The incumbent also maintains good working relations with partner nations and other international organisations as appropriate.

## **5. COMPETENCIES**

The incumbent must demonstrate:

- Analytical Thinking: Sees multiple relationships;
- Clarity and Accuracy: Checks own work;
- Conceptual Thinking: Applies learned concepts;
- Customer Service Orientation: Takes personal responsibility for correcting problems;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Is decisive in a time-sensitive situation;
- Organisational Awareness: Understands organisational climate and culture;
- Teamwork: Expresses positive attitudes and expectations of team or team members.

