

26th February 2010

**NOTIFICATION OF A "A" GRADE VACANCY
NATO INTERNATIONAL STAFF**

OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

STAFF VACANCY N° A 13(2010)

LOCATION: NATO Headquarters, Brussels, Belgium

DIVISION POLITICAL AFFAIRS AND SECURITY POLICY
DASG for Security Cooperation and Partnership
Russia and Ukraine Relations

TITLE Head of Russia and Ukraine Relations Section

GRADE A.5

1. SUMMARY

The Political Affairs and Security Policy (PASP) Division leads on the political aspects of NATO's fundamental security tasks. Within the Division, the Russia and Ukraine Relations (RUUK) Section is responsible for work related to the overall coordination of NATO's partnership and cooperation with these two countries. In particular, the Section is responsible for the implementation of the NATO-Russia Founding Act and the Rome Declaration, as well as for the NATO-Ukraine Annual National Programme (ANP) under the NATO-Ukraine Charter on a Distinctive Partnership.

Under the direction of the Deputy Assistant Secretary General for Security Cooperation and Partnership (DASG/SCOP) and within the overall guidance of the Assistant Secretary General for Political Affairs and Security Policy (ASG/PASP), the Head, Russia and Ukraine Relations Section is responsible for guiding and reviewing the work of the Section (currently some 5 staff members) in the above areas. Inter alia, he/she will direct analyses of developments in Russia and Ukraine and their implications for Alliance policies, coordinate the implementation of the NRC Work Programme and of the NATO-Ukraine Annual National Programme and ensure that monitoring and analysis of domestic and foreign policy trends in Russia and Ukraine is done within the Section and in support of the Alliance. The Head of Section will also prepare and/or coordinate the preparation of briefing packages on Russia and Ukraine for the Secretary General and other senior NATO officials, and will also give briefings and lectures to visiting groups and at conferences on major NATO issues. The incumbent is frequently called upon to chair committees falling under the responsibility of the PASP Division.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a university degree, preferably in the field of contemporary international relations, diplomacy, history and/or political sciences, or have equivalent relevant professional experience;
- have gained substantive diplomatic experience in the foreign service of an Alliance member country at Counsellor or equivalent level;
- possess a good understanding of the complexity of political, economic and military developments and their interrelationships, and have a wide knowledge of contemporary international relations, in particular in the field of security policies and/or relations with Eastern Europe and the former Soviet Union;
- be concise and clear in written and in oral presentations;
- possess the necessary aptitude to chair senior international committees;
- be fluent, orally and in writing, in one of the two official languages of the Organization (including the ability to draft clearly in that language), with a basic working knowledge of the other. A very good knowledge of Russian is also required, as it is an official language of the NATO-Russia Council;
- be ready to work unsocial hours and travel as necessary.

DESIRABLE

The following would be considered an advantage:

- work experience in Russia and/or Ukraine.

3. MAIN ACCOUNTABILITIES

Policy Development

Analyse developments in Russia and Ukraine and their implications for Alliance policies. Contribute as appropriate to the work of the North Atlantic Council, the NATO Political Committee, the NATO-Russia Council Preparatory Committee and other NATO bodies. Prepare memoranda, reports and recommendations on subjects within his/her sphere of responsibility for the Secretary General and the ASG/PASP.

Project Management

Coordinate the implementation of the NATO Russia Council Work Programme and of the NATO-Ukraine Annual National Programme.

Stakeholder Management

Prepare meetings of the NATO-Russia Council (NRC), the NATO-Ukraine Commission (NUC) and their respective support structures. Facilitate political dialogue between members of the NRC and the NUC on a wide range of security issues. Ensure that the network of stakeholders in capitals and within the NATO commands functions effectively in the spirit of consultation, consensus-building, cooperation, joint decision and joint action.

Expertise Development

Ensure that the monitoring and analysis of domestic and foreign policy trends in Russia and Ukraine is done within the Section and in support of the Alliance. Supervise the preparation, coordination and editing of documents, draft memoranda, checklists, answers to the press, speaking notes and background materials.

Representation of the Organization

Chair the inter-staff Task Forces on Russia and Ukraine. Chair as necessary the NATO-Russia Preparatory Committee and any other committee falling under the purview of the PASP Division. Brief visitors to NATO and participate in other information activities such as international seminars and conferences.

Knowledge Management

Facilitate knowledge management and knowledge sharing within the Section, the Division and with relevant stakeholders within the Organization through appropriate mechanisms and processes.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

The incumbent reports to the Deputy Assistant Secretary General for Security Cooperation and Partnership under the overall guidance of the Assistant Secretary General for Political Affairs and Security Policy and directs the work of permanent and temporary staff. He/she maintains a close liaison with national delegations to NATO, and with officials in NATO capitals, as well as with officials in Moscow and Kyiv. He/she will work in close coordination with other sections within the PASP Division, as well as with counterparts in other Divisions, in the International Military Staff and with officials in other international organisations, as may be necessary to carry out his/her responsibilities.

Direct Reports: 5

5. COMPETENCIES

The incumbent will demonstrate the following competencies:

- Teamwork
- Achievement
- Analytical Thinking
- Organisational Awareness
- Change Leadership

- Impact and Influence
- Initiative

6. CONTRACT

This is a post which is reserved for staff who are seconded from a national administration, public institution or the armed forces of a NATO member state. The maximum period of service in the post is six years.

The successful applicant will be offered a definite duration contract of three years' duration which, subject also to the agreement of the national authority concerned, may be renewed for a further period of up to three years.

Full information on the revised contract policy for staff who apply for posts advertised on or after 1st September 2007, 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 contract policy which applies to them.

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 Recruitment web site (www.nato.int/structur/recruit/how-to-apply.html)
- Closing date for applications: **Friday, 9th April 2010**
- When returning the application form via e-mail, a maximum of **one** attachment in A4 format using WORD may be included.
- 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/vacancies-upd.html).
- 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.

NB: Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.

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