

NATO JOB DESCRIPTIONPrinted: 29/05/2012 16:42:36
ECR Verified**PART I - JOB IDENTIFICATION**

Job Title	Political Advisor	Command	Proposed ACO 2012	Date	04 May 2012
PE Post Number	ZAC GSI 0010	HQ	Proposed Air Command 2012		
Rank/Grade	A-5	Directorate	Staff Advisory Group		
Nationality		Division	Office of Political Advisor		
Service		Duty Location	Ramstein (DEU)		
Job Code	313/M9C				

PART II - PE DETAILS**A. POST CONTEXT**

- HQ Air Command is responsible to the Supreme Allied Commander Europe (SACEUR) for delivering Air Power for the Alliance through the planning and direction of the air component of Alliance operations and missions, execution of Alliance air and space operations and missions, including the standing air defence missions, missile defence, nuclear operations, space and cyber defence and command and control of an air-heavy Smaller Joint Operation, as well as enabling supporting functions. - The Allied Air Command Political Advisor is responsible for providing direct support to the Command Group on a wide range of politico-military issues. The incumbent provides advice to the wide range of diplomatic, politico-military and economic developments in international affairs and provides specific advice on their implications for the conduct of AIRCOM missions.

B. REPORTS TO

COM AIRCOM, ZAC GXX 0010.

C. PRINCIPAL DUTIES

The incumbent's duties are:

- As a key member of the Command Group, participates in all major policy and planning initiatives, providing information and advice on a wide range of politico-military issues in direct support of COM's policy formulation and decision-making.
- The Political Advisor serves as the principle link of Commander to the civilian/political authorities of NATO, governments of member, partner and other nations, to International Organisations and other relevant Agencies as part of a Comprehensive Approach.
- Evaluates military operations and advises on the political ramifications of those operations.
- Provides targeted information, briefings and think pieces on trouble spots, including political developments, matters affecting security and stability, local governments, international organisation activities, and the nexus of political extremism, organised crime, armed violence and terrorism, as required.
- Collects and analyses information on politico-military issues as directed.
- Coordinates policy matters that require political and/or military decisions with AIRCOM senior staff and liaison officers, ACO and Joint Headquarters, International Organisations (IOs) and Non-governmental Organisations (NGOs), as well as governmental and embassy staffs at Minister and Ambassador level, as required.
- Assists COM/COS in interfacing with political, diplomatic, non-governmental, and other civilian organisations.
- Provides substantive support for NATO high level visits.
- Prepares, reviews, and comments on drafts of COM speeches, media briefs, and position papers for public dissemination.
- Participates in briefings, Commander's Update Briefings, decision briefs and other senior command group meetings, boards and committees to provide political advice.
- During crisis operations, provides politico-military advice at: AOPG process, Commander's Decision Briefs,

Joint Targeting Working Groups, and at Information Operations Boards.

I. Briefs JFACC on political issues impacting operations at the politico-military update meeting.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: Direct supervision of one or more people, including provision of professional guidance and instruction to the team. Provides guidance and advice to the Command Group and to the Staff of the HQ within the assigned specialist advisor area.

There are first line reporting responsibilities for the following numbers of staff: 1 x OF-4

D. ADDITIONAL DUTIES

- Provides specific country experience and knowledge to COM/COS. Distributes laterally and vertically to Political Advisors information in respect of all affairs of interest. Interfaces with UN, EU, OSCE, and SHAPE representatives, if necessary.

- The incumbent may be required to undertake positions within the JFAC Organisation.

- 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. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

The work is normally performed in a typical Office / Secure Facility environment. Normal Working Conditions apply. The risk of injury is categorised as: No risk / risk might increase when deployed

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

Primary: 313 Political science and civics

The study of government and political principles or practice. Subjects dealing with rights and duties of the citizens are included. [Ref: UNESCO ISCED 1997:313]

Primary Skill Level: Set strategy, inspire, mobilise: Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

Minimum experience of 10 years in the field of public administration, including at least 5 years experience in an analysis of political affairs in a military context role.

A proven record of successful performance in challenging leadership positions.

Excellent communication and negotiation skills.

Good health, able to travel frequently and work irregular hours.

Good knowledge of the capabilities and practical use of computing systems.

Mature and tactful individual, possessing sound judgement, flexibility and the ability to express himself/herself persuasively, both orally and in writing.

Secondary: M9C CIMIC/Civil Military Cooperation Liaison

Activities encompassing the co-ordination necessary to facilitate and support the planning and conduct of operations. Such liaison early in the planning process and immediately following the deployment of forces provides the basis from which the other CIMIC functions develop. It will be a fundamental part of the planning and development process of both the other core CIMIC functions. Establishment of liaison at the political level by NATO is a pre-condition of success. Liaison and joint planning at Strategic Command (SC) level and within a JOA will flow from this. Liaison with civil authorities and organisations is facilitated by, amongst other things, an appropriate public information policy. This will require the adequate and timely dissemination of the achievements and progress made through civil-military co-operation which will in turn help obtain the support of the population, IOs and NGOs.

CIMIC staff are not necessarily from specialist backgrounds/skills, but must have broad military experience and be capable of explaining military requirements to civilian organisations and vice versa. Require trained and experienced operational staff officers who also understand the workings of International Organisations and non-governmental organisations (NGOs). [Ref: NATO Addition to UNESCO ISCED 97:M9C]

Secondary Skill Level: Set strategy, inspire, mobilise: Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

Experience in Office Communications and Information Systems.

Previous Staff experience at a deployed HQ, and worked in conjunction with IO/NGO elements.

2. Education/Training

University Degree in public administration, international relations, political science or related discipline and 10 years related experience

Courses:

ETE-ET-100032 NATO STAFF OFFICER ORIENTATION COURSE (NU) - NATO School Oberammergau (DEU)

JIA-SC-300050 NATO PEACE SUPPORT OPERATIONS COURSE (NU) - NATO School Oberammergau (DEU)

3. Security Clearance

COSMIC TOP SECRET/A

4. Language

English SLP 4343 (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.

5. Standard Automatic Data Processing Knowledge

Word Processing:	Working Knowledge
Spreadsheet:	Working Knowledge
Graphics Presentation:	Working Knowledge
Database:	Working Knowledge
eMail Clients/Web Browsers:	Working Knowledge
Web Content Management:	Not Required

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specialisations: Understanding and writing of diplomatic correspondence.

Specific Experience: Experience with peace support operations and related organisations.

2. Education/Training

Social/political science degree qualified, with at least 3 years appropriate post-graduate experience.

Post graduate studies in international affairs

Courses:

ACP-SD-400031 NATO SENIOR OFFICER POLICY COURSE (NS) - NATO School Oberammergau (DEU)

CMI-CM-300057 NATO CIVIL MILITARY COOPERATION (CIMIC) STAFF COURSE (NU) - NATO School Oberammergau (DEU)

JIA-IP-300052 NATO CRISIS MANAGEMENT COURSE (NU) - NATO School Oberammergau (DEU)

3. Language

French SLP 3232 Russian SLP 2222 Arabic SLP 2222

C. CIVILIAN POSTS

1. Personal Attributes

The incumbent must display analytical thought and demonstrate independent judgement in the development of policy and strategies for the AIRCOM, in fields of strategic-political-military interest and concern. He/she must be able to provide high-level advice and briefings to a senior level on key strategic political-military issues, to serve in the formulation of Command policy. Diplomacy and tact are essential in interacting with high-level officials in a multi-national environment. The incumbent must have strong communications skills, both oral and written. Listening and persuasiveness are crucial to the incumbent's effective participation in policy and planning initiatives, in advising the Command Group, in coordinating policy matters internally and with other agencies and government staffs. Problem analysis skills and critical thinking underline the incumbent's contribution to the development of effective strategies and formulation of policy in his/her own area of competence.

2. Managerial Responsibilities

There are first line reporting responsibilities for the following numbers of staff: 1 x OF-4

3. Professional Contacts

Executes duties and functions requiring frequent internal and external high-level contacts, including coordination and negotiating with senior civilian and military authorities. Routinely interacts with senior NATO authorities and military personnel up to the OF-9 level. Examples include a variety of staff involved in political activities throughout NATO at all professional levels to provide advice, guidance, and informational/decision briefings. These include all Political Advisors at grades up to A-7, at the OF-5/4 level, and POLAD officers up to grade A-4. Also contact with senior staffs in other Divisions within the HQ, from the working level (OF-4) up to and including ACOSs (OF-5), and the Command Group (OF-8). The incumbent shall frequently and routinely be expected to participate in flag-level meetings and contribute directly to flag-level decision making within the HQ.

With senior national representatives from Ministries of Defence or Foreign Affairs during discussions of political situations.

Maintains personal contacts, on behalf of AIRCOM, with a wide range of related international bodies, including the EU, UNHCR, IRC, Atlantic Treaty Association, NATO Parliamentary Assembly and leading think-tanks.

With senior personnel from NATO nations and external agencies. The incumbent will frequently be called upon to provide informational or decision briefings to senior staff or other organisations. Participation in such meetings routinely ranges in rank to OF-7, and occasionally occurs at even higher levels.

Defense, military and diplomatic community.

International academic bodies.

4. Contribution to the Objectives

The incumbent ensures his HQ's credibility before the nations and within the Command Structure by ensuring that his Commander understand the political situations in the theatres of operation and in areas of developing concern. This includes contribution to mission objectives by proactive identification of trends and advice on dealing with potential problems. Failure to have a fully global perspective on developing situations would have a negative effect on preparation of the headquarters to deal with emerging threats or crisis. The successful accomplishment of these tasks will directly contribute to the Commander's ability to prepare to exercise C2 functions in accordance with his operational priorities.

Maintains a broad and deep knowledge of international affairs and is responsible for the correct analysis and advice to the command of political and international intentions by state and non-state actors.

Responsible for determining how these will impact on the HQ and future missions.

5. Work Environment

The work is normally performed in a typical Office / Secure Facility environment. Normal Working Conditions apply. The risk of injury is categorised as: No risk / risk might increase when deployed

D. REMARKS

Locally imposed or unique requirements (Comments and notes by requesting HQ):

Notice to move 5 days.

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