



NATO JOB DESCRIPTION (CIVILIAN)

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ECR Implemented

Job/Post Title	Governmental Advisor 1	NATO Body/ Post Location	ACO/NMI 24.0 CE Workspace;
Abbreviated Title	Governmental Advisor 1	Directorate	Strategic Communications, Representation and Outreach Division (SCRO)
Job/Post Number	NTI GCX 0030	Job Family/ Work Level/ NOCs	50312
NATO Grade	A3/G17	Manages/Supervises (No. of staff directly/indirectly)	0 / 0
Nation	DEU		
Clearance Level	NATO SECRET		
Reports To	NTI GCX 0010 - Head (PAG) - A-4		

1. Post Context/Post Summary

SCRO is the Division whose components interact with the civilian and international environment of the mission.

NMI Political Advisory Group (PAG)'s purpose is to collect, analyse, map, report and advise on diplomatic, political, security, social and economic developments in Iraq and the region, as well as anything else which may have a strategic impact to the Mission.

Within the PAG Section, the incumbent's main responsibility is to report on civilian, political and economic developments of Iraq.

2. Principal Duties

The incumbent's duties are:

- Advise on civilian, political and economic developments in Iraq.
- Advise on the political parties of Iraq.
- Contribute to keep NMI staff up to date on developments in Iraq that have an effect/impact on NMI.
- Provide input to reports and updates on political/economic national and regional developments.
- Maintain and strengthen relationship with NATO embassies.
- Liaise with NATO HQ and JFC Naples.

3. Special Requirements and Additional Duties

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 incumbent is required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.
- The incumbent must be prepared for temporary reassignment within NMI's authorized CE in accordance with ACO 045-003 and as directed by COM NMI, in support of operational requirements.
- Given the dynamic operating environment in Iraq, the incumbent must be prepared to retrograde from the Greater Baghdad Area, possibly at short notice, for employment in locations outside of the borders of Iraq and under austere conditions for prolonged periods of time.

The work is normally performed in a Normal NATO office working environment / Secure office environment with artificial light and air (e.g. Bunker).

Slightly Undesirable Conditions apply.

The risk of injury is categorised as Moderate Risk of Injury.

4. Essential Qualifications

a. Professional/Experience

(1) Political sciences and civics

Political sciences and civics is the study of government and political principles or practice. The study of the rights and duties of the citizens are included here.

Skill Level (Ensure/Advise)

Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities. Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments. Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements. Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Takes all requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder.

Experience

- Minimum 3 years of experience in working for a governmental or international organization in the area of foreign policy, such as national MFA and/or MOD, NATO or UN.
- General knowledge of NATO organizational structures and NATO operations.
- Very good knowledge of Microsoft office suite tools (Excel and Word).

Experience

- National Pre-Deployment requirements for Iraq AOO.
- NMI Pre-Deployment Training.
- ADL 169 – Improving Operational Effectiveness by Integrating Gender Perspective.
- ADL 224 – Introduction to NSO Operational Law Course.
- ADL 171 – Gender Focal Point.
- ADL 168 – Role of the Gender Advisor.
- ADL 336en – Building Integrity (BI) Awareness Course (English).

b. Education/Training

(auto-generated based on the grade and the NATO Occupational Codes)

University Degree in political science, public administration, international relations or related discipline and 4 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

c. Language

English - SLP 3333 - *(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.

d. NATO Occupational Codes

50312 - Political sciences and civics

5. Desirable Qualifications

a. Professional Experience

- Knowledge of Iraqi domestic politics.
- Experience in Middle East for cultural awareness.
- Posting at an embassy and/or international organization abroad.
- Knowledge of NATO political and military processes.

b. Education/Training

c. Language

Arabic - SLP 2222 - (Listening, Speaking, Reading and Writing).

6. Attributes/Competencies

- Personal Attributes: - Analytical skills.
 - Ability to work in a team in a challenging, multicultural setting.
 - Willingness to work outside normal office hours.
- Professional Contacts: - Must be able to discuss areas within portfolio with other embassies and to represent NMI.
- Contribution To Objectives: - Contributes to assess the political, security and economic environment in which NMI is working.

There are no reporting responsibilities.

This post reports to:

NTI GCX 0010 - Head (PAG) - A-4

This post does not deputise anybody.

This post is not deputised by anybody.

7. Remarks

The NMI mission, while not combat, is executed in a combat environment. Specific roles, responsibilities, and tasks are subject to change based on the Commander's on-the-spot assessment of the situation. Commander, NMI reserves the right to reassign personnel or reappportion tasks within the CE based on mission requirements/changes. Must be prepared for intra theatre movements by ground or air, in accordance with national force protection caveats. Air quality within the Greater Baghdad area is poor. 5 days in-Theatre HOTO is required.