



## JOINT FORCE COMMAND NORFOLK

### **THIS JOB IS A TEMPORARY POSITION**

**Vacancy Number: 23/001**

**Job Title: Senior Business Analyst / Team Leader**

**Basic Monthly Salary: \$11,714.64, not exempt from taxation**

**Closing Date: Wednesday, 22 February 2023, 2359 EST (UTC-5)**

Joint Force Command Norfolk (JFCNF) is seeking to hire a Senior Business Analyst to manage the Project Team for JFCNF 2.0.

#### **GENERAL BACKGROUND:**

JFCNF Headquarters is located in Norfolk, Virginia and it is the only operational NATO command in the United States. JFCNF serves as the bridge between Europe and North America and was established to project stability, deter aggression and defend NATO's allies in the North Atlantic and High North, from seabed to space.

#### **POST DESCRIPTION:**

**Location:** Norfolk, VA, USA

**Directorate:** Support Directorate

**Security Clearance Required:** NATO Secret

#### **Post Context/Post Summary**

JFCNF provides a Joint Headquarters to plan, prepare and conduct operations to support NATO's core tasks at the Joint Operational Level, as directed by the Supreme Allied Commander Europe (SACEUR).

The Support Directorate is responsible for planning, directing, monitoring, assessing and coordinating Support staff functions. Assists and advises on policy matters and in the execution of support activities, including provision of regional focus.

As an integral part of the development of Joint Force Command Norfolk, the Tiger team for JFCNF 2.0 provides:

- A holistic, cross-functional, objective analysis and advisory capacity for the delivery of JFCNF 2.0 across the HQ, IAW MC direction and aligned to AAP-16(D) Procedures;
- A HQ-wide strategic organisational change management capability for the delivery of JFCNF 2.0;
- A common project and programme management capability within ACO based on proven project and programme management principles and techniques;

The incumbent is responsible for:

- Management of the JFCNF 2.0 Project Team, reporting to the Project Sponsor Providing a corporate, cross-functional overview and high level reporting function on the delivery of JFCNF 2.0:

- Tracking and co-ordinating key deliverables across the HQ aligned to the JFCNF 2.0.
- An advisory competence to the CG through liaison and networking within NATO and beyond.

### **Principal Duties**

The incumbent's duties are:

- a) Act as the primary Tiger Team JFCNF 2.0 Advisor to DCOS Spt.
- b) Initiate and ensure continuous co-ordination with the respective ACOS's across the JFCNF with regards to the delivery of JFCNF 2.0.
- c) Initiate and undertake an organisational assurance advisory role during delivery of JFCNF 2.0 supported by the Project Team.
- d) Provide regular updates to the Command Team on the opportunities for organisational analysis, business process reviews, resource savings and organisational optimization inside the HQ relating to the delivery of JFCNF 2.0.
- e) Support the Project Sponsor in Initiating, facilitating, and executing programme and/or project management practices and other appropriate strategic organisational change mechanisms, throughout JFCNF.

### **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 work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No Risk

### **Essential Qualifications**

#### **a. Professional/Experience**

- 1) Knowledgeable and experienced in operating with recognised business tools and analysis models commonly used in best practice analysis and continuous improvement methodologies.
- 2) Experienced in working with or for a major consultancy organisation engaged in complex programmes.
- 3) Proven leadership skills and ability to operate with minimal supervision and communicate with confidence and credibility across the whole rank spectrum, including working to the 4-star level.
- 4) Experienced in working with or in military organisations.

#### **b. Education/Training**

University Degree in business administration, engineering, economics, public administration, operations research, business process engineering, management information systems, accounting, finance, project management or related discipline and 6 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 6 years post related and 2 years function related experience.

#### **c. 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.*

### **Desirable Qualifications**

#### **a. Professional Experience**

- 1) Training and experienced in planning at the strategic level for organisational success.

First-hand experience of developing, planning and implementing significant organisational change in large multi-national organisation.

- 2) Understanding of the NATO Command and Force Structure organisation and how it affects JFCNF.

**b. Education/Training**

A Master's Degree in one of the following fields: strategic change management, business administration, public administration, economics, social sciences coupled with 7 years of experience in corporate headquarters, where duties have included a significant role in major business change programmes, managing complex programmes or on large procurement projects.

Certifications in:

- PRINCE 2;
- Managing Successful Programmes (MSP);
- Change Management.

**Attributes/Competencies**

**Personal Attributes**

The range of personal attributes required for this post are very demanding and exacting, but without them the function will fail. Foremost, an analytical mind is needed to identify and evaluate complex and competing issues and that can develop imaginative yet still pragmatic solutions. Inter-personal skills must also be highly developed. The post holder will be working in an international community where different cultural values and styles exist. The holder will need to be able to work successfully with staff at all levels of the organisation, from the lower ranks during the analysis work up to the highest levels when presenting findings and recommendations. This requires tact, judgement and agility. High standards of personal and professional behaviour and moral courage are also needed, as not all reviews and recommendations will be welcomed. The holder will operate in organisational review teams with a degree of autonomy and will need to be able to present persuasive and cogent reports at appropriate level. Excellent communication skills are also a premium asset. A team player is also a key attribute.

**a. Professional Contacts**

Must be able to liaise effectively both within and outside the HQ with international military and civilian personnel up to the OF-8 level. Outside contact include senior officials in SHAPE, NATO HQ, NATO agencies and national government agencies and industries.

**b. Contribution To Objectives**

The work of the incumbent impacts both directly and indirectly to the work and objectives of JFCNF. The work will directly impact the strategic objectives of the organisation and will refine the efficiency and effectiveness of the management process to deliver capabilities.

Directs and supervises the work priorities, providing professional guidance and instruction to their staff. Duties include leading and coaching; explaining or demonstrating work functions; counselling and motivating, assigning and reviewing work; ensuring health and environmental safety; maintaining and adjusting work schedules; assessing performance and initiating disciplinary action, and/or implementing new or changed work procedures.

This post reports to JFN RXXX 0010 – Deputy Chief of Staff (Support), OF-6

This post is deputised by: Resources & Requirements Manager

**REMARKS:**

Duration of contract: not to exceed 12 months. Upon budgetary approval, a further contract may be offer.

In view of the nature and of the urgency of the temporary positions we are looking to fill, it is important for candidates to be available for temporary employment on short notice. In practice, this implies either being in possession of valid NATO security clearance at the time of application, or having been in possession of such a clearance with the possibility to reactivate it swiftly. We therefore only encourage applications for temporary positions if you are already, or have previously been, in possession of a valid NATO security clearance.

**HOW TO APPLY FOR A TEMPORARY CIVILIAN POST AT JFCNF:**

Applications are to be submitted via email to [JFCNFSPTJ1Recruitment@jfcnf.nato.int](mailto:JFCNFSPTJ1Recruitment@jfcnf.nato.int) and include a Cover Letter (max 1 page), Curriculum Vitae (max 2 pages), relevant certifications and two professional references.

DO NOT include the following information: Classified or government sensitive information; Social Security Number; Photos of yourself; Personal information, such as age, gender, religious affiliation, etc.; or encrypted and digitally signed documents.

Current and past civilians working for NATO or any Coordinated Organisation, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organisation.

Remarks:

- A) Only nationals from the 30 NATO member states can apply for vacancies at JFCNF.
- B) Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.
- C) Due to limited capacity, we are unable to accommodate Candidates' individual telephones or e-mail enquiries. All candidates will receive an answer indicating the outcome of their application.
- D) Feedback will not be provided to unsuccessful applicants.