



Post Number: DFC ARC 0150
Location: NATO Defense College, Rome, Italy
Division: Research Division
Title: Director Research Division (DRD)
Grade: A-5

The position will be available on 01st November 2013

1. Description of duties

The Director Research Division is responsible for the research activities as one of the three pillars of the work of the NATO Defense College (Education, Research, Outreach). The core functions of the Research Division are to conduct policy oriented research and analysis on NATO related issues, to provide military and political expertise to NATO bodies and to member states, and to support the Alliance in conveying its positions to the international strategic community. The post incumbent is responsible for:

- Developing the annual research work plan.
- Overseeing the on-going projects of the Division.
- Managing the publications of the Division.
- Supervising and coordinating the activities of the personnel of the Division.
- Conducting active research for publication in addition to management responsibilities, with particular focus on NATO and European security affairs.
- Managing the funds allocated to Research Division's activities.
- Overseeing the organization of conferences, meetings, workshops.
- Representing the NDC in international fora.
- Developing close relations to NATO HQ and to NATO agencies.
- Keeping and broadening the contacts to international institutions and to the think tank world.

- Managing the various fellowship programs.
- Performing other duties as required.

2. Essential qualifications

- Professional/Experience: have extensive previous experience in research activities, ideally 10 years in active administration of a national or international research program, with a proven record of research publications in peer-reviewed journals.
- Education/Training: PhD or equivalent and extensive background in international relations as a policy analyst or diplomat.
- Security Clearance: NATO Secret
- Language: Mandatory English SLP 4444 (STANAG 6001, current edition).
- Standard Automated Data Processing (ADP) knowledge
 - Word Processing: working knowledge
 - Spreadsheet: working knowledge
 - Graphics presentation: working knowledge
 - Database: basic knowledge

3. Desirable Qualifications

- Professional/Experience: previous experience on the faculty staff of an educational institution or a governmental agency.
- Education/Training: Formal study in the field of political sciences, international or defence-related affairs.
- Language: Working knowledge of French.

4. Personal attributes: The incumbent must be a highly motivated and professional individual familiar with work in a demanding multinational environment, be able to express him/herself concisely and convincingly in written and oral presentations, be capable of developing and initiating new approaches to research matters; tact and the ability to obtain decisions are mandatory; work without supervision and under limited guidelines. Furthermore he/she must be available to work long hours and to travel, including short duration deployments both within and outside NATO boundaries.

5. Managerial responsibilities: Leadership and managerial skills to run and co-ordinate the work of the Research Division are required.

6. Professional contacts: The incumbent must develop very good relations with NATO authorities, to different international research institutes as well as to individual researchers, officials and policy makers. He/she should closely follow the progress: and the current status of research (papers/articles/lectures) in the various fields of NATO-related security issues.

7. Contribution to the objectives: Research and political/military consulting is one of the three core activities of the NATO Defense College; they are a crucial part of the NDC's efforts to support the goals and purposes of the Atlantic Alliance.

8. Work environment: normal working environment.

9. Contract

The successful candidate will be offered a definite duration contract of two years which may be followed by a further three-year contract.

10. Deadline for applications:

MONDAY, 11 MARCH 2013 (1700hrs, Rome local time)

Applications from qualified candidates, indicating the job title and staff vacancy number, must be submitted using the official NDC Application Form available at www.ndc.nato.int/download/forms/applicationformndc.doc

Application form together with a detailed CV and a list of publications must be compressed in one single zip file (file such as .rar or 7z will be rejected) named with the applicants surname only (e.g. Smith.zip) and sent via email to: recruitment@ndc.nato.int

Applications submitted after the date limit may be considered provided they arrive in time for the candidates to be considered for the interview.

Applications from NATO redundant staff members of the same grade will be considered according to the terms of Art. 57.2, Chapter XII to NATO Civilian Personnel Regulations.

When interviewed, candidates must give a presentation on a special topic, followed by questions and answers.

For further information please contact the Human Resources Manager by email: Recruitment@ndc.nato.int or by telephone: +39 06 50525304.

Please note that we accept applications electronically without a photograph and without a signature at this stage in the process. Please note that we can only accept applications from nationals of NATO member countries.

Only applicants who will succeed in the initial screening will be contacted.

Applications from candidates who do not meet the essential qualifications will not be taken into consideration.