

	NATO	NORTH ATLANTIC TREATY ORGANIZATION INTERNATIONAL STAFF
	OTAN	ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD SECRÉTARIAT INTERNATIONAL

VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

INTERNSHIP - Defence Policy and Planning Division

Primary Location Belgium-Brussels

NATO Body NATO International Staff (NATO IS)

Schedule Full-time

Grade INTERN

Description

The **Defence Policy & Planning Division (DPP)** develops and implements the defence policy and planning dimension of NATO's fundamental security tasks. This includes the development of defence policies, defence planning, the Alliance's nuclear policy, enablement and resilience, and certain aspects of operational planning.

This Division has the lead role on the defence-related aspects of NATO's fundamental security tasks at the political-military level and is at the core of the preparations and coordination of the three annual meetings of the NATO Ministers of Defence. It is organised in two sections and three directorates:

- The **Divisional Support Section** coordinates the work of the division and the committees it supports. DSS provides procedural advice and coordinates programmes for the committees, in particular the Defence Policy and Planning Committee (DPPC) and the Resilience Committee (RC).
- The **Net Assessment Section** is responsible for the preparation of NATO net assessments to support deliberations by the Defence Policy and Planning Committee and other NATO committees, ahead of formal advice, by addressing trends and patterns in strategic design and operational capacity between the Alliance and state and non-state competitors and potential adversaries. Such assessments help support consideration of asymmetries and relative vulnerabilities and opportunities, to inform policy formulation and capability development. It also supports strategic level discussions at Council, Military Committee and Ministerial levels
- The **Defence Policy and Capabilities Directorate** deals with the development of Alliance defence policies and strategies, including political-military aspects of defence capabilities, logistics capabilities. It maintains an awareness of major security and defence developments on the international scene, and has the lead on NATO-European Union cooperation in defence policy and capabilities. It is in charge of the overall preparation of the Defence Ministers' meetings. It also contributes to NATO's overarching strategy development and the preparation of initiatives for Summit meetings and maintains an awareness on major security and defence developments. It also develops, facilitates and supports advice to NATO and national authorities at the political level, through engagement with Allies and selected Partners, stakeholder groups and NATO decision

making structures in order to support national resilience through civil preparedness and to help ensure the enabling resources and services required to support Alliance military forces.

► The **Defence Planning Directorate** is responsible for the conduct of the Alliance force planning and related policy. It assists the Allies' efforts to improve the effectiveness of defence planning and capability delivery. The Directorate works in close cooperation with national delegations and staff in national capitals on all business related to defence planning. It is also the lead Directorate for burden sharing issues. It is instrumental in ensuring coherence between NATO and the EU in defence planning.

► The **Nuclear Policy Directorate** is in charge of developing and implementing NATO's plans, policies and defence activities related to nuclear weapons and their means of delivery. It also supports the Nuclear Planning Group (NPG) Staff Group.

How the daily work will look like?

Intern will gain a comprehensive understanding of NATO's defence planning issues at the strategic political-military level and of all aspects relating to NATO defence policy and capabilities. It will also gain full awareness of the NATO Defence Planning Process. They will have an opportunity to participate in both policy-making and operational components of the Alliance. They will have an opportunity to enhance research and writing skills and to participate in different defence planning-related missions, or courses.

Among the different tasks, the selected interns will have the opportunity to;

- Assist in monitoring progress in the realm of defence in NATO allied nations;
- Assist in monitoring NATO-EU coherence in defence planning;
- Assist DPP staff officers in developing and formulating policy and political military advice;
- Draft meeting minutes, decisions sheets, reports and agendas;
- Attend debates and negotiations of current defence policy and planning issues in the course of preparations of Defence Ministers' meetings and/or Summits;
- Assist in the preparation of policy papers, checklists and speeches for the use of the Secretary General and other high-level NATO and speaking notes for meetings;
- Assist in the framing of NATO's overall defence policy as it relates to the Alliance's ability to undertake its commitments across the full spectrum of conflict;
- Support some aspects of the Nuclear Policy Directorate's core business, including events and conferences, exercises, writing reports and research on emerging nuclear policy.

Selection Criteria

Essential:

The candidate must:

1. be a national of a NATO member state,
2. be at least 21 years old,
3. have at least two years of university level studies or equivalent education or be a recent graduate (degree obtained no longer than 12 months ago),

4. have proficiency in one of the two official NATO languages (English/French).

Desirable:

The following criteria will be considered an advantage:

1. have a Bachelor's degree or in the final stage of a Master's degree relevant to the requested area of expertise,
2. elementary knowledge of the second official NATO language (English/French),
3. be an advance user of Microsoft Office package including SharePoint,
4. previous experience with other international organizations (UN, OSCE, EU, etc.), national administration, research or industry.

Competencies required

The candidate must demonstrate the following competencies:

- a) **Achievement:** Works to meet standards.
- b) **Analytical thinking:** Breaks down problems and see basic relationships.
- c) **Clarity and accuracy:** Shows general concern for order and clarity, and checks own work.
- d) **Customer service orientation:** Responds appropriately, maintains clear communication.
- e) **Empathy:** Listens actively.
- f) **Flexibility:** Acts with flexibility.
- g) **Teamwork:** Cooperates, shares information and knowledge freely, offering support and cooperation.

Our Values

NATO is committed to promoting and fostering a positive work environment that values fair treatment, trust and respect for others, with zero tolerance or condoning of inappropriate behaviour, including any form of harassment, bullying or discrimination. NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations, and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of NATO's core values of integrity, impartiality, loyalty, accountability and professionalism; to treat others with courtesy and respect at all times and to promote good governance through ongoing efforts in their work.