

Job Description for Voluntary National Contribution

Division: PUBLIC DIPLOMACY DIVISION
Press and Media

Title: Voluntary National Contribution (VNC)
Secondment as Media Operation Officer, Press and Media Section, PDD, NATO
HQ

Grade: VNC G11 (A1 level)

Location: NATO HQ, Brussels

CONDITIONS

The secondment of VNCs is governed by the NATO-wide policy on Voluntary National Contributions (VNCs) from NATO Member States as stipulated in PO(2015)0202.

The VNC's sending nation is responsible for paying any salary, allowances or other benefits to which the individual is entitled, including any contributions for social security coverage and any accident insurance, pensions or any other related entitlements. The sending nation is responsible for arranging for status of their nationals in the host nation. VNCs do not benefit from privileges and immunities under the Ottawa Agreement. The provisions of the Civilian Personnel Regulations do not apply to VNCs. All VNCs are required to obtain and maintain the necessary security clearances. The NATO Code of Conduct applies. NATO will provide office space and equipment and bear any costs associated with travel on mission for the Organization. NATO does not provide medical or health coverage, life insurance or other risk related insurance.

SUMMARY

NATO's Public Diplomacy Division (PDD) plays a key role in explaining the Alliance's strategic and political messages to a variety of audiences.

As NATO's main public interface, PDD works to raise the Alliance's profile with audiences world-wide. PDD also works to promote security cooperation through a variety of programmes in NATO member and partner countries and contributes to a continuous process of international security debate and policy creation.

PDD's Press and media Section is responsible for all media operations including arranging press conferences and other media opportunities, accreditation of media, visual and broadcast elements of ministerial meetings and summits (together with PDD Communications Services).

The VNC would work for four-six months in advance of the 2023 Summit in Vilnius, liaising with the Government of Lithuania to ensure smooth coordination of all media operation aspects of the Summit.

RESPONSIBILITIES

The incumbent acts under the authority and responsibility of the NATO Spokesperson and the Deputy Spokesperson/Head of PDD Press and Media. The incumbent will:

- Assist in the organization of the press and media logistical arrangements for the 2023 Summit in Vilnius, preceding ministerial meetings and for other high-level meetings held at NATO HQ and abroad as necessary.
- Assist in the establishment of deployed media operations center at the Vilnius Summit.
- Assist in all the necessary arrangements to the material support provided for press, radio and television journalists covering the NATO Summit.
- With NATO staff working on accreditation, assist in the supervision of the distribution of passes to journalists for the Summit.
- Close liaison with the Lithuanian Delegation and relevant ministries in Vilnius in the run up to the Summit.

QUALIFICATIONS AND EXPERIENCE

Essential

- Possess a university degree from an institute of recognised standing or equivalent qualification
- Fluent Lithuanian
- Experience in handling media
- Good drafting skills in English
- Knowledge of NATO affairs, security issues and international relations
- Ability to work as part of a busy multi-national team
- Willing to travel and work unsocial hours