



NATO UNCLASSIFIED

16 April 2020

NOTICE
AC/340-N(2020)0063

PARTNERSHIPS AND COOPERATIVE SECURITY COMMITTEE (PCSC)

**REQUEST FOR VOLUNTARY NATIONAL CONTRIBUTIONS (VNC) IN SUPPORT TO
THE POLITICAL AFFAIRS AND SECURITY POLICY DIVISION'S RUSSIA AND
UKRAINE SECTION**

Note by the Acting Chairperson

1. Allies are kindly invited to submit nominations (including a detailed CV and a letter of motivation) for two upcoming vacant VNC posts in PASP's Russia and Ukraine relations (RUUK) section.
2. The vacancy related to the Russia file will become vacant as of 1st May 2020. The one on the Ukraine file will become vacant as of 1st January 2021. The job descriptions for these vacancies are outlined at Annex.
3. Nominations are to be sent to Head, PASP/RUUK, **preferably by 15th June**. Following that, PASP would like to organize short Skype interviews with the prospective candidates.

(Signed) James APPATHURAI



**Job Description for Voluntary National Contribution
(Russia)**

LOCATION: NATO Headquarters, Brussels, Belgium

DIVISION: POLITICAL AFFAIRS AND SECURITY POLICY
Russia and Ukraine Relations (RUUK) Section

TITLE: VNC

1. SUMMARY

The VNC, working under the general guidance of the Section Head, and in close coordination with the current desk officers for Russia and Ukraine, will be responsible for contributing to the Section's work on advancing NATO's analytical understanding of Russia and shaping the Alliance's Russia policy.

The main functions of the VNC will include: drafting analytical briefs on specific issues related to Russia's domestic developments, as well as foreign policy, assisting in drafting a wide range of documents for use by the Secretary General, Deputy Secretary General, PASP management and other senior NATO officials; assisting in drafting documents for public use, working with colleagues in Press and PDD, providing briefings on NATO-Russia related issues to visiting groups, policy makers and think-thanks, representing the PASP Division within and outside NATO. He/she will liaise with other NATO Divisions, and representatives of delegations, as appropriate. He/she will also provide back up for relevant work on Ukraine, in the framework of the NATO-Ukraine Commission (NUC), and in close cooperation with the other RUUK officers. He/she may also be asked to assist on similar tasks related to other countries in Eastern Europe, in line with changing work responsibilities within the PASP Division.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a degree from an institute of recognised standing, preferably in the field of political science, international relations, security studies or another relevant discipline, with an emphasis on contemporary Russian and/or Ukrainian politics;
- have at least 7 years of professional experience related to NATO, security and defence policy issues, Russia and/or Ukraine;
- demonstrate strong analytical skills and the ability to draft quickly and concisely in at least one of the two official languages of the Organization and have a basic working knowledge of the other;

- have a good working knowledge of Russian;
- be familiar with major Allied, as well as Russian and Ukrainian publications and other analytical research resources;
- be familiar with the Alliance's political and military consultative process and with the established institutional mechanisms of the NRC and the NUC;
- be prepared to work unsocial hours and to travel when required.

DESIRABLE

The following would be considered an advantage:

- experience in a governmental administration, multilateral service or in a university, think-tank or non-governmental organisation, preferably with a specialisation in security/defence policy and Russia and Ukraine studies.
- experience in project/trust fund development and management.

Job Description for Voluntary National Contribution

LOCATION: NATO Headquarters, Brussels, Belgium

DIVISION: POLITICAL AFFAIRS AND SECURITY POLICY
Russia and Ukraine Relations (RUUK) Section

TITLE: VNC

1. SUMMARY

The VNC, working under the general guidance of the Section Head, and in close coordination with the current desk officers for Ukraine and Russia, will be responsible for contributing to the Section's work in in the framework of NATO-Ukraine relations.

The main functions of the VNC will include: assisting in drafting a wide range of documents on Ukraine for use by the Secretary General, Deputy Secretary General, PASP management and other senior NATO officials; assisting in drafting documents for public use, working with colleagues in Press and PDD; being a liaison with NATO Liaison Office in Kyiv on division of Advisory/VNC responsibilities; representing the PASP Division within and outside NATO. The VNC will work, in coordination with the desk officer on Ukraine, on the management of the NATO-Ukraine Platform on Countering Hybrid Warfare and coordinate the implementation of the UNSCR 1325 implementation in Ukraine. He/she will liaise with other in NATO Divisions, and representatives of delegations, as appropriate. He/she will also provide back up for relevant work on Russia in close cooperation with the other RUUK officers. He/she may also be asked to assist on similar tasks related to other countries in Eastern Europe, in line with changing work responsibilities within the PASP Division.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a degree from an institute of recognised standing, preferably in the field of political science, international relations, security studies or another relevant discipline, with an emphasis on contemporary Ukrainian and/or Russian politics;
- have at least 7 years of professional experience related to NATO, security and defence policy issues, Ukraine and/or Russia;
- demonstrate strong analytical skills and the ability to draft quickly and concisely in at least one of the two official languages of the Organization and have a basic working knowledge of the other;
- have a good working knowledge of Ukrainian and/or Russian;

- be familiar with major Allied, as well as Ukrainian and Russian publications and other analytical research resources;
- be familiar with the Alliance's political and military consultative process and with the established institutional mechanisms of the NUC and the NRC;
- be prepared to work unsocial hours and to travel when required.

DESIRABLE

The following would be considered an advantage:

- experience in a governmental administration, multilateral service or in a university, think-tank or non-governmental organisation, preferably with a specialisation in security/defence policy and Ukraine and Russia studies.
- experience in project/trust fund development and management.

