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Job Description for Voluntary National Contribution

DIVISION: Political Affairs and Security Policy Division
Arms Control, Disarmament, and WMD Non-Proliferation Centre

TITLE: Voluntary National Contribution

RANK/GRADE: A3/A4 — OF3/OF4

SUMMARY

1. The VNC's responsibilities include: support of Alliance arms control disarmament, and WMD non-proliferation tasks, including the full range of policy and administrative support to ACDC's role leading the High-Level Task Force on Conventional Arms Control, the Ad Hoc Working Groups on Small Arms and Light Weapons/Mine Action, the Special Advisory and Consultative Arms Control, Disarmament, and Non-Proliferation Committee, and the Committee on Proliferation (in both formats), as well as in and NATO-Russian discussions in the Deputies and Political Committees. He/she serves as an expert on nuclear and conventional ADN topics, helping advise NATO leadership and the North Atlantic Council on recent developments in NATO, the UN, the OSCE, the EU, and other international organizations, as well as around the world. He/she also will help to formulate policies; attend, summarize, and participate in all related committee meetings; ensuring all the relevant Chairman receive timely talking points, presentations, briefings, food-for-thought papers, and other relevant input; as well as ensuring that senior leadership receive talking points, speeches, and other input for their engagement on ADN topics.

Other responsibilities include supporting ACDC's activities, facilitating, documenting and analysing related conferences and workshops; assisting in the development and conduct of ADN training programmes, seminars and workshops, and monitoring developments on ADN agreements and treaties and their impact on the Alliance, to include the New START Treaty, the Nuclear Non-Proliferation Treaty, the Chemical Weapons Convention, the Biological and Toxin Weapons Convention, Treaty on Conventional Armed Forces in Europe, the Vienna Document 2011, the Open Skies Treaty, the Dayton Peace Accords, the Ottawa Convention on landmines, the Convention on Conventional Weapons CCW, the Arms Trade Treaty, and Small Arms and Light Weapons Initiatives.

MAJOR RESPONSIBILITIES

2. The Officer:
- a) helps the Director of the ACDC to write, gain Allied support for, and implement NATO policy on ADN-related matters;
 - b) supports the Director of the ACDC and senior leadership in preparing for committee meetings and working groups and for other bilateral and multilateral engagements;

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- c) analyzes global and regional developments in the security environment that effect conventional and nuclear weapons policy;
- d) supports the Director of the ACDC in setting Alliance policy on conventional arms control, including working with delegations, formulating Alliance positions, and supporting negotiations;
- e) prepares and co-ordinates reports, briefings and other papers;
- f) performs other related duties as assigned by the Director of the ACDC;

INTER-RELATIONSHIPS

3. The Officer:

- a) reports to the Director of the ACDC;
- b) co-operates and co-ordinates closely with the other members of the Section;
- c) establishes and maintains a sound working relationship with national delegations, divisions and offices of the International Staff, the NATO Military authorities, other international organisations (e.g., OSCE, EU, and UN) and especially Ministries of Defense and Foreign Affairs in Allied and partner nations.

KNOWLEDGE

4. The incumbent must:

- a) possess a thorough knowledge of arms control, disarmament, and non-proliferation policies;
- b) be able to formulate policy recommendations based on the impact of ADN developments on the Alliance
- c) be experienced in preparing speeches, talking points, reports, briefings and documents and in their presentation for delivery before international audiences or delivery by senior levels of management;
- d) possess knowledge of conventional arms control matters in general and of those in the Euro-Atlantic area in particular;
- e) be able to utilise word and data processing applications, specifically Microsoft Office;
- f) be capable of chairing meetings as required.

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- g) A general knowledge of NATO's organisation, procedures, policies and programmes is required.

PERSONAL ATTRIBUTES

5. The incumbent must be capable of working harmoniously in a demanding civil and military environment with the added complexity of an international organization. His/her experience should include work in which considerable initiative and independence of thought has been required.

QUALIFICATIONS

- 6. The incumbent must:
 - a) hold a university degree – preferably an advanced degree - or have equivalent education;
 - b) be fluent orally and in writing in one of the two official languages of the Organisation, with a working knowledge of the other;
 - c) be in good health;
 - d) be available to travel and to work long and irregular hours.

NOTE:

- a) ACDC welcomes the opportunity to review potential candidates for the job, and reserves the right to make final decisions on the qualifications of any individual put forward by nations.
- b) The successful candidate will be offered an assignment of 2 years with an annual option to extend.