



## **JWC VACANCY NOTICE 260041**

**Job Title:** Staff Officer (Exercise Planning)

**NATO Body:** Joint Warfare Centre (JWC)

**Primary Location:** Stavanger, Norway

**Schedule:** Full-Time

**Salary (Pay Basis):** 93,933.00 NOK Monthly

**Grade:** G15 / A-2

**Clearance Level:** NATO Secret (NS)

**Application Deadline:** 1 March 2026

### **DESCRIPTION**

NATO's Joint Warfare Centre (JWC) is looking for a motivated and experienced Staff Officer to join its Exercise Planning Team. The post will play an active part in planning and delivering a designated NATO training exercise, working closely with their team to support every stage of the planning cycle. In this role, the Staff Officer will be assisting the Officer of Primary Responsibility (OPR) and serving as a key Point of Contact (POC) for the assigned exercise. To be successful in the position, the post holder must demonstrate a thorough understanding of NATO exercise planning processes and the capability to operate effectively in a collaborative, multinational environment.

### **SUMMARY**

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness.

The Exercise Planning Branch provides the exercise planning personnel, project management framework, and supporting processes to conduct NATO training exercises.

The team is designed to provide functional planning and delivery support for a nominated NATO exercise/event. Allocated in direct support of an EPT formed within a Programme as per the matrix management organisation.

The individual will be part of a dedicated OPR but will at times be required to support other OPRs and other planning activities to meet the outputs of the JWC.

## **REPORTS TO**

Branch Head (Exercise Planning)

## **PRINCIPAL DUTIES**

The incumbent's duties are:

- Represent the Commander of the JWC (COM JWC) as the Officer Directing the Exercise (ODE) across all exercise planning events and activities.
- Accountable for meeting the JWC commitments for a nominated NATO training exercise as outlined within the Exercise Initiation (EXINT), Exercise Specification (EXSPEC) and the Exercise Plan (EXPLAN).
- Contributing to the development of ODE inputs to exercise documents.
- Plan activities into the JWC long term Program of Work, including key events with senior leader participation.
- Routinely inform Deputy Chief Of Staff (DCOS) ET&I, and as required the COM and Chief Of Staff (COS) on the exercise status, costs, schedule performance, staffing and risks.
- Pro-actively engage with identified training audiences to clarify exercise training requirements and identify the optimal WAYS and MEANS to meet the requirements.
- Project manage the cross functional JWC resources, primarily through the Exercise Planning Team to meet the requirements.
- Scheduling matters including the generation of the exercise schedule, monitoring and reporting progress against the schedule.
- Coordinating nominated NATO training exercise planning activities with members of the ODE Exercise Planning Team (EPT).
- Responsible for liaising directly with Exercise Planning Group and Board for nominated exercises.
- Preparing and delivering exercise staff orders outlining the exercise objectives, planning framework, considerations, resource requirements and key milestones.
- Routinely brief up to 2-Star level internally to JWC and 3-Star level externally.
- Developing and manage the exercise budget.
- Conducting exercise planning in accordance with JWC Standing Operating Procedures (SOP) 800 and NATO two Strategic Commands (BiSC) 75-3.
- Monitor and manage exercise resourcing, including staffing requirements.
- Monitoring the quality of work and escalate concerns as required.
- Contributing to Lessons Learned for the exercise.
- Generate the appropriate standardized and JWC approved products in support of Exercise Planning Process (EPP) activities. Focus on outputs and not inputs/process.

- Manage, review and authorize exercise related travel proposals in accordance with JWC direction to minimize travel, optimize video teleconferences (VTCs), and only authorize travel for individuals who contribute to the activities.
- Agree EPT staffing and outputs with the appropriate stakeholders.
- Identify, manage, and communicate associated RISKS to exercise delivery, through the ODE and to Officer Scheduling the Exercise (OSE) and Officer Conducting the Exercise (OCE).
- Manage exercise and non-exercise RISKS.
- Support the digital transformation of the OPRs outputs. Standardize products, focus upon outputs, automate and reduce unnecessary staff processes and products.
- Continuous Improvement and Quality Assurance. Continuously update OPR processes to increase resilience within ET&I.
- Routine management duties.
- Personnel matters including allocation of personnel to exercise teams, leave management, non-exercise travel approval and performance appraisal reporting.

## **ESSENTIAL QUALIFICATIONS**

### **Education/Training**

- University Degree and 4 years post related experience, or
- Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.

### **Experience**

- At least 4 years' staff experience at a strategic and/or operational headquarters, Joint Command, and/or Ministry of Defence or equivalent is required. Alternatively, 3 years' NATO exercise planning experience.
- Wide experience in office communication and information tools and systems.

### **Language**

English – Upper Intermediate/Advanced

## **DESIRABLE QUALIFICATIONS**

### **Professional Experience**

- Experience in a NATO or high-level national military headquarters.
- Experience in the operational Joint/combined level (real world operations as available).
- Operated or trained with other NATO nations/forces in a multinational, international or coalition environment.
- At least 2 years Project or Programme Management experience.

### **Education/Training**

- Knowledge and experience of the operational planning process at national, international or NATO levels.
- A qualification in a formal project management methodology (e.g. PRINCE2).

- Understanding of the structures, policies and operating principles of NATO at the operational level and below.

## **ATTRIBUTES/COMPETENCIES**

The work associated with this post requires considerable tact, persuasion and perseverance when dealing with other elements of the HQ staff, International staff and other Agencies. The incumbent must be able to largely independently assess and order tasking priorities, and able to work in a fast-paced, changing international environment. High level of organizational, coordination and communication skills are essential. The candidate must be comfortable dealing directly with individuals holding all ranks on a daily basis.

## **WORK ENVIRONMENT**

The work is normally performed in an office environment.

NOTE: The work both oral and written in this post and in this headquarters as a whole is conducted mainly in English.

## **HOW TO APPLY FOR A NATO CIVILIAN POST AT JWC:**

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed or re-submit the application.

**Applications will not be accepted after the deadline.**

### **Remarks:**

**NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole**

**or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.**

**Notes for candidates:** The candidature of NATO redundant staff at grade G15 / A-2 will be considered before any other candidates.

Please note that the JWC is currently trialling a new organizational structure. Consequently, reporting lines, functional alignments and some duties may differ slightly from those outlined in the vacancy notice.

**Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade G15 / A-2, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

**Contract:**

The successful applicant will be offered a three-year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**Salary:**

Starting basic salary is NOK 93,933.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at [jwc.recruitment@nato.int](mailto:jwc.recruitment@nato.int).