

# INTERNSHIP - Defence Policy and Planning Division (210001)

Status  
Open

Recruiter  
Manojlovic, Nevena

Status Details  
Sourcing

Hiring Manager  
Miclotte, Claire

Primary Location \*  
Belgium > Brussels

Requisition Type  
Professional

Hired Candidates  
0 out of 8

## Vacancy Notice

### Internal Description

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#### Description - Internal

Are you eager to learn more about NATO defence planning and defence policies? Are you willing to work in a dynamic work environment with various stakeholders such as national delegations? Do you have strong drafting skills? You are keen to work at the heart of the preparations of the NATO Defence Ministers' meetings? Then this internship position is for you!

NATO is currently looking for interns in the Defence Policy and Planning Division. 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.

#### SECTIONS:

The Defence Policy and Capabilities Directorate is responsible for supporting the development of Alliance defence policies. 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.

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 Enablement and Resilience Section 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 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.

The Divisional Support Section provides drafting, administrative, organisational and coordination support to the Division. It also provides procedural advice to the Committees served by DPP and coordinates their programmes.

#### WHO ARE WE LOOKING FOR?

##### ESSENTIAL:

The candidates must:

- be in the possession of a Bachelor's degree or in the final stage of a Master's degree preferably in the areas of Political Science, International Relations, Security Studies, International Law, Diplomacy;
- possess the following levels of NATO's official languages (English/French): V ( " Advanced " ) in one; I ( " Beginner " ) in the other;
- computer literacy: Outlook, Word, Excel and PowerPoint.

##### DESIRABLE:

The following would be considered an advantage:

- computer literacy: SharePoint;
- previous professional experience in an international organisation.

COMPETENCIES REQUIRED:

To successfully work with the Defence Policy and Planning Division, you will demonstrate the following competencies:

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

SPECIAL NOTICE:

In order for the Internship Office to assess your eligibility for the Internship Programme, please attach the following documents:

- Copy of university qualifications you have completed and/or
- Proof of ongoing studies with the dates clearly mentioned if you are still studying.

We prefer that these documents are in one of the NATO official language (English or French). If you don't have these documents in English or French, please attach a self translation.

Please ensure that all information is complete and accurate before submitting your application.

Amendments after the submission cannot be taken into consideration for the evaluation of your application.

TERMS AND CONDITIONS:

This internship is paid, and you will work full time for the period of six months.

Read more about the Internship Programme, including terms and conditions, and what we offer at our website.

ADDITIONAL INFORMATION:

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 integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.

## External Description

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