

ACT INTERNSHIP PROGRAMME (ACT DIR 50-7)

JOB DESCRIPTION FOR POSSIBLE INTERNSHIP 2021

DIVISION: STRATEGIC PLANS & POLICY DIRECTORATE (SPP)

BRANCH/SECTION: STRATEGIC PLANS AND POLICY BRANCH (PLP)

DETAILS OF PROJECT:

The intern will work in the Strategic Plans & Policy (PLP) Branch, under the supervision of the sponsor and the PLP Branch Head. The main responsibility of the PLP Branch is to provide advice pertaining to strategy and policy matters at the political and military levels. It coordinates the development of unfettered military advice, ensures coherence of ACT's internal work strands in relation to overarching NATO policy and strategy. The Branch interprets high-level political guidance to inform the development of transformation and adaptation initiatives and coordinates strategy and policy initiatives.

The intern will support the branch work in preparation and implementation of tasks related to ACT work with NATO Summit and ministerial meetings. The duties include support to the general PLP work with all aspects of overarching Transformation Plans & Policy, support the development and implementation of SACT's Guidance and Direction to ACT and supports ACT engagements in strategic policy areas. This includes preparation of input to non-papers, presentations, guidance, and direction for all ACT pillars on issues specifically relating to ACT policy and policy from other NATO agencies and commands.

EXPECTED DELIVERABLE(S):

Generally support the ongoing administrative work including unclassified and classified Microsoft SharePoint pages, PLP Library and Data Management.

The candidate is also expected to:

- a. Assist in the preparation of read ahead material, presentations and talking points for senior military staff.
- b. Assist in developing reports and notes from workshops, meetings and other activities within the HQ.
- c. Contribute to analytical discussions and develop individual input to branch work strands
- d. Draft point papers and summaries to support PLP efforts.
- e. Other deliverables based on experience of the selected intern and specific projects.

TYPE OF BACKGROUND/EDUCATION PREFERRED:

Current or recent Post Graduate student in a relevant field e.g. international relations, political science or history, security affairs; however, a postgraduate degree would be more preferable.

Working knowledge of Microsoft Office programmes, preferably including SharePoint.

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