

NATO UNCLASSIFIED
RELEASABLE FOR INTERNET TRANSMISSION

ACT INTERNSHIP PROGRAMME (ACT DIR 50-7)

JOB DESCRIPTION FOR POSSIBLE INTERNSHIP 2022

DIVISION: Joint Force Development Directorate

BRANCH/SECTION: Joint Doctrine and Lessons Learned Branch/Joint Doctrine Section

DETAILS OF PROJECT

1. Joint Force Development (JFD) Directorate is responsible for directing and coordinating Allied Command Transformation (ACT) contribution to Allied Joint Doctrine development. JFD's Joint Doctrine and Lessons Learned Branch acts as the Bi-SC lead to deliver strategic leadership, management and coherence to the Alliances' doctrine development process in coordination with other stakeholders in NATO and the nations, including Allied Command Operations (ACO), NATO Standardization Office (NSO), International Military Staff (IMS), Military Committee Standardization Boards and Working Groups, and Allied joint doctrine custodians. The Branch manages the Allied Joint Doctrine Campaign Plan (AJDCP) and ensures the de-risking of doctrine revision through initiation and management of Allied joint doctrine reviews and data fusion activities.
2. The Intern will, under the guidance of the sponsor and the Joint Doctrine section:
 - a. Support the coordination of doctrine-related activities, in particular with other stakeholders across ACT and in NATO and the Nations.
 - b. Support the Allied Joint Doctrine Campaign Plan (AJDCP) Manager.
 - c. Support the initiation and management of doctrine reviews and data fusion activities.
 - d. Support cross-functional meetings within the vicinity of HQ SACT (no travel).
 - e. Learn and examine the Joint Doctrine Development Process for providing analytical suggestions and recommendations leading to improvements of joint doctrine.

EXPECTED DELIVERABLE(S):

- Preparation of cross-functional meetings within ACT and with doctrine development stakeholders, including development of meeting reports and action lists.
- Assessment of custodian reports and Allied joint doctrine study drafts in support of the Section Head and AJDCP manager.
- Collect and consolidate received responses to "Request for Feedback" questionnaires and preparation of related documents in preparation of Data Fusion Workshops and in support of the Data Fusion Manager.
- Development of properly formatted, laid out and well-written products to improve and enhance cross-functional ACT activities.

TYPE OF BACKGROUND/EDUCATION PREFERRED:

1. The candidate either must be a current Post Graduate (PG) student or recently graduated PG student in a humanitarian study or business management, or Public Relations, or Marketing, or Journalism or equivalent.
2. Demonstrated excellent writing and English language skills. These skills must include the ability to organize documents logically, write clear and concise, grammatically correct, English documents;
3. Interest in Defence and Security issues.
4. Advanced skills with Microsoft Word, PowerPoint and Excel software.