

26578 - Digital Workforce Development Officer (Data and AI)

Location: Oeiras, Portugal.

Period: 610 (start on 12 Oct. 2026)

Deadline: 21 Sep. 2026

Duties/Roles:

- Map the initially identified requirements within the specified discipline to existing E&T solutions and identifying performance deficiencies;
- Expand the mapping, initiated in the 2025 front-end analysis, of NATO NCS Data and AI posts to the Skills Framework for the Information Age (SFIA);
- Review the initial training requirements from the newly introduced Digital Strategic Training Plan (STP) for accuracy and currency, taking into account lessons learned and projected developments within the Discipline;
- Apply the TRA process as described in Bi-SC 075-002 and Bi-SC 075-003 (pre-TRA meeting, requirements collection, opportunities collection, TRA Working Groups), with specific focus on the Data and AI Functional Area (FA), to adequately project upcoming requirements;
- Produce the project TRA Report;
- Participate in the 2026 NITEC/IPB;
- Develop the monthly Situation Reports to HQ SACT, and the quarterly HQ SACT Programme of Work reports.

Skills, Knowledge, Experience Required:

Mandatory:

- The candidate must have a currently active NATO SECRET security clearance;
- A Master Degree in Education & Training / Learning Sciences, Data Science / Information Systems or related discipline at a nationally recognized/certified University with three years post related experience, or a Bachelor in Education & Training / Learning Sciences, Data Science / Information Systems or related discipline at a nationally recognized/certified University, with five years post related experience;
- At least five years of experience in NATO's Global Programming Approach and the Systems Approach to Training (SAT), or in comparable methodologies;

- Understanding of NATO structures (primarily the NCS and NFS), Education and Training Facilities (ETFs), and capability development processes;
- Familiarity with Digital Transformation (DT) and Data/AI concepts and strategies, and the ability to translate emerging technology trends into workforce implications;
- Proven experience in utilising the Skills Framework for the Information Age (SFIA) to assess, map, or develop workforce competencies;
- Demonstrated proficiency in personal computer office automation tools, particularly Microsoft applications, including SharePoint and workflow functionalities;
- Experience working with Learning Management Systems (LMSs);
- Demonstrable competence in identifying training requirements, including the conduct of Training Requirements Analysis (TRA) and the development of Performance Objectives (Pos);
- Fluent in English, capable of reading and interpreting strategic-level documentation and producing executive level documentation;
- Strong analytical capabilities, with a proven ability to interpret large volumes of organisational data (roles, competencies, trends);
- The individual must be able to operate with a high degree of autonomy and accountability;
- Serve and practical knowledge of military CIS, combined with experience in training in a military environment;
- Experience working in Quality Assurance (QA) within an Education and Training Environment;
- Prior experience of working in an international environment comprising both military and civilian elements.

Required Level of Security Clearance:

NATO SECRET.