

STRATEGIC PLANNER

Location: Norfolk, VA, USA (On-site)

Period of Performance: Base Period: 1 January 2026 – 31 December 2026,
Option Period One: 1 January 2027 – 31 December 2027,
Option Period Two: 1 January 2028 – 31 December 2028,
Option Period Three: 1 January 2029 – 31 December 2029,
Option Period Four: 1 January 2030 – 31 December 2030.

The contractor will be under the responsibility of the SALT Branch Head and will be involved in all aspects of SALT work, to include writing reports, coordination of workshops and working groups, and development of numerous products related to Warfare Development.

Tasks:

1. Attend weekly SALT meetings, both scheduled and unscheduled, at the direction of the Branch head.
2. Support implementation of LTMSS PoW.
3. Travel to attend relevant external meetings/workshops/events.
4. Facilitate and prepare workshops and other related events such as wargames.
5. Provide valuable input on NWCC and WDA and offer ideas and related analysis.
6. Interpret military, political, economic, sociocultural, and technological trends and develop alternative ways of assessment.
7. Conduct research and data analysis to inform strategic decisions, especially on China and the Sino-Russian relationship.
8. Understand and shape the NATO's/ACT's strategy and mission.
9. Develop plans to materialize long term strategy and analyse development proposals.
10. Conduct research to identify threats and opportunities.
11. Construct forecasts and analytical models.
12. Monitor and analyse global trends (cognitive topics, international relations, global security environment, industry and market changes, etc.).
13. Be available to ACT leadership for NWCC/WDA related requirements.
14. Collaborate as required with HQ SACT cross-functional teams to provide strategic thoughts and inputs.
15. Provide feedback about their work clearly and concisely.
16. Fulfil other specific WDA and LTMSS related tasks as directed by the SALT Branch Head.

Essential Qualifications

a. Essential qualifications:

1. Demonstrated experience in corporate, government, or academic environment in analysis in the area of international relations, security or strategic studies.
2. Experience in strategic analysis of China and the Sino-Russian relationship.
3. Staff experience at operational and/or strategic level.
4. A basic understanding of Strategic Foresight, Strategic Planning and Execution, Strategic Gap Analysis, Strategy Implementation, Futures Thinking, Digital Transformation and Artificial Intelligence.

5. University degree in international relations, business administration, economics, public administration, operations research or related discipline.
6. A solid background in policy/strategy analysis or strategic planning (at least 7 to 10 years recommended).
7. Previous experience in an international organization / governmental organization, preferably NATO experience.
8. Active NATO or National SECRET security clearance or higher
9. Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) 3333 - Listening, Speaking, Reading and Writing) or equivalent.
10. Proficiency in the use of the Microsoft Office Tool suite and collaborative software

b. Desirable qualifications:

1. An extensive network within the academic and governmental community working on China and Sino-Russian related topics.
2. An ability to build cooperative relationships with academia and governmental partners.
3. The capacity to work under general direction within a clear framework of accountability with substantial personal responsibility.
4. An ability to effectively multi-task and prioritize in a fast-paced environment, delivering requested products/tasks in due time.
5. The capacity to work effectively as the member of a multinational and multi-disciplinary team.
6. Execute a broad range of complex professional or technical work activities in a variety of contexts.
7. An ability of disciplined and systematic approach to problem solving.
8. An ability for a comprehensive approach based on credible evidence, the most probable counterarguments and risks.
9. Excellent ability of using contemporary office tools, including MS office and communications systems.
10. Excellent written and oral skills.