

## POST REQUIREMENTS FORM

**Post Title**                      **Project Analyst**  
**Reference Number**        **A2-PSO-1802-12-NLD**  
**NATO Grade**                **A2**  
**Name**

Dear Applicant,

This form has been specifically designed to aid the NC3A Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy.

This form consists of 2 parts – Essential and Desirable Qualifications. Under column B, please provide factual information stating how you meet the respective essential and desirable criteria.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<https://www.nc3a.nato.int/Opportunities/Pages/Vacancies.aspx>).

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NC3A Recruitment Office ([recruitment@nc3a.nato.int](mailto:recruitment@nc3a.nato.int)), together with duly completed NC3A Application Form.

**Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.**

### PART 1 ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
<b>Education/Training</b>	
A university degree in a relevant discipline or equivalent combination of appropriate qualifications and experience	
<b>Professional Experience</b>	
At least two years' experience in a Customer Funded organization with responsibilities within a Project Support Office or within the Project Management domain	
At least two years' experience in using a project management / project planning methodology, and associated project management tools and techniques; PRINCE2 and the PMI BOK are used by NC3A	

<p>Good overall knowledge and experience in all aspects of project management data collection, analysis and control, including progress tracking</p>	
<p>Ability to use modern office automation tools, such as MS-Office and in particular Microsoft Project</p>	

**PART 2**  
**DESIRABLE QUALIFICATIONS**

<b>Desirable Qualifications of Post</b>	<b>Corresponding Qualifications of Applicant</b>
<b>Education/Training</b>	
<p>Project Management certification, i.e.PRINCE2, PMI or equivalent</p>	
<b>Professional Experience</b>	
<p>Knowledge of Financial Management and Human Resource Management</p>	
<p>Ability to provide Project Management mentoring and training</p>	

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NATO C3 Agency. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination.”

\_\_\_\_\_

Full Name (in Print)

\_\_\_\_\_

(Date)