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Duty Location: **Brussels, Belgium**

VACANCY NOTICE

Principal Project Management Officer (2 posts)

Production Segment

Grade: **A4**

Reference Number: **A4-DOP-PM-12-BEL**

This vacancy notice covers two posts within the NATO C3 Agency (NC3A), an organization of the North Atlantic Treaty Organization (NATO);

The NC3A serves the Alliance through unbiased application of scientific and technical support, and C4ISR (Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance) acquisition expertise;

These two posts are assigned to the Production Segment, one in CAT 7 and one in CAT 9 whose mission is to provide, through the Director of Production, the Directors Sponsor Accounts (DSA) and under the guidance of the Chief Technology Officer (CTO), services and products to sponsors through successful completion of contracted projects; in the areas of Infrastructure Services, Core Enterprise Services and NII Communication Services.

Capability Area Team 7 – Core Enterprise Services – through the application of facilities, skills and competencies, executes projects in the areas of Infrastructure Services and Core Enterprise Services, e.g. Infrastructure Resource Services, Distributed Infrastructure Services, Infrastructure Data Services, Discovery Services, Repository Services, Interaction Services, Mediation Services, Content and Document Management Services, Information Systems Equipment as well as related Services Management and Control and Information Assurance Services. In addition to the technology that addresses these services, the CAT is also responsible for the design of their integration with the Communication Services and User Applications Service components of the overall NATO Architecture.

Capability Area Team 9 – NII Communication Services - through the application of facilities, skills and competencies, executes projects in the areas of Networking and Communications Infrastructure, e.g. Transmission Services terrestrial, wireless and SATCOM, Network switching Infrastructure and common services such as telephony, Video Teleconferencing. In addition to the technology that addresses these services, the CAT is also responsible for the design of their integration with the application and security services.

Responsibilities of the Posts:

The Principal Project Management Officer:

- Is responsible for the planning, implementation and management of assigned projects in either the Infrastructure and Core Enterprise Services area or the Communications area in accordance with the appropriate NATO regulations and NC3A project management policies and procedures;
- Execute the necessary Quality Assurance functions essential to the successful delivery of capability and services;
- Participate in other project management related activities.

Duties:

Under the direction of the Chief Capability Area Team assigned, but largely on his/her own initiative, the incumbent shall be required to maintain his/her own core competency in the area of core enterprise or communication services and project management.

In addition, the incumbent shall perform the following duties:

- Manage time, cost and quality of all facets of the assigned project(s) and services during its whole lifecycle. In particular:
 - Direct, manage and motivate the team members;
 - Develop and maintain agreed project plans and detailed stage plans compliant with the NC3A/Prince2 project approach;
 - Monitor and control project progress and prepare reports to management as required;

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- Tailor expert knowledge to meet specific circumstances;
- Identify, plan, allocate and manage the deployment of resources to meet project milestones and initiate corrective actions when necessary;
- Build and sustain effective communications with different stakeholders;
- Prepare Type 'B' Cost Estimates (TBCE) for new projects as required;
- Ensure the accurate development of bidder packages for procurement projects within his/her area of responsibility;
- Apply quality management principles and processes.
- Provide relevant inputs to the various Agency's reports;
- Provide technical and professional guidance in the concept, development and execution of Information or Communication Systems projects, and where necessary contribute directly to project deliverables;
- Maintain accurate budget accounting to ensure financial resources consumed in accordance with approved project plans;
- Utilise the Agency Integrated Management Information System (IMIS) to provide up to date and accurate project data;
- Give briefings and presentations;
- Maintain engineering and technical competencies and contribute to the CAT's scientific Program of Work as required.

Under direction of the Chief Capability Area Team

- Be allocated to projects within CAT portfolios;
- Stay abreast of technological developments relevant to the area of work;
- Implement the Agency's methods and standards in project management;
- Participate in project management training aspects;
- Advise the CAT on skill set development or personnel allocation if requested;
- Perform any other duties as may be required.

Essential Experience and Education:

- A university degree in Computer Sciences, Electrical Engineering or related discipline, equivalent to a Master's and supplemented by relevant postgraduate qualifications. The lack of a university degree may exceptionally be compensated by the demonstration of particular abilities or experience of interest to the Agency;
- A recognised project management training and recent extensive experience (at least eight years) in the Project Management of major information system infrastructure projects, such as data centre implementations, for a large organisation. The lack of formal project qualification can be compensated by the demonstration of expertise and experience in the domain; NC3A standard in PRINCE 2 methodology.
- Experience in managing, planning, design, system engineering and implementation of significant Information or Communication Systems infrastructure projects;
- Experience in the Service design and service acquisition where outsourcing or procurement of services is the appropriate acquisition strategy for satisfy user requirements.
- Knowledge and experience in state-of-the-art technologies, relevant to the work, including information processing and transfer of information;
- Significant knowledge of international, commercial/industrial standards for information processing and transfer of information;
- Proven ability to communicate effectively orally and in writing with good briefing skills.

Desirable Experience and Education:

- Experience as a project team leader in CIS projects;
- A formal qualification in management and management techniques;
- Conversant with NATO policy and procurement procedures;
- Experience of working in an (international) environment, comprising both military and civilian staff;
- Experience in working in NATO's committee structure;
- Experience in applying multi-discipline engineering and management techniques to the acquisition of complex communication and information systems;
- Knowledge of ACT, ACO and NATO responsibilities and organization.

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Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.

Note: Most of the work of the NATO C3 Agency is conducted in the English language.

Personal Attributes:

- The incumbent should possess the personal qualities of tact, judgement and adaptability as well as good political awareness and motivational and listening skills. In addition, a sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and the NATO nations, as well as with staff from private scientific/industrial organizations is needed.

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the Brussels, Belgium and the Hague, the Netherlands offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent is responsible for:

- Maintaining liaison with the other Project Managers, scientists, engineers and other staff to ensure the integrity and coherence of NATO C3 systems and capabilities;
- Maintaining close contact with the Agency's Customers to exchange information on funded and approved projects/services;
- Maintaining a close relationship with the appropriate levels of NATO bodies involved in NATO CIS processes;
- Representing the Agency in assigned NATO committees, steering groups/boards as required;
- Maintaining contact as required with representatives of industrial organisations within the NATO nations;
- Liaison as required with national organisations with related role and responsibilities in system implementation and acquisition.

Supervisory/Guidance Duties:

Responsible for the effective supervision of assigned staff.

Working Environment:

- Normal office environment.
- Military headquarters, as required, both inside and outside normal NATO operational areas.

Security Clearance Level:

NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 6,969.13 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "A4-DOP-PM-12-BEL") and send it to recruitment@nc3a.nato.int by close of business (CET):

Thursday, 5 April 2012

It is intended that the interviews will take place in the week of 21 May 2012.

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.
- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO C3 Agency application forms can be downloaded from the internet at <https://www.nc3a.nato.int/Opportunities/Pages/Vacancies.aspx>