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Duty Location: **Brussels, Belgium**

## VACANCY NOTICE

### Programme Manager AIS

**Sponsor Account – NNEC Implementation Programmes**

Grade: **A5**

Reference Number: **A5-DSA-NIP-1547-12-BEL**

This is a position 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;

The Programme Manager AIS is responsible for coordinating and managing the undertaking, execution and delivery of all NC3A projects and programmes in support of AIS.

The main roles of the sponsor account are to:

- Manage sponsor relationships to include developing and managing business and strategic partnerships across the account, thereby ensuring that the projects and programmes within the portfolio are coherent, well managed and consistent;
- Solicit and coordinate requirements from sponsors;
- Coordinate and adjust priorities of projects;
- Monitor, understand, and communicate to the sponsor the delivery status of projects or elements of projects;
- Conduct strategic planning for the NATO Agencies and National Organizations Account segment;
- Manage sponsor needs and solutions;
- Lead business development on Alliance Information Services and supporting communications services.
- Regular contact with the sponsors at the senior leader level.

#### **Duties:**

- Strategic Planning:
  - Produce the general Agency Strategic Objectives in this area and annually a three-year Strategic Plan that will define the expected outlook of NC3A involvement with AIS, and describe how the NC3A competency areas, resources and NC3A tools including the NC3A Battle Laboratory should develop to best support this engagement.
- Sponsor Development:
  - Under the direction of Director Sponsor Account (DSA), initiate, develop and maintain relationships with the sponsors, to manage sponsor needs and solutions, to develop business across the account, thereby ensuring that the projects and programmes within the programme are coherent, well managed and consistent;
  - Initiate, develop and maintain new business relationships and strategic partnerships and initiate and develop larger projects with sponsors;
  - Strengthen the sponsor relationships at the programme level and ensure that interactions with the sponsor at all levels form a coherent whole;
  - Coordinate with Capability Area Team (CAT) Chiefs to ensure that recurring business is supported and to facilitate maintenance of routine business relationships;
  - Prepare personnel from other segments for attendance at venues related to sponsor account. Collect and maintain lessons learned from contacts;
  - Market the capabilities of NC3A, identify new sponsors and ensure the rest of NC3A is aware of the sponsors' needs;

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- Organize workshops and symposia and speak at appropriate venues on items of interest to the sponsors in the NATO context.
- Programmatic Leadership:
  - Provide professional guidance and recommend best practices for related projects and programmes Support business development by proposing possible new areas of work;
  - Take the lead role in processing requests for bids, managing the formal start-up and initiation phase of projects, assessing the relevance of requests and ensuring that the portfolio meets the overall needs of the sponsor and can be properly executed in NC3A;
  - Ensuring coherency of programmatic approaches across all Agency project proposals, with a view to furthering coherence across other programmes under the Chief Technology Officer's (CTO) overall co-ordination.
- Programme Negotiation & Acceptance:
  - Prepare and acquire business under the direction of the DSA by proposing possible new projects based on potential sponsor needs, negotiating with the relevant sponsor terms and conditions of project proposals, as delegated by DSA-NIP in agreement with the Agency overall approval process;
  - Preparing terms and conditions of project proposals, subject to DSA agreement and Agency/NATO approval process;
  - Define, in conjunction with relevant Capability Area Team Chiefs, the requirements for Battle Laboratory Services as applicable;
  - Contribute to the relationship with the sponsors, including supporting the development of requirements.
- Programme Execution:
  - Organize internal work arrangements, such as internal work orders, with the relevant CATs for the production of all the items required by the sponsor and ensure that the required items are produced on-time, cost and schedule during project execution;
  - Provide advice, as required, for the DSA in relation to the impact of related work across the other areas of responsibility of the DSA;
  - Lead and coordinate the for formal issuance of project price proposals, acceptance of products/projects by the sponsors, and formal closure of projects;
  - Closely monitor projects to ensure that they are properly executed in line with the agreement with the sponsor and inform sponsors of any problem.
- Act as a member of NATO committees, working groups and panels, as appropriate according to expertise;
- Deputize for the Director Sponsor Account – NIP, as required;
- Performs other duties as may be required.

### **Experience and Education:**

- A university degree in a relevant scientific or engineering discipline equivalent to a Master's. Exceptionally, the lack of a Master's degree may be compensated by a lower academic qualification combined with the demonstration of particular abilities or experience of relevance to this post;
- At least 10 years relevant experience, including:
  - Military operational (preferably joint and/or CIS) experience together with recent NATO experience in command functions or in equivalent positions in one of the NATO Agencies with direct exposure to NATO Military Operations as main element of the job, including recurring presence in operational theatres;
  - Experience in the development, implementation or management of Command and Control Information systems, Military Management Systems, Information systems or Communication systems.
- Proven management ability gained in a senior staff function in a national or international defence organization;
- Proven ability to work successfully with both military and civilian staff at various ranks/levels;
- Practical experience in C3 planning in a military or defence organization;
- Ability to direct and guide tasks taking into account NATO/national policies, programmes goals and priorities, funding and other planning constraints;

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- Practical experience with urgent procurements in a NATO or National environment;
- Decision Quality and Managerial Courage as required by the frequent need to take very rapid decisions (not always with all data available) and the magnitude of the potential consequences deriving from different courses of action;
- Knowledge of NATO NSIP Programme and key NATO commands' and organizations;
- Recent experience in developing strategic vision, programme implementation strategy and related individual goal and objectives;
- Proven ability to effectively communicate orally and in writing with good briefing skills;
- Project and portfolio management experience;
- Proven leadership of teams and management of staff.

### Desirable Experience and Education:

- Knowledge of NATO responsibilities and organization, including ACO and ACT;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Relevant post-graduate qualifications;
- Formal qualifications/certification in project management, preferably PRINCE2;
- Experience working in NATO's committee structure;
- Conversant with NATO CIS policies and procedures;
- Knowledge of the NATO Infrastructure Process;
- Formal qualification in management.

### 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.

### Competencies:

- Strategic agility –Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans
- Managing Vision and Purpose – Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.
- Motivating others – Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
- Decision Quality – Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- Directing others – Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.
- Interpersonal savvy – Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Process management – Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.;
- Managerial courage – Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people

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problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

### 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:

- Establishing and maintaining external contacts with civilian and military staff (regularly at the general officer, or equivalent level) in bodies such as NATO Agencies, national Ministries of Defence (MoD) and laboratories and private scientific and industrial organizations, the European Union, the European Defence Agency (EDA), the United Nations, etc.
- Coordination and cooperation with other Agency segments, project managers, sponsor points-of-contact and other individuals and groups that may influence the work or resources.

### Supervisory/Guidance Duties:

- Provide first level line management of directly assigned staff;
- Contribute to the performance reports as required, of staff assigned to the portfolio.

**Working Environment:** Normal office environment.

**Security Clearance Level:** NATO Cosmic Top Secret

### Starting Salary and Contract Offer:

- Starting basic monthly salary is 8,071.11 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 "A5-DSA-NIP-1547-12-BEL") and send it to [recruitment@nc3a.nato.int](mailto:recruitment@nc3a.nato.int) by close of business:

**Friday, 30 March 2012**

**It is intended that the interviews will take place in the week of 14 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>