



Duty Location: Brussels, Belgium

VACANCY NOTICE

Programme Coordination Officer (PCO)

Programme Management Division

Grade: A2/A3

Reference Number: **A15(2013)(NAG)**

The NATO Alliance Ground Surveillance Management Agency (NAGSMA) is a NATO body chartered to procure and field the NATO-owned and operated Alliance Ground Surveillance (AGS) core capability. This post is assigned to the Programme Management Division (PMD) that is accountable to the Programme Manager (PM)/Deputy General Manager (DGM) in supporting the execution of the AGS core Contract. This support includes organizing, expediting and synchronizing all programme management related tasks.

Overarching Responsibility

This post is responsible for directly supporting the PM/DGM in the timely execution of the AGS Core and Initial In-Service Support (I-ISS) contracts. In addition, he/she is to provide direct support to the Technical, Programme Control and User Requirements Branches.

Duties

Under the authority of the PM/DGM, the PCO is responsible for the following activities and duties:

- Acting as the intermediary amongst all NAGSMA divisions/branches for communicating the vision and mission of the PM/DGM;
- Serving as a taskforce manager for strategic initiatives being initiated by the PM/DGM;
- Facilitating interdivisional cooperation to maximize productivity and total agency effectiveness;
- Providing strategic planning and support in the execution of the AGS Core and Initial In-Service Support (IISS) contracts;
- Performing special studies, preparing reports and contributing to key strategic recommendations and alternatives to the PM/DGM.
- Effectively integrating all programme related information/inputs from within the PMD and external community;
- Developing communications between meetings, setting agendas, creating initial drafts of communications to key strategic audiences, prioritizing plans to address issues impacting progress to achieve benchmarks;
- Coordinating and preparing all PMD related meetings (internal and external), planning/setting agendas, managing the completion of meeting minutes and action items;
- Setting up and maintaining the PMD's office tracking system for taskers and various action items;
- Connecting with NAGSMA staff and informing the PM/DGM on progress and/or upcoming issues;
- Developing various briefing charts, talking points and white papers for the PM/DGM, as required;
- Performing ad hoc tasking from the PM/DGM:

- Disseminating information and communicates formal and informal policies to the NAGSMA Staff on behalf of the PM/DGM;
- Ensuring that meetings attended and/or chaired by the PM/DGM are properly supported including administrative/ secretarial services, preparation of minutes, record and/or decision sheets;
- Ensuring the proper dissemination of decisions and instructions of the PM/DGM to the appropriate organizational elements within the Agency;
- Ensuring that briefings, speeches, and other documents required by the PM/DGM are prepared in a timely fashion; with proper level of detail and content reflecting the respective event;
- Issuing tasks to the NAGSMA staff in response to decisions taken by the PM/DGM and NAGSMA senior staff;
- Reviewing, vetting and validating all out-going correspondence under the PM's signature for internal coordination, consistency, completeness, clarity and conformity with NATO and NAGSMA policy and procedures; and
- Performing other duties, as required and directed by the PM/DGM.

Professional Contacts

The PCO will work closely with the PMD staff and Branch Chiefs in coordinating of follow-up action on various tasking, decisions, correspondence etc. He/she must coordinate closely with PM/DGM on all Agency related workload associated with tasking, reports, briefings, etc. In addition, he/she will be required on behalf of the PM/DGM to promote and maintain professional relationships with senior members of NATO bodies like SHAPE, NCIA, NSPA, IS and commercial entities related to the Programme activities.

Working Environment: Normal office environment.

Travel Requirements: Business travel to NATO and national facilities including the MOB.

Qualifications and Experience:

Essential

- A university degree in an appropriate discipline such as Engineering, Business Administration, Political Science, preferably equivalent to a Master's degree, or equivalent combination of national/military qualifications and experience;
- At least five years of experience in working in executive staff office in a national or international organization;
- Proven practical staff experience with strong organizing skills at a NATO body or a national / international governmental organization;
- Excellent verbal, written, presentation, communication and facilitation skills and the ability to interrelate with senior management in order to ensure efficient and effective operations in support of the PM/DGM;
- Ability to understand, assess and mitigate management issues;
- Ability to prepare papers and briefings on ad hoc notice with speaking notes for the PM/DGM;

- Ability to analyse problems and complex matters in a multifaceted, sometimes difficult international environment and applying sound judgement;
- Ability to maintain loyalty and work successfully with senior staff;
- Have the tact and discretion necessary for this post, as much of the work is of a personal and confidential nature; and
- Ability to effectively handle an electronic office including standard MS Office applications.

Desirable

- Knowledge of the NATO structure with emphasis on NATO HQ, International Staff and CNAD;
- Knowledge of NATO policy, regulations and procedures;
- Knowledge of program/project management principles, e.g. PMI, PRINCE2, MSP, ITIL etc.;
- Graduate of national or NATO staff course.

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 organisations is needed.

Language Proficiency:

The incumbent must have a thorough knowledge of the English language, which is the official working language of the organisation. He/she will be called upon to deal with complex problems and to draw up documents in English.

NOTE: All of the work of the NAGSMA is conducted in the English language.

Starting Salary and Contract Offer:

- Starting basic monthly salary is 4,860.48 Euro at A2 grade, 5,997.17 Euro at A3 grade 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** and send it to recruitment@ncia.nato.int quoting reference **A15(2013)(NAG)** by close of business (17:00 CET):

Friday, 8 March 2013

Please note that **only nationals of the NATO AGS Participating Nations are eligible to apply for NAGSMA posts.** This includes nationals of: Bulgaria, Czech Republic, Denmark, Estonia, Germany, Italy, Latvia, Lithuania, Luxembourg, Norway, Romania, Slovakia, Slovenia and United States of America.

German applicants who are active military personnel or civil servants are to submit their applications through the appropriate national authorities. Other candidates who are not one of these categories may send their applications to the German Delegation to NATO I-11-na@brue.auswaertiges-amt.de or Richard.Schell@diplo.de

Italian nationals are to submit their applications through the Italian Ministry of Defence, STATO MAGGIORE DELL'AERONAUTICA, 4° REPARTO "Logistica", Palazzo Aeronautica, Viale dell'Universita, 4,00185 Roma, Italy.

U.S. applicants who wish to be hired by NAGSMA on a reimbursable (i.e. Seconded) basis should send an email to USNATOPERSONNEL@state.gov for further information about that process. The subject line of your email should read REIMBURSABLE. NOTE: Only selected A-grade postings are offered on a reimbursable basis.

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 Communication and Information Agency application forms can be downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>