

POST REQUIREMENTS FORM

Post Title Senior Engineer (Project Coordinator Infrastructure)
Reference Number A3-GSRC-Infra-12-NLD
NATO Grade A3
Name

Dear Applicant,

This form has been specifically designed to aid the NCIA 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 (<http://www.ncia.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 NCIA Recruitment Office (recruitment@ncia.nato.int), together with duly completed NCIA 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
Education/Training	
A university degree in architectural or civil engineering, preferably equivalent to a Master's/Bachelor's and supplemented by relevant postgraduate qualifications. Exceptionally, the lack of a university degree may be compensated by the demonstration of particular abilities or experience of interest to the Agency	
Professional Experience	
At least five years relevant experience in managing architectural/infrastructure projects	
Advanced principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration	

<p>Thorough knowledge of civil engineering principles, techniques, policies, and procedures</p>	
<p>Knowledge and experience in modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting concepts and applications</p>	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Professional Experience	
<p>Prior experience of working within or with the Dutch Ministry of Defence and its infrastructure department (DVD) environment</p>	
<p>Prior experience with TBCE (Type B Cost estimate) and having the knowledge on how to submit a successful (CP) Capability Packages</p>	
<p>Prior experience of working and dealing with the NATO Infrastructure Committee projects</p>	

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NCIA. 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)