

POST REQUIREMENTS FORM

Post Title **Cost Analyst**
Reference Number **A4-NAGSMA-230-04-11-BEL**
NATO Grade **A4**
Name

Dear Applicant,

This form has been specifically designed to aid the 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. You are required to make entries in **all** blocks in **both** parts under “B” below.

Part 1 lists the Essential Qualifications of the above post. In completing **each** block under “B” in part 1, **you must provide factual information stating how you meet the respective essential qualifications quoted under “A”.**

IMPORTANT: If you do not fulfil ALL Essential Criteria, we strongly advise you not to proceed with your application.

Part 2 lists the Desirable Qualifications of the above post. In completing **each** block under “B” in part 2, you must **either** provide factual information stating how you meet the respective desirable qualification quoted under “A” **or** indicate that you do not meet it.

For more information about this post you are kindly advised to refer to the official advertisement available at our website <http://www.nc3a.nato.int/Opportunities/Subpages/SearchVacancies.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), together with duly completed 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 a field related to at least one of the following disciplines: Business Administration, Management, Accounting, Operations Research, Economics, Applied Mathematics or Engineering or related discipline;	

Professional Experience

At least 8 years of experience in the area of cost estimation/analysis, including life cycle cost estimate development and documentation; price proposal evaluation; negotiations; and EVM, with a majority of experience residing in large scale armament projects/programmes;

Strong leadership skills to include managing, organising, coordinating and executing cost estimating/analysis, price proposal evaluation and EVM assignments;

Extensive experience in evaluating contractor price proposals and providing contract negotiations support;

Extensive experience with and be able to develop independent LCC estimates, including cost modelling; technical baseline development; Work Breakdown Structure (WBS) definition; ground rules and assumptions documentation; development of estimating methodologies; data collection (validation and normalization); sensitivity, uncertainty and risk analysis; comprehensive estimate documentation; and presentation of analysis results;

Experience with advanced cost modelling and risk analysis using various commercial off-the-shelf software tools;

Able to perform quick turn-around "what-if" cost exercises and respond to urgent budget requests;

Knowledge of EVM tools, ANSI 748-A and the National Defence Industrial Association Guides for Earned Value Management;	
Experience in international projects/programmes.	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Professional Experience	
Experience with Integrated Baseline Reviews (IBRs);	
Experience in conducting on-site reviews of contractor cost/schedule management control systems in accordance with the requirements of EVM;	
Knowledge of the NATO organisation, procedures and acquisition processes;	
Basic knowledge of the NATO AGS Core Programme.	

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

(Signature)

(Date)