

Notification of a vacancy

Post/Vacancy Number :	OF4-DIR-1538-11-NLD
Grade :	OF4
Title :	Management Executive
Organisational Element :	Directorate
NATO Body :	NATO C3 Agency
Location/Country :	The Hague, Netherlands
Closing Date :	3 May 2011
Point of Contact :	Mr Jonathan Armstrong (Recruitment Manager)

This is an International Military Post (IMP) for which the selected candidate will have to be a serving military or civilian employed by the government of one of the NATO Nations. The normal duration of assignment on an IMP is three years; it can be renewed subject to agreement between the NC3A General Manager and the supervisory authorities. Emoluments and costs associated with this assignment will be borne by the incumbent's nation of origin.

A. Post Context.

Post 1538, Management Executive, is a position with the NATO C3 Agency (NC3A), an organization of the North Atlantic Treaty Organization (NATO). The NC3A serves the Alliance through the unbiased application of scientific and technical support, and C4ISR (Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance) acquisition expertise. NC3A is organized in a top-level management directorate and distinct yet interrelated segments: Sponsor Accounts Segment; Core Segment; Production Segment, and; Shared Resources Segment.

This post is assigned to the Directorate. The incumbent is responsible to the Directorate for the provision of support to the Deputy General Manager. General direction and day-to-day tasking will be primarily given by the Deputy General Manager.

B. Reports To. Deputy General Manager (DGM).

C. Principal Duties.

Under the authority of the DGM, but largely upon his/her own initiative, with particular focus on activities in The Hague element, will perform duties such as the following:

1. Assist in the proper dissemination of decisions and instructions of the General

Manager (GM) and Deputy General Manager (DGM) to the appropriate organizational elements within the Agency or to external organizations;

2. Assist the Management in ensuring the effective day-to-day flow of information and circulation of action documents, between the Directorate and the functional elements of the Agency and between the Directorate and external NATO and national organizations;
3. Ensure that material submitted to the Directorate by NC3A staff elements has been properly co-ordinated, reviewed for consistency, completeness, clarity and to ensure that it is in conformity with NC3A and NATO procedures and policy;
4. Monitor on-going actions within the Agency and incoming and outgoing correspondence to ensure that the necessary steps are being taken by the functional elements concerned and that all concerned are being kept appropriately informed;
5. Co-ordinate all aspects of VIP visits to The Hague facility including initial contact, agenda preparation and agreement, presentation designation and alignment, and visit protocol activities;
6. Co-ordinate the planning of organizational visits to the Agency (The Hague) such as military and industrial organizations, AFCEA etc;
7. Support other functions within Directorate when supported by DGM, in the planning and execution of the Agency's exhibits at international and national defence-related exhibitions, symposia and conferences;
8. Assist in the preparations of visits by the GM or DGM to outside agencies and organizations;
9. Assist in ensuring that meetings and conferences, chaired by the GM or DGM, are properly serviced, including provision of secretarial services, preparation of minutes, records or reports, and monitoring of subsequent staff actions;
10. Assist to ensure that any speeches, presentations etc, required by the GM or DGM, are prepared;
11. Ensure that protocol matters associated with the GM or DGM's attendance at functions are covered;
12. Provide Directorate lead for coordination and timely submission of quality products to the GM from designated sections of the Agency;
13. Provide intimate support to the GM and DGM as required in meetings and events.

D. Additional Duties.

1. Represent the Directorate at NATO HQ and other external meetings, conferences, etc. as designated by the DGM or the GM;

2. Support the DGM on the day to day administration of NC3A The Hague;
3. Perform any other duties, as may be required by the DGM or GM;
4. Co-ordinate and/or execute other specific tasks as directed by the DGM or GM.

QUALIFICATIONS

E. ESSENTIAL QUALIFICATIONS.

1. Professional/Experience.
 - a. A serving military officer with experience in communications, information systems or related scientific field;
 - b. Ability to understand and assess complex technical issues, and to prepare papers and speaking briefs for the GM and DGM;
 - c. Ability to effectively handle state-of-the-art PC-based tools and applications;
 - d. Proven management ability gained in a staff function in a national or international defence organization;
 - e. Excellent organizational skills and ability to interrelate in order to ensure the efficient and effective operation of all activities in support of the GM and DGM;
 - f. Proven ability to work successfully with all levels of staff;
 - g. Proven ability to communicate effectively orally and in writing with good briefing skills.
2. Education/Training.
 - a. A university degree in an appropriate discipline, preferably equivalent to a Master's or equivalent combination of appropriate national qualifications and experience.
3. Security Clearance. NATO Cosmic Top Secret.
4. Language (Listening, Speaking, Reading, Writing).
 - a. English: L : 4 S : 3 R : 4 W : 3
 - b. French: L : 2 S : 2 R : 3 W : 1
5. NOTE: The work both oral and written in this post and in this Headquarters as a

whole is conducted mainly in English.

6. Standard Automated Data Processing (ADP) Knowledge.

- a. Word Processing: Good knowledge
- b. Spreadsheet: Good knowledge
- c. Graphics presentation: Good knowledge
- d. Database: Good knowledge

F. DESIRABLE QUALIFICATIONS.

1. Professional/Experience.

- a. Experience developing and maintaining intranet or internet web sites;
- b. Experience with NATO and NATO Strategic Commands;
- c. Practical staff experience at Ministry of Defence levels in the field of Command, Control and Communications planning. Prior experience in NATO HQs would be beneficial.

2. Education/Training.

- a. Graduate of a national Command and Staff College;
- b. Knowledge of Dutch language is highly desirable.

G. CIVILIAN POSTS. Not Applicable.

H. REMARKS.

- 1. The Management Executive will have specific responsibility to retain the following professional contacts:
 - a. Co-ordinate and co-operate with staff at all levels within the Agency;
 - b. Promote and maintain professional relations with officials, both military and civilian within NATO and the nations of NATO.
- 2. Personal qualities of tact, judgement and adaptability. Good political awareness and motivational and listening skills. 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 are required.
- 3. A moderate amount of travel is required.

CLOSING DATE:

To apply for this position, **you must complete an application form** (quoting reference "OF4-1538-DIR-11-NLD") and send it through your national authorities for the nomination by close of business:

3 May 2011

Applications not submitted on the NATO application form will not be taken into consideration.

NB: Please note that the NATO C3 Agency is a non-smoking working environment.