



JOB DESCRIPTION

Post Details:

Post Title:	Senior Project Manager	Organisational Element:	JISR
Military/Civilian:	CIV	Location:	The Hague, NLD

Organisation context:

This is a position within the NATO Communications and Information Agency (NCI Agency), an organization of the North Atlantic Treaty Organization (NATO).

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

Organisational Element Statement of Functions:

This post is assigned to the Joint Intelligence, Surveillance and Reconnaissance (JISR) Centre, where the responsibility rests for accomplishing the full life cycle of assigned services. The JISR Centre's Vision is to assure information superiority for NATO. Our Mission is to deliver, support and protect valued Intelligence, Surveillance and Reconnaissance (ISR) capabilities, expertise and services, to maximise operational effectiveness for NATO.

The GeoMetOc Services Branch within the JISR Centre is responsible for the full lifecycle support of the GeoMetOC Application Services. The successful individual will lead the implementation of projects in several warfighting areas focusing on the project management, development, testing and deployment of GeoMetOC Application Services.

Job role description:

The Senior Project Manager leads all activities linked to one or more projects of medium size and complexity to deliver Products to the Customer (either External or Internal) with direct business impact and firm deadlines.

Duties and Responsibilities:

Project management

- Takes full responsibility for the definition, approach, facilitation and satisfactory completion of projects (typically with direct business impact and firm deadlines). This includes the preparation and submission of a Price Proposal, Contractual Package, and contribution to source selection process according to the defined procurement strategy.
- Adopts and adapts project management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches.
- Ensures that realistic project plans are maintained and ensures regular and accurate communication to stakeholders.
- Monitors and controls resources, revenue and capital costs against the project budget and manages expectations of all project stakeholders.
- Identifies, assesses and manages risks/issues.
- Manages the change control procedure, and ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are signed off.
- Ensure projects are formally closed, properly transitioned into operations and, where appropriate, subsequently reviewed, and that lessons learned are recorded.
- Report on Project status.

Requirements definition and management

- Contributes to selection of the requirements approach for projects, selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.
- Defines and manages scoping, requirements definition and prioritisation activities for initiatives of medium size and complexity.
- Facilitates input from stakeholders, provides constructive challenge and enables effective prioritisation of requirements.
- Reviews requirements for errors and omissions.
- Establishes the requirements base-lines, obtains formal agreement to requirements, and ensures traceability to source.
- Investigates, manages, and applies authorised requests for changes to base-lined requirements, in line with change management policy.

User experience evaluation

- Manages user experience evaluation of systems, products or services, to assure that the usability and accessibility requirements have been met, required practice has been followed, and systems in use continue to meet organisational and user needs.
- Advises on what to evaluate and the type of evaluation to use and the extent of user involvement required.
- Works iteratively with design teams to ensure that the results of evaluations are understood and acted upon by designers and developers of systems, products and services.

Contract management

- Supports the preparation and submission of Contractual Packages (especially the Statement of Work and Bidding Instructions).
- Contributes to source selection process.
- Manages/monitors contracts' requirements and deliverables.

Others

- Deputise for higher grade staff, if required;

- Performs other duties as may be required.

Education, Experience and Training (essential):

Education:

- A Bachelor's or higher degree at a nationally recognised/certified University in an information systems or engineering discipline and supplemented by minimum 3 year relevant post-graduate qualifications. Exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency, that is, at least 10 years extensive and progressive expertise in duties related to the function of the post

Experience:

- Recent experience (at least 5 years) in the implementation of C4ISR capabilities and / or development projects for a large organization
- Experience in planning, design, system engineering and implementation of military or other C4ISR systems
- Experience in estimating, planning and management of cost, labour and schedule for tasks and work packages.
- Experience project implementation and life cycle management of complex distributed C4ISR capabilities preferably in the GeoMetOC area.

Training/Certifications:

- A recognised formal Project Management qualification, such as PRINCE2 or PMP. The lack of formal qualifications can be compensated by the demonstration of expertise and experience in the domain

Education, Experience and Training (desirable):

Education:

- A Bachelor's or higher degree with a focus on CIS and/or Geospatial Information Systems

Experience:

- Experience with requirements management as well as validation and testing
- Knowledge of computer and information system networks as well as Geospatial Information Systems.
- Prior experience of working in an international environment comprising both military and civilian elements.

- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Training/Certifications:

N/A

Behavioural competencies:

- *Adhering to Principles and Values* - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
- *Deciding and Initiating Action* - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.
- *Relating and Networking* - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
- *Delivering Results and Meeting Customer Expectations* - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

Language:

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 NCI Agency is conducted in the English language.