Duty Location: Mons, Belgium

JOB DESCRIPTION

Senior Project Manager
Core Enterprise Services
Grade: A-3

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

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

The Core Enterprise Services (CES) Chief is accountable for planning and executing the full lifecycle management activities (design, transition and operations) for the identified area of responsibility. CES provides generic, domain independent, technical functionality that enables and facilitates the operation and use of Information Technology resources. CES services (including: subject matter expertise; software engineering; acquisition; operations and maintenance; and, disposal) are provided in the following technical areas: communication and collaboration, web and information services, infrastructure storage and processing, infrastructure networking, composition and mediation, and managed desktop and end user device services. Services are provided throughout the lifecycle to both internal and external customers.

Duties:

Under the direction of the Chief SL, Deputy SL Chief and Head Project Management Officer (HPMO), but largely on his own initiative, the incumbent will perform duties such as the following:

− Manage projects to ensure projects are delivered within agreed scope, time, cost and quality limits;
− Support reporting and communications with the Service Line and NCIA's top management, in order to ensure projects are monitored and controlled across all management levels;
− Using the MS-EPM (Microsoft Enterprise Project Management) framework used by NCIA, develop and maintain agreed project plans and detailed stage plans in compliance with the NCIA’s directives and project management best practices;
− Monitor and control project progress to ensure resources are consumed in accordance with the approved budget and within the approved timelines;
− Identify, plan, request and manage the deployment of resources to meet project milestones and initiate corrective actions when necessary;
− Deputize for higher grade staff, if required;
− Performs other duties as may be required.

Experience and Education:

− A Master of Science (MSc) degree at a nationally recognised/certified University in a related discipline with 5 years post related experience;
− Or a Bachelor of Science (BSc) degree at a nationally recognised/certified University in a related subject with 7 years post related experience;
Or exceptionally, the lack of a degree may be compensated by a lower academic qualification combined with the demonstration of particular abilities or experience of relevance to this post, or with a military experience in a related subject;

Recent experience (at least five years) and knowledge in the successful project management of ICT projects for a large organization;

A formal project management qualification such as PRINCE 2 or PMI PMP;

Proactive attitude in seeking and maintaining trust from stakeholders.

Desirable Experience and Education:

Extensive experience with the MS-EPM Toolset;

Knowledge and experience with the practical implementation of ICT projects;

Industry leading certification;

Prior experience of working in an international environment comprising both military and civilian elements;

Knowledge and experience with NATO’s procurement process for ICT projects.

Language Proficiency:

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.

Competencies or Personal Attributes:

Persuading and Influencing – Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one’s impression on others.

Working with People – Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

Applying Expertise and Technology – Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.

Adapting and Responding to Change – Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

Coping with Pressures and Setbacks – Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.

Travel:

Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices;

May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent is responsible for:
– Establishing and maintaining internal and external contacts with stakeholders in organisations such as ACT, ACO, NATO civil Agencies, NATO HQ entities and private companies.

**Supervisory/Guidance Duties:**

The incumbent shall:

– Provide professional guidance and instruction to other project managers, engineers, scientists and project assistant personnel;

– In co-ordination with the HPMO, ensure proactive collaboration and coordination with internal and external stakeholders.

**Working Environment:** Normal office environment.