

Duty Location: **Mons, BEL**

JOB DESCRIPTION
Senior Project Manager
NCI Agency Enterprise Services
 Grade: **G17**

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

The NCI Agency 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.

NCI Agency Enterprise Services (NES) provides and manages effective and efficient technical and administrative services to the NATO Communications and Information Agency (NCI Agency) and acts as the interface to external customers/partners such as ACO, ACT and NATO Office of Shared Services (OSS) in the area of technical and Agency Enterprise services. NES provides direct services for the Agency's major locations (Brussels, The Hague, Mons and Oeiras), and provides direction and guidance to the Agency general service functions at the geographically dispersed locations (CIS Support Units (CSUs), and CIS Sustainment Support Centre (CSSC)). NES provides policy oversight for Agency substructure and provides selected direct services to 3rd parties. NES includes eight branches that provide the Agency with the following services: Security; Facility; Design and delivery of C4ISR Prototypes; Travel and Transport; Supply and Stores; Conference Services; Creative Media Support (including Agency branding and Reproduction Services); and, Registry.

NES provides direct support to the Infrastructure Change Programme (so-called Programme 2025) in terms of expertise and dedicated manpower to perform project management functions at location level. Mons in Belgium for this particular position.

The incumbent acts as Project Manager for selected activities relevant to the Programme 2025 to be executed in Mons and Braine-l'Alleud. Those consist of implementing new Agency facilities in coordination with Host Nation (HN) Belgium (BEL) and the relocation of staff and assets in accordance with the Infrastructure implementation plan.

Although included in the NES – Buildings and Facilities Branch and in line with the matrix organization implemented by the Agency, the incumbent will report to the Programme 2025 Programme Manager for the entire duration of the Infrastructure project.

The incumbent works closely with Agency senior management personnel on all building and facility related issues.

Duties:

Under the direction of the 2025 Programme Manager, but largely on own initiative, the incumbent will perform duties such as the following:

- Provide expert knowledge of project management methods for major building extension, renovation and construction. The incumbent will work in close cooperation with the Ministry of Defence of Belgium and NATO Command Structure Elements (such as ACO) in order to coordinate any required permits, provide oversight of costs, schedule, risk, security, and change management aspects of the renovation, design and construction of a new building in Belgium - and coordinate the move of all occupants and technical assets in current buildings and temporary facilities to new and/or premises;
- Liaise and pro-actively take necessary actions and ensure third parties' development plans will not hamper or obstruct the Agency infrastructure development plan;

- Develop joint plans with stakeholders, generally NATO or Belgian National organization, which may run parallel or potentially interfering infrastructure activities and monitor developments, raising in due time suggestions and concerns to avoid any impact on Agency's operations and business continuity;
- Actively initiate and arrange the support from any Host Nation Authority involved in the infrastructure development and construction process;
- Scheduling, drafting, planning and supporting implementation of necessary major reallocations of staff and assets to ensure a minimum disruption of the Agency Business Continuity operational requirements;
- Ensure continuous coordination with all the involved stakeholders in SHAPE, Mons, Belgium. Lead any required initiative or project to support implementation of the Agency's infrastructure Programme, in line with the HN BEL agreement and Programme 2025 Senior Responsible SRO guidance;
- Plan and ensure that critical facilities and infrastructure are identified and protected, to foresee any loss of service is mitigated to fullest extent possible;
- Support the reporting on assigned projects to the Programme Manager as part of reporting to the higher echelon (within and outside Agency remit), as required and mandated by Programme 2025 SRO;
- Support the enabling of effective change and realisation of projected benefits with the scope of assigned projects;
- Deputize for higher grade staff, if required;
- Performs other duties as may be required.

Experience and Education:

- A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in a related discipline and 3 years post-related experience.
- Or 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.
- At least 3 years relevant experience in managing architectural/infrastructure projects;
- Experience of project managing (major) infrastructure projects, ideally in complex multinational or multi-disciplinary teams;
- Possess Project management methodologies certification/qualifications (i.e. MSP, PMI, PRINCE2);
- Advanced principles and practices of capital improvement programme budgeting, cost estimation, funding, project management, and contract administration;
- Thorough knowledge of civil engineering principles, techniques, policies, and procedures;
- 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.

Desirable Experience and Education:

- Prior experience of working within or with National Ministry of Defence organization;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Prior experience of working and dealing with the NATO Security Investment Projects (NSIP);
- Prior experience with TBCE (Type B Cost estimate) and having the knowledge on how to submit a successful Capability Packages (CP);
- Knowledge of NATO responsibilities and organization, including ACO and ACT;
- Proficiency in using Microsoft Office suite or software, SharePoint workflows and Enterprise Project Management software;

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:

- 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.
- Formulating Strategies and Concepts - Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.
- 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.
- 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.
- Achieving Personal Work Goals and Objectives - Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.