

JOB DESCRIPTION

Head of Prototype Engineering Centre

NCIA Enterprise Services – Prototype Engineering Centre

Grade: **G14**

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

To strengthen the Alliance through connecting its forces, the NCIA 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 Alliance's business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

NCIA Enterprise Services (NES) provides and manages effective and efficient technical and administrative services to the NCIA and acts as the interface to external customers/partners such as ACO, ACT and NATO Office of Shared Services (OSS). NES provides direct services for the Agency's major locations (Brussels, The Hague, Mons and Braine-l'Alleud), and provides direction and guidance to the Agency general service functions at the geographically dispersed locations (CIS Support Units (CSUs), and 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.

The Prototype Engineering Centre's function is to create and show mechanically stable and fully functional prototypes of products that can be demonstrated in a real, military environment and to offer assistance in all (electro) mechanical engineering matters that arise in NCIA projects.

The major responsibilities of the incumbent will be to ensure conversion of concepts into (electro) mechanical prototypes and products, in accordance with ARBO and safety regulations, ensure proper operation and maintenance of machinery and measurement equipment and exercise good practice of work and projects.

Duties:

Under the direction of Deputy Chief NES, but largely on own initiative, the incumbent will perform duties such as the following:

- Manage the Prototype Engineering Centre (PEC), to include setting work priorities, allocating manpower and keeping records of work;
- Prepare budget inputs and act as task manager for operating and maintenance and investment budgets related to the branch;
- Supervise the branch staff, associated contractors and liaise with NCIA staff on all matters pertaining to the branch;
- Ensure Prototyping support for the Agency, ensuring a high standard of services;
- Coordinate the design work and planning of the assembling activities for the required prototypes in collaboration with the scientists and technicians of the production segments;
- Monitor the daily use of all workshop machines/tools/equipment in accordance with the Dutch safety regulations;

- Determine the requirements for engineering equipment and materials;
- Maintain all the prototyping facilities, including those sites for which the PEC is responsible;
- Provide day-to-day control of the PEC, including coordination of activities, monitoring progress and quality, and budget matters;
- Translate Agency/scientific conceptual requirements into specifications for the workshop in accordance with national and international civil and military (NATO) standards and give advice on procurement, feasibility and realisation;
- Responsible for the design, implementation and testing of prototypes;
- Develop new business opportunities with existing and new customers;
- Expand the visibility and reputation of PEC in an effort to attract new internal customers;
- Provide quotations and cost estimates for the provision of all deliveries of PEC to internal and external customers;
- Investigate, specify and monitor current and future needs (equipment, maintenance and parts, material and supplies) for the PEC to keep up to date with technical developments and productivity at the Agency;
- Keep records of technical information related to the Programme of Work;
- Participate in the procurement of relevant tools, equipment and materials;
- Keep up to date knowledge of trade and skills;
- Deputize for higher grade staff, if required;
- Perform other duties as may be required.

Experience and Education:

- Higher vocational training in a relevant discipline (such as, mechanical engineering or equivalent combination, at a higher technical level) with 4 years post-related experience;
- Or a secondary educational qualification with 6 years post-related experience;
- At least 4 years' relevant experience in the field of design and development of (electro) mechanical solutions and equipment;
- Extensive experience with Autodesk Inventor and AutoCAD designing software or equivalent software;
- Experience of:
 - CNC machining (lathing, milling and water jet) using CAM software;
 - Advanced welding techniques based on certificates of TIG/MIG welding;
 - 3D printing experience in both metal- and polymer additive manufacturing;
- Experience and skills in supervision of staff.

Desirable Experience and Education:

- Previous experience of the following software: Microsoft Office suite;
- Knowledge of electrical systems and wiring diagrams;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

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 NCIA is conducted in the English language.

Competencies or Personal Attributes:

- Creating and Innovating - Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems
- 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.