



**NATO SUPPORT AND PROCUREMENT AGENCY  
AGENCE OTAN DE SOUTIEN ET D'ACQUISITION**



HUMAN RESOURCES DIVISION  
DIVISION DES RESSOURCES HUMAINES

HR/2017/26/CLT/LK/09-ASB/WEB DB/ef

16 June 2017

**NSPA VACANCY NOTICE**  
**RECRUITMENT – CONSULTANT POST**

**I. POST DETAILS**

CLT Title:	<b>CONSULTANT – SENIOR EXPERT (PLANNING - OLSP)</b>
Consultancy N°:	<b>CO-7107</b>
Organization:	OPERATIONAL LOGISTICS PLANNING AND SUPPORT PROGRAMME OFFICE (LK), Operational Logistics Support Partnership Branch (OLSP)
Level:	II
Duty locations:	Determined depending on the needs
Post requirements form:	<b>CO-7107 PRF</b>
Specificities:	<u>Deployment</u> to specified areas in support of NATO council operations
Contract duration:	06 months
Applications closing date:	<b>13 July 2017</b>
Interview date:	To be determined

**II. WHO CAN APPLY**

**External candidates** are invited to apply.

**III. APPLICATION GUIDANCE**

**External candidates:** they are required to return the standard [NSPA application form](#) and the [post requirements form \(PRF\)](#). Documents should be submitted by email to: [recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int). They must also complete the [medical questionnaire](#) and submit it by email to: [medical@nspa.nato.int](mailto:medical@nspa.nato.int).

**Applications which do not meet the above-mentioned prerequisites will be automatically rejected.**



**NATO SUPPORT AND PROCUREMENT AGENCY**  
**AGENCE OTAN DE SOUTIEN ET D'ACQUISITION**



HUMAN RESOURCES DIVISION  
DIVISION DES RESSOURCES HUMAINES

#### **IV. IMPORTANT NOTES**

In accordance with the NATO employment regulations, the first contract will be established for a 6 months period. The working language will mainly be English. The duty stations will be depending on the needs.

The Agency would appreciate support from the addressee countries by their submission of candidates whose security clearance can be affected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with. Only successful candidates will be contacted by the NSPA recruitment team.

Chief of Recruitment, Development and Medical Branch



**NATO SUPPORT AND PROCUREMENT AGENCY  
AGENCE OTAN DE SOUTIEN ET D'ACQUISITION**



HUMAN RESOURCES DIVISION  
DIVISION DES RESSOURCES HUMAINES

HR/2017/26/ CLT/LK/09-ASB/WEB DB/ef

16 juin 2017

**ANNONCE DE VACANCE DE POSTE À LA NSPA**  
**RECRUTEMENT D'UN(E) CONSULTANT(E)**

**I. DÉTAILS DU POSTE**

Titre CLT :	<b>CONSULTANT(E) – EXPERT(E) PRINCIPAL(E) (PLANIFICATION – ASLO)</b>
N° du besoin CLT :	<b>CO-7107</b>
Organisation :	BUREAU DE PROGRAMME "PLANIFICATION ET SOUTIEN DE LA LOGISTIQUE OPÉRATIONNEL", Branche Association « Soutien logistique opérationnel »
Niveau :	II
Lieux d'affectation :	Déterminés en fonction des besoins
Questionnaire relatif aux exigences du poste :	<b>CO-7107 PRF</b>
Spécificités :	Mission dans des zones qui seront précisées, afin d'apporter un soutien à des opérations approuvées par le Conseil de l'OTAN
Durée du contrat :	06 mois
Date limite dépôt des candidatures :	<b>13 juillet 2017</b>
Date des entretiens :	Sera fixée ultérieurement

**II. QUI PEUT POSTULER**

Les candidat(e)s externes sont invité(e)s à postuler.

**III. MODALITÉS DE CANDIDATURE**

Les candidat(e)s externes : ils(elles) devront renvoyer le [formulaire de candidature réglementaire de la NSPA](#) ainsi que le [questionnaire relatif aux exigences du poste](#). Ces documents sont à adresser par courrier électronique à : [recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int). Les candidat(e)s doivent également compléter le [questionnaire médical](#) et l'envoyer à : [medical@nspa.nato.int](mailto:medical@nspa.nato.int).

**Les candidatures ne répondant pas aux conditions ci-dessus seront automatiquement rejetées.**



**NATO SUPPORT AND PROCUREMENT AGENCY**  
**AGENCE OTAN DE SOUTIEN ET D'ACQUISITION**



HUMAN RESOURCES DIVISION  
DIVISION DES RESSOURCES HUMAINES

#### **IV. INFORMATIONS IMPORTANTES**

Conformément aux règles OTAN en matière d'emploi, le premier contrat sera établi pour une durée de 6 mois. La langue de travail sera principalement l'anglais. Les lieux d'affectation seront en fonction des besoins.

L'Agence souhaiterait que les pays destinataires facilitent sa tâche en lui présentant des candidat(e)s dont l'habilitation de sécurité peut être obtenue (ou confirmée) rapidement et qui seraient en mesure de prendre leurs fonctions dès que possible après leur sélection.

De plus, veuillez noter qu'en raison du vif intérêt suscité par la NSPA et du nombre élevé de candidatures potentielles, il ne pourra pas être donné suite aux demandes de renseignements adressées par téléphone ou par courrier électronique. Seul(e)s les candidat(e)s invité(e)s à participer aux tests de sélection recevront de plus amples informations.

Chef de la Branche recrutement, développement et service médical



**NATO SUPPORT AND PROCUREMENT AGENCY  
AGENCE OTAN DE SOUTIEN ET D'ACQUISITION**



## **STATEMENT OF WORK FOR CONSULTANCY SUPPORT**

---

<b>ORGANIZATION</b>	:	OPERATIONAL LOGISTICS PLANNING AND SUPPORT PROGRAMME OFFICE (LK), Operational Logistics Support Partnership Branch (OLSP)
<b>CONSULTANCY No.</b>	:	CO 707
<b>CLT TITLE</b>	:	Consultant Senior Expert (Planning @ OLSP)
<b>EXPERTISE LEVEL</b>	:	II
<b>DURATION</b>	:	6 months
<b>DUTY LOCATION</b>	:	Determined depending on the needs

### **BACKGROUND**

In the Operational Logistics Support Partnership (OLSP) Programme of Work (PoW) there are several requirements per year for NSPA/LK-OLSP staff to participate in exercises and plan contract support to operations. These type of requirements are increasing and becoming a substantial part of the OLSP workload. In order to facilitate OLSP requirements for NATO and national exercises and operations planning, a recruitment of a full time consultant is required. The consultant supports tasks related to NATO and national training, conferences and exercises as well as provide support to contract support to operations (CSO) planning.

### **SUMMARY**

The consultant is responsible to the OLSP Branch Chief for providing staff support to operational planning activities in support of national and NATO training and deployed operations. The consultant contributes to OLSP member nations projects related to commercial solutions in support of military operations. More precisely, he/she is responsible for performing the following:

### **MAIN DELIVERABLES/SCOPE OF WORK**

- Prepare and participate in OLSP member nations, NSPA, and NATO exercise and training events.
- Assist with integrating required contractual support solutions in operational logistics planning activities and contribute to the operations logistics planning process.
- Assist with planning and developing technical aspects of logistics-related contracts in support of Crisis Response Operations (CRO).
- Contribute to the provision of consultation and/or advice to OLSP nations in developing technical aspects of contracted logistics support solutions for CRO for OLSP member nation's responses to activities such as NRF, RAP, or operational deployments.
- Assist in developing logistics plans for OLSP member nations.
- Organized and participate in meetings, prepare documents, conduct briefings, attend workshops and conferences as directed.
- Prepare correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software.
- If required, undertake operational deployments, including duty travel, in direct support of NAC-approved operations/missions.
- Ability to brief complex military commercial solution to wide audiences.
- Performing other related functions as required in peacetime and any other appropriate functions assigned in times of crisis or war.

- In the event of crisis or war the incumbent will, subject to the agreement of his/her national authorities, remain in the service of the Agency.

## **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

- Master's Degree in field of Business Administration, Management, Contract, Logistics, Engineering or other related field.
- 15+ years of experience in logistics, or transportation, or contracting or engineering operations support to military or international organizations.
- Practical experience in logistics operations, to include planning at the national or international / NATO staff levels in a sizeable organization.
- Minimum 3 years of experience in military operations or planning for out-of-area operations.
- Experience in preparation of logistics requirements and administration of logistics contracts in support of military training or operations.
- Knowledge of NATO logistics doctrine and policies.
- Ability to contribute to the analysis of large amounts of data, to synthesize and present conclusions and recommendations in a concise and convincing manner.
- Recent and relevant experience from deployed operations would be an asset.
- Experience in project management or process improvement techniques would be an asset.
- Knowledge of the NATO Comprehensive Operational Planning Directive (COPD) process and the NATO Joint Logistics Support Group (JLSG).
- Recent logistics experience in NATO Command Structure or NATO Force Structure e.g., NATO Joint Force Command, NRDC, or other NATO Deployable Headquarters would be an asset.
- Skilled and experience with public speaking.
- Knowledge of information systems at end-users level with experience in using personal computers and software packages.
- Advanced skills in Microsoft PowerPoint and Excel is a plus.

## **LANGUAGE QUALIFICATIONS**

- NATO's two official languages are English and French. The work of this consultancy is mainly conducted in English, therefore fluency in that language is essential and beginner knowledge of French is desirable.

## **PERSONAL CHARACTERISTICS**

- All NSPA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

*Version française à suivre.*



## POST REQUIREMENTS FORM

This form, duly completed, should be sent by e-mail to:

[recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)

1. Name	
2. Consultancy Number	<b>CO-7107</b>
3. CLT Title	<b>CONSULTANT –SENIOR EXPERT (PLANNING – OLSP)</b>
4. Level	<b>II</b>
5. Publication Reference	<b>CLT/LK/09/2017</b>
6. Applications Closing Date	<b>13 July 2017</b>
7. Interview Date	<b>To be determined</b>

*DEAR APPLICANT,*

This form has been specifically designed to aid the NSPA Human Resources Division in assessing whether or not you meet the general and specific qualifications requirements of the aforementioned post as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy. The form consists of several parts. You are required to make entries in **all** blocks.

In completing each block, you must provide factual information stating how you meet the respective qualifications quoted.

**IMPORTANT:** If you do not fulfill **MOST** of the qualifications, we strongly advise you not to proceed with your application.

For more information about this post, you are kindly advised to refer to the official advertisement available at our website (<http://www.nspa.nato.int>, "Employment", "NSPA Vacancies"). The form is to be completed electronically and forwarded to the NSPA Human Resources Division ([recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)).

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY**

Expressions such as: "please see attachment", "annex", "enclosed document", "CV", or short answers as "yes", "no" etc., are not accepted. Applications which do not fulfill the above mentioned prerequisites will not be processed.

**PART 1 - ESSENTIAL QUALIFICATIONS**

1) Master's Degree in field of Business Administration, Management, Contract, Logistics, Engineering or other related field:

| |

2) 15+ years of experience in logistics, or transportation, or contracting or engineering operations support to military or international organizations:

| |

3) Practical experience in logistics operations, to include planning at the national or international / NATO staff levels in a sizeable organization:

| |

4) Minimum 3 years of experience in military operations or planning for out-of-area operations:

| |

5) Experience in preparation of logistics requirements and administration of logistics contracts in support of military training or operations:

| |

6) Knowledge of NATO logistics doctrine and policies:

| |

7) Ability to contribute to the analysis of large amounts of data, to synthesize and present conclusions and recommendations in a concise and convincing manner:

| |

8) Recent and relevant experience from deployed operations would be an asset:

| |

9) Experience in project management or process improvement techniques would be an asset:

| |

10) Knowledge of the NATO Comprehensive Operational Planning Directive (COPD) process and the NATO Joint Logistics Support Group (JLSG):

| |

11) Recent logistics experience in NATO Command Structure or NATO Force Structure e.g., NATO Joint Force Command, NRDC, or other NATO Deployable Headquarters would be an asset:

| |

12) Skilled and experience with public speaking:

| |

13) Knowledge of information systems at end-users level with experience in using personal computers and software packages:

| |

14) Advanced skills in Microsoft PowerPoint and Excel is a plus:

| |

15) A "NATO SECRET" security clearance:

| |



**PART 2 - LANGUAGE QUALIFICATIONS**

1) NATO's two official languages are English and French. The work of this consultancy is mainly conducted in English, therefore fluency in that language is essential and beginner knowledge of French is desirable:

| \_\_\_\_\_ |

**PART 3 - COMMENTS**

1) This post includes a mandatory deployment clause. This deployability clause means that the position in question is earmarked for **mandatory** deployment in support of NAC- approved operations and missions.

2) The duty stations will be determined depending on the needs.

*"I understand that the information provided by me above will be used in determining my qualifications for possible employment/career with NSPA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."*

NAME | \_\_\_\_\_ |

SIGNATURE | \_\_\_\_\_ |

DATE | \_\_\_\_\_ |

*Version française à suivre.*