



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



HUMAN RESOURCES DIVISION
DIVISION DES RESSOURCES HUMAINES

HR/2017/26/CLT/LK/07-ASB/WEB DB/ef

16 May 2017

NSPA VACANCY NOTICE
RECRUITMENT – CONSULTANT POST

I. POST DETAILS

CLT Title:	CONSULTANT – SENIOR EXPERT
Consultancy N°:	CO-7118
Organization:	OPERATIONAL LOGISTICS PLANNING AND SUPPORT PROGRAMME OFFICE (LK), Engineering Branch, Infrastructure Section
Level:	II
Duty locations:	Rome, Italy and others
Post requirements form:	CO-7118 PRF
Contract duration:	06 months An on-call services support (max. 90 workdays) is required
Applications closing date:	29 May 2017
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.

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



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IV. IMPORTANT NOTES

In view of the current situation, the consultant would be expected to provide an on-call services support of maximum 90 days out of 06 months.

The working languages will be both in English and Italian.

The duty station will be Rome, Italy or elsewhere as required.

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.

Noëlle OTTIGNON
Chief of Human Resources Division



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16 mai 2017

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

I. DÉTAILS DU POSTE

Titre CLT :	CONSULTANT(E) – EXPERT(E) PRINCIPAL(E)
N° du besoin CLT :	CO-7118
Organisation :	BUREAU DE PROGRAMME "PLANIFICATION ET SOUTIEN DE LA LOGISTIQUE OPÉRATIONNELLE", Branche « ingénierie », Section « infrastructure »
Niveau :	II
Lieux d'affectation :	Rome, Italie ou ailleurs
Questionnaire relatif aux exigences du poste :	CO-7118 PRF
Durée du contrat :	06 mois Un soutien de services sur appel (max. 90 jours ouvrés) sera requis
Date limite dépôt des candidatures :	29 mai 2017
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.

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



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IV. INFORMATIONS IMPORTANTES

Au vu de la situation actuelle, le(la) consultant(e) devrait apporter un soutien de services sur appel pour un maximum de 90 jours répartis sur 06 mois.

Les langues de travail seront l'anglais et l'italien.

Le lieu d'affectation sera Rome, Italie ou ailleurs le cas échéant.

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.

Noëlle OTTIGNON
Chef de division des Ressources Humaines



NATO SUPPORT AND PROCUREMENT AGENCY
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STATEMENT OF WORK
FOR CONSULTANCY SUPPORT

ORGANIZATION	: OPERATIONAL LOGISTICS PLANNING AND SUPPORT PROGRAMME OFFICE (LK), Engineering Branch, Infrastructure Section
CONSULTANCY No.	: CO 7118
CLT TITLE	: Consultant - Senior Expert
EXPERTISE LEVEL	: II
DURATION	: 6 months
DUTY LOCATION	: Rome, Italy and others as required

BACKGROUND

Providing NSPA representation to the Italian Ministry of Defence, Rome, during the initiation and implementation of the AGS Core Infrastructure project.

SUMMARY

The incumbent is responsible to the Engineering Branch Chief, through the Chief of Section Construction, for providing NSPA representation to the Italian Ministry of Defence, Rome, during the initiation and implementation of the AGS Core Infrastructure project. In this regard, the incumbent will be required to attend meetings and working groups concerning the AGS Core Infrastructure project, which involve the Italian MOD and more specifically the GENIODIFE. He will coordinate and provide timely and accurate input to such meetings and working groups, including briefings and verbal statements. He will provide feedback to NSPA on all engagement with the Italian MOD and other relevant project stakeholders, as appropriate. The incumbent will be required to undertake occasional travel to Capellen, Luxembourg, and Sigonella Airbase, Sicily.

MAIN DELIVERABLES/SCOPE OF WORK

- Representing LK-E at meetings and working groups within the Italian MOD (specifically GENIODIFE) concerning the AGS Core Infrastructure project, providing coordinate input and timely feedback from such meeting.
- Interpret and provide timely advice on any national / MOD concerns, with the aim of allowing LK-E to progress the AGS Core Infrastructure project in a cooperative and effective liaison with the Italian MOD.

Specific Responsibilities

- Attend AGS Core Infrastructure meetings, working groups and working visits, which have Italian MOD (specifically GENIODIFE) interest and engagement.
- Coordinate and provide LK-E input to all such meetings
- Provide timely feedback to LK-E from all such meetings, interpreting and advising on any national / MOD issues and concerns as appropriate.
- Maintain close coordination with the LK-E Project Officer on all project matters of interest to the Italian MOD (specifically GENIODIFE).

ESSENTIAL QUALIFICATIONS

General Qualifications

- Previous experience, as a staff officer, of working with the Italian MOD, in the area of national infrastructure delivery.
- A comprehensive understanding of the Host Nation's role in the delivery of NATO common funded projects.
- A good knowledge of the NATO Resource processes, the NATO Security Investment Programme (NSIP) and the NATO Capability Package process.

Specific Qualifications

- The ability to read and write engineering reports and brief engineering detail in both Italian and English.

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 working knowledge of French is desirable.
- Proficiency in Italian is essential in this post.

DESIRABLE QUALIFICATIONS

- Previous experience of working with a NATO agency would be an asset.

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.



POST REQUIREMENTS FORM

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

recruitment@nspa.nato.int

1. Name	
2. Consultancy Number	CO-7118
3. CLT Title	CONSULTANT –SENIOR EXPERT
4. Level	II
5. Publication Reference	CLT/LK/07/2017
6. Applications Closing Date	29 May 2017
7. Interview Date	To be determined

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).

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) Previous experience, as a staff officer, of working with the Italian MOD, in the area of national infrastructure delivery:

[]

2) A comprehensive understanding of the Host Nation's role in the delivery of NATO common funded projects:

[]

3) A good knowledge of the NATO Resource processes, the NATO Security Investment Programme (NSIP) and the NATO Capability Package process:

[]

4) A "NATO SECRET" security clearance:

[]

PART 2 - SPECIFIC QUALIFICATION

1) The ability to read and write engineering reports and brief engineering detail in both Italian and English:

[]

PART 3 - 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 working knowledge of French is desirable:

[]

2) Proficiency in Italian is essential in this post:

[]

PART 4 - DESIRABLE QUALIFICATION

1) Previous experience of working with a NATO agency would be an asset:

[]

PART 5 - COMMENTS

1) On call contract (maximum 90 days out of 06 months)

2) Duty location: Rome, Italy or elsewhere

"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 []