



HEADQUARTERS ALLIED AIR COMMAND



D-66877 Ramstein-Miesenbach. Germany

Primary Location: Ramstein, Germany
NATO Body: HQ AIRCOM
Schedule: Full-time
Salary (Pay Basis): € 7242.23 Euro Monthly
Grade: NATO Grade G15
Clearance Level: NATO SECRET
Contact Email – External: recruitment@ac.nato.int

Description

The vacancy:

Job Title:	Resource Manager (Communication & Information Systems)
Post Number:	OAC RCEX 0090
NATO Civilian Grade:	NATO Grade 15
Duty Location:	Ramstein, Germany
Post filling date:	1 June 2025
Closing date for applications:	21 February 2025

Organisation Summary and Post Context:

The Allied Air Command (AIRCOM) is the Single Service Command (SSC) responsible for delivering Air and Space Power for Alliance Air operations and missions. Provides the core of the NATO Command Structure (NCS) Joint Force Air Component (JFAC), capable to establish suitable Command & Control (C2), to operate as a Joint Task Force (JTF) if so directed by SACEUR, and is the Air C2 competency organisation for the Alliance.

The Support Directorate is responsible for directing, monitoring and coordinating support staff functions. Within the Support Directorate, the A6 Division is responsible for developing Communication & Information Systems (CIS) policy, plans and procedures for CIS support of AIRCOM, supports Space Operations, and focuses cyberspace efforts for Cyberspace Situational Awareness, consequence management and incorporating Cyberspace into plans and policies.

The CIS Enablement Branch is responsible for managing and planning the implementation of CIS assets and capabilities, liaising with CIS providers and external agencies for baseline CIS requirements, planning and implementation of CIS assets and projects, procure and supervise Air Development Program (ADP) training. Develops implements and monitors execution of the CIS Service Level Agreement with the CIS provider for the provision of CIS services to the HQ AIRCOM and subordinate Combined Air Operations Centres (CAOCs) and Deployable Air Command & Control Centre (DACCC).

The incumbent acts as the lead expert in all aspects of CIS service support resourcing to HQ AIRCOM and the subordinate CAOCs and DACCC and influences the development and negotiation of the AIRCOM Enterprise Service Level Agreements with the CIS service provider.

This post reports to OAC RCEX 0010 – Branch Head (Communications and Information Systems Enablement), OF-4

Main responsibilities:

- Represents AIRCOM (HQ, CAOCs and DACCC) at ACO, NCIA and WGNTTE with full authority to commit the Air Command, within the scope of delegated powers, in ESLA and CIS budget matters.
- Is the lead responsible to develop and manage the related AIRCOM wide (HQ, CAOCs and DACCC) CIS O&M budget at approx. €10M/year. Negotiates and Influences in conjunction with the Service Level Manager the development of AIRCOM ESLA with the CIS service provider.
- Presents and defends the consolidated AIRCOM ESLA requirements related CIS O&M budget (€10M) to the WGNTTE / NOR and other NATO Committees and bodies to ensure the achievement of the organizational objectives.
- Develops and updates AIRCOM CIS related directives, policy, guidance and planning for AIRCOM's HQ and subordinate CAOCs and DACCC support.
- Initiates the planning and monitors the execution of ESLA and related CIS budgets through development of guidance and procedures, setting team objectives and delegating work assignments to subordinate CAOCs and DACCC CIS Branch Heads (OF4).
- Analyses, validates and consolidates AIRCOM HQ, CAOCs and DACCC CIS requirements to develop AIRCOM ESLA and CIS budget for submission to ACO and Working Groups of National Technical Experts (WGNTTE)- Serves as liaison between HQ Air and the CIS provider(s).
- Permanent member of and advises the Planning Board (PB), the ACO SLM and Budget Coordination Board and other Air Command's boards on technical/ financial matters.
- Provides advice on overall capabilities and ensures support on operational requirements for Air C2 and other CIS systems.
- Provides liaison to local NCIA and acts as AIRCOM Customer Representatives.
- Monitors, analyses and evaluates technical trends and developments, evaluates proposed solutions and makes prudent and utmost use of available resources.
- Acts as the resident expert on comprehensive and diverse CIS budgetary matters including the Medium Term Financial Plan (MTFP), annual budget estimates, Mid-Year Review, and input to the ACO Communications Equipment Program (CEP) budget.
- Responsible for resource planning, coordinates CIS requirements and new capabilities with outside agencies and commands, including provision of staff expertise, detailed CIS plans, support plans and orders in support of crises, contingencies, or war.
- Liaises closely with SLA Manager, configuration management, plans branch as well as customers and service provider to ensure replacements through long-term life cycle management.
- Responsible for management of the HQ CIS budget and elements of centralized CIS budgets allocated to the HQ. Reviews and consolidates subunit (CAOCs, DACCC) CIS budgets and financial plans for quality, accuracy and compliance with policy and operational requirements. Monitors the execution of the delegated CIS budgets.
- Approves and prioritises all HQ AC Ramstein CIS commitment requests.
- Responsible for management of the HQ CIS budget and elements of centralized CIS budgets allocated to the HQ. Reviews and consolidates subunit (CAOCs, DACCC) CIS budgets and financial plans for quality, accuracy and compliance with policy and operational requirements. Monitors the execution of the delegated CIS budgets.
- Approves and prioritises all HQ AC Ramstein CIS commitment requests.

Qualifications:

University Degree in finance, accounting, business administration, economics, public administration or related discipline and 2 years function related experience or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience is required.

An advanced degree with over 4 years of progressively responsible experience is desirable.

Good foundation of ITIL principles is required.

Formal training in resource management and ITIL is essential.

Successful completion of MS Project course, ITIL Foundation, ITIL Financial Management course and/or ITIL Service Offerings & Agreement course are desirable.

Comprehensive knowledge of the principles of air command and control (AirC2) systems is required.

Experience in all activities involved in budget formulation, presentation, and execution; funding control and evaluation; budget analysis and the furnishing of budgetary advice and guidance are desirable.

Extensive experience in one or more of the following roles is desirable: financial management and budgeting; comptroller, director of resource management; management analyst/officer, program manager, program analyst/officer, budget analyst/officer, fund manager.

A profound knowledge of resource management principles and accounting techniques is an asset.

Knowledge about SLAs is an asset.

Good working knowledge of Communications and ADP Systems and their lifecycle support is desirable.

Familiarity with common software, hardware and network technologies is an asset.

Language skills:

English - NATO Standard Proficiency 3333 (Listening, Speaking, Reading, Writing) is required

German - NATO Standard Proficiency 2222 (Listening, Speaking, Reading, Writing) is an asset.

NOTE: The work both oral and written in this post and in this HQ is mainly conducted in English.

Personal Attributes and Competencies:

Personal Attributes: Works under broad direction with full accountability for own work or projects. Work is often self-initiated or assigned in the form of objectives. Requires a broad knowledge of relevant policies and the interrelationship between operational, CIS support and financial requirements. Must possess courtesy, tact, diplomacy, mental alertness, negotiating skills and service-mindedness, able to anticipate problems and analyse a wide and often unpredictable range of complex and dissimilar situations where conflicting policies and competing priorities must be considered. Must keep skills up to date, and maintain awareness of developing trends with the wider occupational field and absorb new information rapidly and apply it effectively in relevant internal business areas or external organisations, HQs and agencies.

Managerial Responsibilities: Sets team objectives and delegates work assignments to subordinate CAOCs and DACCC CIS Branch Heads (OF4 level). Negotiates and influences the development of AIRCOM ESLA with the CIS service provider and is the lead responsible to develop and manage the related AIRCOM wide (HQ, CAOCs and DACCC) CIS O&M budget at approx. €10M/year. Responsible to analyse and validate new requirements, and advise on scope and options for feasibility and affordability. Is responsible to analyse, diagnose, plan, execute and evaluate work to time, cost and quality targets.

Professional Contacts: The incumbent is required to interface frequently with internal and external senior-level contacts (at A4-A5 or OF4 to OF6 level) including coordination and negotiation with senior civilian and military of other NATO bodies and host nation authorities. The incumbent represents the AIRCOM Headquarters and subordinate CAOCs and DACCC' to present and defend the CIS budget at the Working Group of National Technical Experts (WGNTEx). Negotiates in conjunction with the Service Level Manager the contents and details of the Enterprise Service Level Agreement (ESLA) with NCIA management. Conducts workshops with subordinate CAOCs and DACCC CIS Branch Heads (OF4 level) to guide, support and validate the reorganisation of CIS support processes and its resource planning. Exercises technical supervision and monitors the work of administrators, technicians and supply personnel at ranks ranging to OF-3.

Contribution to the Objective:

Influences organisation, external organisations, HQs and agencies and peers within CIS and finance specialisation. The incumbent influences the AIRCOM ESLA negotiation and development and is the lead responsible to ensure effective resource planning and management of AIRCOM HQ and subordinate CAOCs and DACCC CIS support.

Special Requirements:

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries and be willing to work unsocial hours. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The incumbent may be directed to undertake operational duties supporting AIRCOM in its Air Power projection role, and when HQ AIRCOM executes its role as the NCS JFAC. When COM AIRCOM so directs, personnel will be assigned to a JFAC CE position to support operational tasks within the JFAC structure; this will require that the individual undergoes appropriate training and preparation. The expected deployment location will be HQ AIRCOM at Ramstein Air Base. Personnel may also be directed to support activities in the framework of delivering Air Power for the Alliance. All additional operational duties take precedence over peacetime tasks, involve regular/frequent operational training, and may lead to operational deployments or TDY assignments within and beyond NATO boundaries.

The work is normally performed in a normal NATO office working environment. Normal working conditions apply. The risk of injury is categorised as: No Risk / risk might increase if/when deployed.

Contract:

This requirement is confirmed until 31 December 2027, with a possible extension of three years pending satisfactory performance and the continued post requirement. The successful candidate will be offered a **definite duration contract** until 31 December 2027 as a NATO International Civilian (NIC). Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The successful selected candidate must complete a NATO medical examination and have NATO security clearance before an employment offer will be released. AIRCOM's medical consultant must confirm the recommended candidate is fit to perform the duties and is deployable to NATO's regional areas of operation.

Recruitment process:

To apply, candidates must submit applications electronically using the NATO Talent Acquisition Program: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Essential information must be included in the application form; Attachments are supporting documents. Particular attention should be given to the Education and Experience sections. Each section should be answered completely. Expressions such as “please see attached CV” or invitations to follow links to personal webpages are not acceptable and will be disregarded.

Assessment and interviews are foreseen to take place in Ramstein Germany in March - April 2025.