NATO AEW&C PROGRAMME MANAGEMENT AGENCY

NOTIFICATION OF VACANCY

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Acquisition Specialist</th>
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<tbody>
<tr>
<td>Post Number:</td>
<td>PMH16</td>
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<tr>
<td>Duty Location:</td>
<td>Brunssum, The Netherlands</td>
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<tr>
<td>NATO Grade</td>
<td>B6</td>
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<tr>
<td>Nation:</td>
<td>NU</td>
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<tr>
<td>Division/Office</td>
<td>Programme Management Division</td>
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<tr>
<td>Branch/Section</td>
<td>Hardware IPT</td>
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<tr>
<td>Clearance:</td>
<td>NATO Secret (NS)</td>
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<tr>
<td>Manages/Supervises (no. of staff)</td>
<td>- - -</td>
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<tr>
<td>Closing Date</td>
<td>24 July 2020</td>
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<tr>
<td>Point of Contact</td>
<td>Human Resources &amp; General Services Office <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a></td>
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<tr>
<td>Application Details:</td>
<td>A NAPMA Application Form of any applicant should be forwarded by email to <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a> The application form can be downloaded at <a href="http://www.napma.nato.int">www.napma.nato.int</a></td>
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1. POST SUMMARY

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities while ensuring technical airworthiness, following the guidance of the NAPMO Nations. Within the Agency and specifically in the Programme Management Division, the Acquisition Specialist provide acquisition advice and expertise during the design, development, verification, qualification, and deployment of the Final Lifetime Extension Programme (FLEP).

2. PRINCIPAL DUTIES

The Acquisition Specialist is responsible to the Hardware Project Manager (PMH01) of the FLEP for the following:

- Overseeing the acquisition of NATO Furnished Property (NFP) in support of FLEP to include: establishing processes, procedures and schedules for timely delivery of NFP,
maintaining tracking and control over all NFP items, conducting on-site inventorying of all NFP and providing periodic updates to FLEP leadership on the status of NFP.
- Supporting FLEP related Asset Management tasks from the acquisition to the disposition activities, including participation in the Property Working Groups (PWG).
- Developing FLEP related schedules, using automated tools, to facilitate the management of program activities.
- Assisting in the assessment of the FLEP Integrated Master Schedule to include Critical Path analysis and Schedule Risk Assessments.
- Participating in programme activities with contractors to include, but not limited to, proposal evaluations, documentation reviews, technical interchange meetings, management and design reviews, and related program management activities.
- Monitoring contractor performance against Statement of Work and CDRL requirements.
- Coordinating on contractual, financial and program management matters.
- Participating in the FLEP risk management process by identifying risk, developing risk mitigation strategies and tracking risk burn-down activities.
- Evaluating contractor deliverables, ensuring all meet contractual obligations.
- Coordinating with other divisions, offices and branches within NAPMA as required.
- Coordinating with the NAEW&C Force on NFP related topics if and as required.
- Performing other related duties as assigned.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to perform other related duties as directed.

4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

Completion of secondary education/vocational training related to the post; At least 5 years of experience in project planning / administration; Knowledge of Microsoft Office Software (including Project).
Specific knowledge of NATO in general and NAEW&C Programme in particular; Be able to easily operate in an international environment over a wide range of staff levels, to include working independently and be able to prepare clear and logical reports; Be able to compose grammatically correct English language written and graphical material covering a wide range of professional subjects.
Must be fluent in one of the two NATO Official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

Experience in a multi-national acquisition program; Understanding of acquisition related disciplines such as cost, contracting and project management; Practical experience working with NAPMA, NAEW&C Force Command and / or the NATO E-3A Component.

6. ATTRIBUTES / INTERRELATIONSHIPS

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

The incumbent must demonstrate:

- **Analytical Thinking**: Sees multiple relationships
- **Clarity and Accuracy**: Monitors data or projects
- **Flexibility**: Adapts to unforeseen situations
- **Impact and Influence**: Takes multiple actions to persuade
- **Initiative**: Plans and acts up to a year ahead
- **Organizational Awareness**: Understands organizational climates and culture
- **Self-Control**: Responds calmly
- **Conceptual Thinking**: Applies learned concepts
- **Empathy**: To be open to others’ perspectives

8. REMARKS

Any candidate should be in possession of a valid NATO Secret (NS) security clearance when taking up the position.