Applications are now invited for the post of Analyst (Programme and Project Management) - TSC FCPX 0120 - NATO Grade (NG) 15 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made online:
https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en

Closing date for applications: 09 October 2022

Location: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-2/NG-15 will be considered before any other candidates.

- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-2/NG-15, please advise the HQ SACT Civilian HR Manager no later than the closing date.

Contract: Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Salary: Starting basic salary is USD 7644.87 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int
Analyst (Programme and Project Management) - TSC FCPX 0120

NATO Body: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

Schedule: Full-time

Basic Salary: 7,644.87 USD per month.

Grade: NG 15

HQ SACT vacancy notice 220704

Are you a seasoned P3 analyst? If so, this position offers you a unique opportunity to support the NATO Alliance at its Warfare Development Command.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO’s posture, military structures, forces, capabilities and doctrines.

The Capability Development Directorate (CAPDEV) comprises two Divisions—Requirements and Capabilities. The Directorate supports SACT in his Capabilities Requirement Authority (CRA) role. It is responsible for a holistic through lifecycle Capability Development approach that infuses innovation and transformative efforts that are an integral part of the Warfare Development. This includes responsibilities for elicitation, development, capture and collection, quality review, traceability and visibility of capability requirements.

The Capabilities Division coordinates the development of capabilities from capability planning through acceptance and then disposal with the management entities, NATO Headquarters staff and the NATO Governance Structure. This entails synchronizing horizontally across capabilities to achieve coherent efforts and outcomes.

The Programme Management Office provides Programme & Project Management (P2M) expertise to support development of NATO’s common funded capabilities and oversight over capability programmes. Specific support to Programme Directors include integrating P2M Best Practices and Quality Management processes. Additionally the Branch provides a hub for information for key NATO stakeholders (including SCs, HNs, NATO Agencies, NATO HQ and Territorial Host Nations) to facilitate a transparent distribution of programme and project information between all stakeholders. The Branch is organized into two sections: Programme & Project Management (P2M) section & Best Practices section.

The PMO also ensure consistency of delivery across the portfolio, programmes and projects providing standards, methods and processes, knowledge management, assurance and mentoring & coaching.
The PMO reports via a programmatic overview for the entire portfolio through the entire life Cycle.

The PMO also provides transparency of capability programme information to Nations.

**Reports to:** - Section Head (Programme Management Office)

**Principal Duties:** His/her duties are:

a. Support programme management (support the planning and management of the implementation of the organization’s strategy via a strategic programme or similar, ensuring that critical programmes and projects are well briefed and started on time, remain aligned with strategy, provide regular feedback to strategy, etc.).
   1. Maintaining a register for current and potential programmes and projects (may be separate registers, subdividing current from potential activity).
   2. Establishing a framework for assessing and comparing programmes and projects against strategic, financial and risk value parameters.
   3. Establishing and managing a gated review process, including programme entry criteria (elements that must be met or commented on prior to an idea being submitted).

b. Monitor and review:
   1. Undertaking periodic reviews of progress (outputs/outcomes) against programme plans.
   2. Identifying and reporting deviations (forecast and actual) - advise and trigger exception reports.
   3. Providing strategic oversight support for SROs and management boards (horizon scan for impending policy/strategy changes/new business initiatives and assess impact on programmes).
   4. Identify over-commitment of resources.
   5. Monitor risks and issues.

c. Reporting:
   1. Develop and maintain reporting process for ACT CD.
   2. Incorporate governance’s reporting requirements into management reporting processes.
   3. Ensure quality of reporting is in line with reporting requirements.
4. Facilitate management reporting towards governance through CMF framework.

5. Report programme status to boards - timely and accurate information focused on decision-making.

**Essential Qualifications**

a. University Degree in management information systems, accounting, economics, finance, business administration, public administration, operations research, project management, management or related discipline and 2 years function related experience.

b. 8 years of experience with the development of complex operational capabilities, including requirements management, service management and operational test and evaluation.

c. 2 years of experience in the development of architectures at the enterprise level.

d. 4 years of experience in Programme and Project Management (Prince II and MSP Preferred).

**Language**

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

**Desirable Qualifications**

a. **Professional Experience**

1. An understanding of a National or NATO Capability Management Processes.

2. Knowledge of NATO responsibilities and organization, including ACT, ACO and NATO Agencies.

3. Knowledge of and experience from Programme management programs.


5. Qualified professional with appropriate understanding in data analysis and the ability to make effective use provided software.

6. Proven ability to train and educate personnel in specific sector of competencies.

b. Education/Training

1. Qualified Managing Successful Programmes (MSP) (AXELOS) or equivalent.
2. Qualified PRINCE 2 (AXELOS) or equivalent.
3. Qualified Risk Management (MoR) (AXELOS) or equivalent.
4. Resource Management Education Programme (RMEP) Course provided by NATO - School Oberammergau (NSO)

Attributes/Competencies

• Personal Attributes:
  1. He/she must work harmoniously in a multi-national environment while representing and projecting the needs of ACT in a firm but tactful manner.
  2. He/she must be adept at public speaking and negotiation methods required to coordinate positions and gain multinational agreements.
  3. He/she must exercise sound thought, judgment, initiative, adaptability and flexibility, particularly when dealing with organizations and agencies in a multi-national and multi-cultural environment.
  4. He/she must exercise tact and diplomacy when dealing with working groups, committees, contractors, and consultants to achieve stated ACT goals and objectives.
  5. He/she may routinely be expected to work extended hours and to travel as part of the appointment.
  6. He/she requires a very high level of work maturity and intellectual capacity to deal with the complexities of programme management within capability development. The requirement is for deep, extensive knowledge of programme management and recent experience in the development of capabilities at the tactical, operational and strategic levels.

• Professional Contacts: He/she acts as a capability development and programme management advisor providing corporate knowledge to senior ACT leadership. He/she requires the ability to liaise effectively, both internally and externally, with military and civilian personnel up to the rank/position equivalent to a military OF-8. Outside contacts include senior officials in NATO HQ, NATO agencies and research centres, and national government agencies and industry.

• Contribution To Objectives: A prime objective of SACT is to lead the transformation of Alliance capabilities. He/she directly impacts this objective by providing capability development and programme management expertise for the development of common-funded capabilities.

• Supervisory Responsibilities: There are no first line reporting responsibilities.
Security Clearance

The successful applicant will be required to apply for and receive a NATO Secret Security Clearance prior to final confirmation of contract and commencement of employment.

Work Environment

He/she will be required to work in a normal office environment.

Contract

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Notes for Candidates

The HQ SACT web site gives details on the eligibility criteria and application processes to be adopted by all candidates.

The candidature of NATO redundant staff at grade A-2/NG 15 will be considered with priority.

Notes for NATO Civilian Human Resources Managers

If you have qualified redundant staff at grade A-2/NG 15, please advise the HQ SACT Civilian HR Manager no later than the closing date.

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