



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 240913

Vacancy Number: G04/24

Post Number: OSC ZSWC 0011

Job Title: Cell Head (Works Coordination & Inspection)/Programme Manager

NATO Grade: 17

Basic Monthly Salary (12 x per year): 7,540.44€, tax free

Closing Date: Tuesday 28 January 2025

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports the Supreme Allied Commander of Europe (SACEUR) in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Management Directorate (MGT) primary focus is to provide all the necessary staffing and real-life support functions to enable SHAPE to deliver its critical outputs as a Strategic Military HQ. The Directorate acts as the HQ's conduit to member nations (through NMRs) and to host nation authorities.

The Base Support Group (BSG) ensures an adequate infrastructure exists to support the operational requirements of all NATO and NATO related entities located within the SHAPE campus.

The Infrastructure, Storage and Supply Branch (ISS) is responsible for contributing to and implementing policy, plans, concepts, guidance, control, analysis and procedures related with engineering and maintenance functions, logistics support including transportation for SHAPE base/installation in coordination with Host Nation (HN).

The Infrastructure Management Section (IM) is responsible for master infrastructure planning, devising and implementing management policies for the receipt, processing and completion of all construction, maintenance, repairs and alterations to SHAPE installations and support facilities, and liaising with the Host Nation (HN).

The Works Coordination and Inspection Cell (WCI) is responsible for coordination of maintenance projects.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Identify, plan and coordinate engineering related maintenance projects within a programme of business change, to manage their interdependencies in support of specific business strategies and objectives.
2. Responsible for programming future budget needs for contract work based upon five to ten years rolling maintenance plan.
3. Supervise annual execution of contract works.
4. Co-ordinate with the Asset Manager for the planning of life-cycle replacement works, major maintenance works and enduring cyclic maintenance programmes.
5. Perform all budgeting activities for the Project Management Office, including preparation of annual and long-range budgets and monitor expenditures.
6. Establish coordination and management policies for the receipt, processing and completion of all contracted construction, maintenance, repairs and alterations to SHAPE installations and support facilities.
7. Approve contractors pay submittals for progress payments.
8. Undertake the duties of a Senior Project Manager for multi-disciplinary projects. Directing other staff within WCI Cell to deliver successful NATO funded, Host Nation and other reimbursable projects.
9. Assign projects and duties to the Project Managers, verifies and assures the proper execution and the quality level of all the activities under his/her control.
10. Undertake the duties of Contract Officers' Technical Representative (COTR) for indefinite deliver requirements contracts as required.
11. Advise command on technical issues related to the planning and execution of multi-disciplinary projects.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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 up to 180 days. The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

May be called upon to provide technical assistance to NATO Contract Award Committee and the SHAPE Infrastructure Committee.

May be called upon to assist and support the Working Group Construction (WGC).

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

- 1) Minimum of 4 years of experience in Infrastructure Project Management.
- 2) Minimum of 4 years of experience in Building and civil engineering.
- 3) Minimum of 3 years of experience in Infrastructure Programme Management.
- 4) Familiarity with EU and HN Engineering standards and construction practices.
- 5) Experience in establishing cost estimates.

B. Education/Training

University Degree in Infrastructure, Engineering, Architecture or Construction Project Management and 4 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years function related experience.

C. Language

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

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

DESIRABLE QUALIFICATIONS

A. Professional Experience

- 1) Member of a recognized professional institution or body.
- 2) Practical experience of human resources management.
- 3) Experience of carryout practical/pragmatic Risk management of Infrastructure Projects.
- 4) Familiarity with Health and Safety practices and regulations.
- 5) Experience working in or with international organisations.
- 6) Knowledge of infrastructure and civil engineering installations at SHAPE Headquarters.

B. Education/Training

1. Project Management Qualifications such as PRINCE2 / APM PMQ / PMP.
2. Programme Management Qualification such as MSP or similar.

ATTRIBUTES/COMPETENCIES

Personal Attributes: The incumbent must be a mature and experienced technician capable to working independently. He/she must be a pro-active and able to manage multiple tasks under considerable pressure. Flexibility and interactive co-ordination is required for projects involving several disciplines in facility engineering. He/she must be able to prioritise and work with minimum supervision with overall review at higher project management office level. Considerable thought and judgement is required for facility construction design, costing, and execution management involving analytical, integrative, and constructive thinking requiring unique and adaptive solutions. Objectives and requirements broadly defined based on conceptual ideas and needs with further guidance for design and costing work being accomplished in accordance with previous experience and knowledge coupled with a wide range of accepted engineering practices and procedures and within national and international laws, guidelines, and regulations. Only unusual problems or issues requiring complex interaction with other engineering technicians or agencies are referred to management for policy and execution guidance

Professional Contacts: Numerous professional contacts inside and outside of SHAPE involving the elaboration of programs, the design, costing, scheduling, execution, inspection, and acceptance of construction works, performed on the headquarters facility infrastructures, which commits NATO finances and other resources, within budgetary and policy guidelines and regulations. Coordinates with individual and agency clients at SHAPE for conceptual design requirements and feasibility, progress reports, and client co-ordination required during execution. Coordinates and negotiates with design and construction technicians and managers of external civilian contract firms to ensure proper design execution, compliant construction work, and fair costing and billing for SHAPE. Advises the SHAPE senior staff on infrastructure and engineering related matters.

Contribution to Objectives: Provides business continuity through proper maintenance of SHAPE infrastructures and utility networks. Contributes to maintenance, improvement and development works of the SHAPE infrastructure in support of headquarters operations and involves the effective and efficient commitment of well over 5 million Euros annually from the SHAPE budget. Develops, largely through independent effort, expertise and experience in the design and planning of building engineering and construction works.

Ensures that all the infrastructure and engineering related projects undertaken annually, deliver value for money for SHAPE.

Supervisory Responsibilities: Responsible for managing, coordinating and supervising a team of Project Managers in the design and execution of multi-disciplinary projects. Supervises and advises Assistant of Project Managers for Host Nation Projects. Responsible for managing the Drawing Office in the execution of their duties as CAD technicians, the elaboration of as-built documents and the approval of engineering support permits. Interfaces with HN and other SHAPE and NATO entities concerning infrastructure projects and plans.

REMARKS:

Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

A) Only nationals from the 32 NATO member states can apply for vacancies at SHAPE.

B) Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.

C) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy's closing date.

D) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.