As of 11 February 2020, NSPA is introducing a new e-recruitment tool, which is impacting our publications.

By clicking here, you will be redirected to our new vacancy page and prompted to apply using the new e-recruitment tool.

For further information on how to apply, please refer to the application guidelines, in our FAQs.

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À partir du 11 février 2020, la NSPA met en place une nouvelle plateforme de recrutement électronique qui impacte nos publications.

En cliquant ici, vous serez redirigé(e)s sur notre nouvelle page de vacance de postes et vous serez invité(e)s à postuler via notre nouvelle plateforme de recrutement.

Pour plus d'informations concernant la façon de postuler, veuillez vous référer à nos conseils dans les FAQs.
STATEMENT OF WORK
FOR CONSULTANCY SUPPORT

ORGANIZATION : OPERATIONS SERVICES PROGRAMME OFFICE (LK),
Fuel Branch, Afghanistan Fuel Section

CONSULTANCY Nos. : CO20064 & CO20065

CONSULTANT TITLE : Consultant - Technical Expert, Fuel Services
EXPERTISE LEVEL : III

DURATION : 6 months

DUTY LOCATION : Afghanistan, Kosovo or any other area as required

BACKGROUND
The Operations Services Programme Office (LK) Fuel Branch provides in-theatre fuel support to the NATO Coalition Forces for the Resolute Support Mission. Due to recent changes, the work scope of this section has increased substantially requiring additional on-side work force to carry over the tasks entrusted by NATO and the NATO Nations.

The consultant serves in an advisory and/or technical capacity for work not provided for by the establishment approved for the Agency.

SUMMARY
The consultant is responsible to the Branch Chief, Section Chief, Head of Office, or delegated representative for performing/executing his/her duties. More precisely, he/she is responsible for performing/executing the following tasks:

MAIN DELIVERABLES/SCOPE OF WORK

- Preparing and reviewing Statements of Work (SOW's) which fully define the materiel or services requested, including definition of technical contractual requirements and coordinating the related Requests for Proposals (RFPs).
- Analyzing contractor technical reports and test results to ensure conformity with technical and contractual requirements and proposing corrective actions and/or making recommendations for further actions as required.
- Providing technical expertise in support of the operational planning and logistics implementation plan.
- Participate in site and pre-award surveys for technical assessments for the material and services to be procured, including on-site quality control and work acceptance inspections.
- Participate in developing and implementing a quality-assurance-surveillance-plan.
- Coordinating and submitting reports and analyses in support of existing or proposed projects.
- Preparing correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software.
- Participating in meetings and conferences as required.
- Required to undertake deployments, including duty travel, in direct support of NAC-approved operations/missions.
- Performing other related functions as required in peacetime and any other appropriate functions assigned in times of crisis or war.
- Providing specialist expertise in support of NATO and national in-theatre operations in Afghanistan or Capellen as required.
• Represent NSPA to the customer, but do not commit NSPA without specific input from the Branch Chief to anything that will:
  - Change the scope of works,
  - Increase the cost of the works,
  - Extend the contract completion date

• Monitoring and coordinating theatre level Petroleum, Oils and Lubricants (POL) operations including snap and/or surprise checks of the fuel provider’s facilities and random quality checks in the fuels laboratory and the fuels.

• Providing information required for the provisioning and delivery of POL products.

• Assessing POL related capabilities, cognizant of constraints of contractors.

• Assisting in the drafting of POL-related Fragmentary Orders (FRAGOs), Warning Orders, Operations Orders, and Standard Operating Procedures.

• Drafting POL related sections of report/minutes.

• Verifying the correctness of invoices for further processing.

• Providing technical information and advising the NSPA FUEL CELL on POL related issues.

• Utilizing Industry provided software to manage fuel.

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

• Completed Secondary School or equivalent education (e.g. high school or general education diploma) or industrial education training.

• A minimum of 5 years demonstrable experience in a petroleum logistic or management operation preferably in a military environment.

• Experience in the administration of contracts and in project management.

• Knowledge of quality assurance standards and policies.

• National military training in POL management or demonstrable equivalent.

• Recent experience in operational fuel management.

• An understanding of NATO fuels governance and policy-making bodies would be beneficial.

• Recent operational tours/assignments would be beneficial.

• A valid driving license.

• Knowledge of information systems at end-user level with experience in using personal computers and software packages, including technical drawing package.

• The consultant must hold, or be able to obtain, a valid "NATO SECRET" security clearance.

**LANGUAGE QUALIFICATIONS**

• NATO’s two official languages are English and French. The work of this post is mainly conducted in English, therefore fluency in that language is essential and beginner knowledge of French is desirable.

**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.