

	<p>NATO AEW&amp;C PROGRAMME MANAGEMENT AGENCY</p> <p><b>NOTIFICATION OF VACANCY</b></p>
Post Title	Executive Officer
Post Number	GM004
Duty Location	Brunssum, The Netherlands
NATO Grade	Grade 17 / A3
Nation	NU
Division/Office	General Manager's and Deputy General Manager's/COS (Front Office)
Branch/Section	-
Clearance	NATO Secret (NS)
Manages/Supervises (no. of staff)	n.a. (directly/indirectly)
Closing Date	Friday 14 February 2025
Point of Contact	Human Resources & General Services Office <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a>
Application Details	<p>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>.</p> <p>NAPMA can only employ nations from the NAPMO Nations for this position. Applications should be supported by the member of the NAPMO Board of Directors of the respective nation.</p>

**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 the Executive Officer supports the NAPMA General Manager (GM) and Deputy General Manager (DGM/COS), Division/Office Chiefs and the Senior Executive Officer, ensuring an effective and efficient coordination of all corporate business-related matters. The Executive Officer will not focus on the content related aspects of the actual work of the Division/Offices and their Subject Matter Experts, but will facilitate this work by creating transparency and clarity on the aspects concerning processes, timing and prioritising.

## **2. PRINCIPAL DUTIES AND RESPONSIBILITIES**

The Executive Officer will interact internally (all parts of the organisation) and externally (key stakeholders), ensuring that the GM, DGM/COS, and Senior Executive Officer are provided in due time with all information they required.

This includes the coordination of outgoing documents and information at the level of the GM, DGM/COS, Division and Office Chiefs, the coordination of analyses, detailed briefings and information for the GM, DGM/COS, and Senior Executive Officer when needed and the synchronisation of planning and calendars at GM/DGM level.

In particular, the Executive Officer will:

- Establish and operate an efficient task management system for the Front Office, ensuring that all actions arising from correspondence, meetings, etc. and associated tasking is tracked and managed within the required timescales;
- Ensure efficient operation of the Front Office, managing a multitude of complex tasks and projects simultaneously;
- Coordinate the timely preparation of advice, briefing material and analyses for and on behalf of the GM/DGM and Senior Executive Officer;
- Support the Senior Executive Officer in ensuring the GM and DGM/COS remain current on NAPMA related activities and issues, by coordinating with the respective NAPMA entities the provision of overviews or debriefings on all matters of importance as required;
- Support the Senior Executive Officer in optimising the Front Office's time through filtering, staffing and prioritisation of correspondence;
- Support the Senior Executive Officer in co-ordinating, analysing and preparing draft correspondence for the GM and DGM/COS as required;
- Support the Senior Executive Officer in co-ordinating with Division and Offices necessary prioritising of work taking account of deadlines;
- Support the Senior Executive Officer in controlling the flow of written information to the Front Office, ensuring the consistency of documents;
- Facilitate the implementation of the GM and DGM's interests, direction and guidance within NAPMA;
- Ensure timely planning and implementation of visits to NAPMA at GM's and DGM's level including accompanying the GM and DGM (e.g. duty travel) when required;
- Ensure timely arrangements for and preparation of meetings and conferences for the GM and DGM;
- Prepare and monitor the GM's and DGM's official external activities and ensure actions are followed-up as required;

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- Contribute to the preparation of correspondence and presentations for the GM and DGM;
- Supervise the Hospitality Book with the gifts/invitations presented to the Front Office;
- Contribute to Management Directives/Operating Standards as required;

### **3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

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

### **4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

#### Qualifications:

- A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in a related discipline and 3 years post-related experience.
- Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest, that is, at least 10 years extensive and progressive expertise in duties related to the function of the post.

#### Experience:

- Experience in business reporting to a senior level;
- Experience in and knowledge of task management, document management, record keeping and archiving;
- Experience in working in a secretariat function to high level officials operating in a confidential, discreet and tactful manner;
- Ability to manage a multitude of complex tasks and project simultaneously.

### **5. DESIRABLE QUALIFICATIONS AND EXPERIENCE**

- Experience in the defence procurement, In Service Support, programme management and experience of working with industry, including a broad knowledge of the political-industrial scene;
- Experience in Business Planning, Controlling, Quality Management Systems and Risk Management at cross-divisional level;
- Experience in the field of internal/external communication;
- Experience in the field of ceremonial protocol;
- Previous working experience in NATO or other International Organisations.

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### **6. LANGUAGE QUALIFICATIONS**

- NATO's two official languages are English and French. The work of this post is conducted in English, therefore fluency in that language is essential.

### **7. 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:

- The ability to establish and maintain excellent working relationships at all levels in a multicultural context and with respect for diversity;
- Excellent interpersonal and team working skills with the ability to interact and communicate at all levels within NAPMA as well as with Nations;
- The ability to work in a changing, developing and demanding environment;
- The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- The ability to use Computer and Information Technology (ICT) facilities and be able to demonstrate a good working knowledge of MS Office software.

### **8. REMARKS**

This grade is expected to show the capability to generate ideas, process complex information accurately, provide direct supervision, give advice within their area of expertise, have sound communication skills and the ability to respond quickly to challenges within their functional area.

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

When applying for a NAPMA vacancy, it is necessary for NAPMA to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment.