TALEO Job Number: 200922
Vacancy Number: A05/0121
Post Number: OSC RESX 0050
Job Title: General Engineer Requirements and Acceptance Manager
NATO Grade: A-2 / G15
Basic Monthly Salary (12 x per year): 5,554.93 €, tax free
Closing Date: Sunday 17 January 2021

SHAPE is looking for an Engineer to work on the New SHAPE HQ and the future HQ Area within SHAPE Campus. If you have at least 2 years of experience on a large scale construction project and in support of business change, this post is for you.

GENERAL BACKGROUND:
SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:
Location: Casteau/Mons, 60 Km south of Brussels (Belgium)
Division: Infrastructure and Engineering

Post Context/Post Summary
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 SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.
The Strategic Enablement (STREN) Directorate is responsible for directing, monitoring and co-ordinating the implementation of Integrated Resource Management (IRM) activities and staff functions at all levels of command across Allied Command Operations (ACO).
The Infrastructure and Engineering (INE) Division provides strategic level coordination and control capabilities on all aspects of Military Engineering (MILENG) functions.
The Project Office of the SHAPE HQ (POSH) represents SHAPE and all future users of the New SHAPE Static Command Facility (SCF) as the ‘Capability User Authority’ (CUA) for ACOS I&E as Senior Requirement Authority. POSH serves as the focal point for all activities related to the New SHAPE HQ and the future HQ Area within SHAPE Campus. For the implementation of Capability Package (CP) 5A147 Rev1 SHAPE Static Command Facilities and any possible SHAPE CP amendment, the role of the Project Office for the new SHAPE HQ (POSH) is to represent SHAPE as the User and to ensure proper coordination with and informed decision-making by SHAPE as the Strategic Command within the NATO Capability Delivery Process. For the related CIS CPs Allied Command of Transformation (ACT) is in lead. Close coordination of content and timelines is required to deliver the SCF fit for purpose including CIS / ICT functionalities.

As buildings become smarter in general and risks and issues become more severe throughout the life of the project, value engineering, risk management and cost-benefit analysis are cross-functional activities to be executed at project level. The incumbent will have to focus on the integration of technical systems in the building and the overall SHAPE Compound taking the big picture into account and liaising with external stakeholders.

**Principal Duties**
The incumbent’s duties are:

**Project Management:**
1. Oversee and coordinate requirements and monitor the delivery of systems which ensure the new SHAPE Static Command Facilities are fit for purpose with the appropriate life support and monitoring systems.
2. Together with cross-functional Subject Matter Experts (SMEs) and Infrastructure Project Integration Manager, assist the Deputy Director POSH (DDPOSH) during the design and construction phase in the liaison with Belgium Project Management Team (PMT) to ensure that design and schedules are executed in accordance with NATO regulations and the overall timelines following a programmatic approach.
3. Monitor the project and advice the Infrastructure Project Integration Manager on the SHAPE project deliverables to achieve the outcomes and benefits required for her strategic role.
4. In order to assure the vision for the SHAPE Command Facilities project and its supporting related projects rest protected and develop cohesively in all phases of the implementation.
5. Support to DDPOSH and DPOSH if required, in leading change, communicating the future outcomes, and focusing in delivering a coherent capability in regards with the Command Facility.
6. Together with the PMT, attend site meetings and technical meetings with the Contractors, as and when required.

**Planning and Execution:**
1. Support DDPOSH, and if required DPOSH, in the integration of the various governance strategies and plans to produce successful outcome for the SHAPE facility. In this regard, support to develop or develop if appropriate a tranche structure, SHAPE leadership and National inputs reviews aligned with the project milestones and support in the identification of interdependencies.
2. Determine requirements and related quality management and assurance activities, especially in regards with acceptance criteria for the project in relation to general engineering elements and project integration.
3. Provide Subject Matter Expertise (SME) advice in relation to user and technical requirements changes and how these should be reflected within the project for delivery by Belgium.

4. Provide continual reviews of related acceptance criteria for each requirement, providing assurance that such criteria remain extant and are included as part of the Hand-Over Procedure and subsequently Joint Acceptance Final Inspection.

5. Support in the development and develop if required of a Risk Management Strategy, via a risk register, and issue management and resolution plans, including the relevant logs for this matter. Make appropriate analysis and prepare narrative reports explaining risks and issues identified and recommend corrective actions to be taken.

6. Support DDPOSH in identifying the potential interest of each stakeholder against their areas of interest and hence work out approaches and priorities for stakeholder engagement and communication. In order to achieve that develop stakeholder profiles and if required by the strategic need, develop a Stakeholder Engagement Strategy together with a Benefits & Stakeholder Communications Plan in support of SHAPE leadership. Of upmost importance is to liaise with BSG, external stakeholders, NCIA and HN (BEL) PMT on integration of systems including SHAPE Compound.

7. Information Management:

8. Direct necessary changes and furnish advice and assistance where deficiencies are noted.

9. Assist the DDPOSH, and eventually DPOSH, in collaboration with NCIA and the PMT, on execution schedules and cost estimates for requested changes.

10. Support in the Risk management Process and Contribute to the issue log, risk register, and user requirements changes in regards with his/her area of responsibility.

11. Expertise Development.

12. Liaise with the PMT for oversight of execution documents (technical data sheets, documentation, calculation notes, execution drawings, technical construction details, schemes, etc.) submitted by the Contractors on their compliance with the contract award documents, NATO regulations and with best practice.

13. Take part in the testing and acceptance process, as and when required. Inform and assist POSH on the new technical installations.

14. Assist POSH on the follow-up on the Nations’ fit-out works, planning and coordinating the business change, as directed by DDPOSH.

Knowledge Management:

1. Assist DDPOSH in the preparation of project status reports.

2. Together with the other members of POSH, manage the As-Built documents and the maintenance documentation.

Stakeholder Management:

1. Coordinate with the NATO divisions on the follow-up of the compliance with the NATO requirements and manage any additional user or technical driven requirement changes.

2. Coordinate with the NATO divisions the Business Change requirements or external project and manage any additional user or technical driven requirement.

People Management:

1. Coordinate the day-to-day work of external consultants and in-house professionals, providing feedback and escalating performance issues to DDPOSH, as required.

2. Perform any other related duty as assigned.

Delegated decision authority within limited scope related SME interaction.
3. **Special Requirements and Additional Duties**
   The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract. Undertakes all additional duties as directed by Deputy Director POSH.
   The work is normally performed in a Normal NATO office working environment.
   Normal Working Conditions apply.
   The risk of injury is categorised as: No Risk.

**Essential Qualifications**

a. **Professional/Experience**
   1. The post requires 2 years’ post related experience, working on a large scale construction project, dealing with a variety of stakeholders, managing requirements and changes, and providing SMEs advice.
   2. The post requires 2 years’ post related experience, in support of Business change, dealing with a variety of stakeholders, synchronizing requirements, supporting project integration, delivering a coherent capability with regards to the Command Facilities.

b. **Education/Training**
   University Degree in management information systems, accounting, economics, finance, business administration, public administration, operations research, project management or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

c. **Language**
   English - SLP 3333 (Listening, Speaking, Reading and Writing)
   NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

**Desirable Qualifications**

a. **Professional Experience**
   3. Experience and proven capability to participate efficiently in an ongoing large scale infrastructure project within an international HQ environment.
   4. Experience in Management of Risks at Project Level.
   5. Knowledge and/or experience in Cost Benefit Analysis.
   6. Experience in project processes to include aspects such as full life-cycle management, requirements and change management, planning and scheduling.
   7. Knowledge and/or experience in development and monitoring of control mechanisms, design, management of field surveys.
   8. Experience in reporting/presenting engineering information to non-specialist audience.
   9. Work experience in NATO environment.
   10. Knowledge of NATO investment regulations, rules and procedures.

b. **Education/Training**
   1. PRINCE 2 or any other related Project Management instrument experience or certification.
   2. MSP, M_o_R is also desirable.
3. (Not in ACT Catalog) - RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE (NU) (LSR-LC-3030) provided by NATO - School Oberammergau (NSO).
4. NATO Staff Officer Orientation Course (ETE-IT-2834) provided by NATO - School Oberammergau (NSO).

c. Language
French – PLS 2222 (Ecouter, Parler, Lire et Ecrire)

**Attributes/Competencies**

a. Personal Attributes
The incumbent must be an articulate and persuasive individual possessing tact and diplomacy. He/she must have a proven ability to work with no supervision and the ability to proactively identify programme management issues in complex and/or technical situations. The incumbent is expected to be a self-starter. He/she is expected to possess keen perception and apply sound and flexible judgment, which must take due account of political, physical realities as well as standards and regulations. The incumbent is expected to carry out tasks with, when necessary, creativity and originality in the numerous instances when precedents are unavailable or inappropriate. The incumbent must be able to deal with issues spanning a broad spectrum, not only infrastructure related, and treat matters with vision and confidentiality. The incumbent may be required to work outside normal office hours.

b. Professional Contacts
Routinely and directly interrelates with members of the SHAPE POSH and SMEs from all ACO Directorates and Branches, especially and including Base Support Group and I&E as well as with HN (BEL) PMT. Occasionally, on invitation on HN (BEL) PMT, to engage with Contractor in Design reviews.

c. Contribution To Objectives
This post enables the timely and effective planning, implementation and maintenance of general engineering (electrical mechanical) elements of the new SHAPE Command and Control Facility. This post reports to OSC RESX 0020 - Deputy Director (SHAPE Project Office) - OF-4. There are no reporting responsibilities.

**REMARKS:**
Definite Duration Contract of 2 or 3 years (pending financial approval) with possibility of renewal for a further definite duration period, subject to funding approval and performance in the post. Serving staff members are cautioned that this is a temporary civilian post and that staff members who apply and are offered and accept the post will be assigned a definite duration contract from the date of recruitment in place of whatever contract status they now hold and automatically forfeit entitlements to loss of job indemnity associated with their previous status.

Considering COVID-19 situation, the selection process is expected to be conducted remotely. Depending on the evolution of the current limitations, a written test and an interview are expected to take place in February 2021.
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.

NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment.

**Essential information must be included in the application form.** Particular attention should be given to Education and Experience section of the application form. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English (preferably) or in French.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:
A) Only nationals from the 30 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.