



## **HQ SACT VACANCY NOTICE 210345**

Applications are now invited for the post of Programmer NDPP Integration & Engineering (Resources Manager) – (TSC PJMX 0150) twinned with Defence Planning Resources Manager TSC PJXX 0040, NATO Grade G-15 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing date for applications: 9 May 2021

Location: Norfolk, Virginia, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade NG-15 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade 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 7065.50 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at [civilianpersonnel@act.nato.int](mailto:civilianpersonnel@act.nato.int)

**Programmer NDPP Integration & Engineering (Resources Manager) – (TSC PJMX 0150) twinned with Defence Planning Resources Manager TSC PJXX 0040**

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

**Schedule: Full-time**

**Basic Salary: 7065.50 USD per month. Salary values as per 2020 pay scales. Subject to future adjustments in accordance with North Atlantic Council decisions.**

**Grade: NATO Grade 15**

HQ SACT vacancy notice 210345

**Are you an experienced IT professional with experience of managing financial resources? 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 Strategic Plans and Policy Directorate (SPP) acts on behalf of SACT to formulate policies, strategies, engagements, ACT contributions to NATO Defence Planning Process (NDPP), and analytical practices that enable the Commander to provide strategic foresight, planning, strategy and policy advice, concepts, and strategic engagement to NATO's political and military leadership. Principal outputs include, but are not limited to: long term strategic foresight, strategic level concepts, situational awareness/strategic anticipation, Minimum Capability Requirements, draft Capability Targets, Suitability Assessment of Allies and NATO Defence Plans, and regional and functional approaches to partnerships.

The ACOS SPP / Defence Planning (DP) Division is responsible for ACT's contribution, in conjunction with other HQ SACT divisions, to the NDPP steps 1 thru 5.

**The Defence Planning Integration (DPI) Branch is responsible for organising HQ SACT contributions to the NDPP including support to the continuous implementation of targets in its step 4 and manages the DP programme. The Branch is comprised of two sections: NDPP Planning & Engineering and Implementation / Multinational Solutions.**

The incumbent is also responsible for the budget and funds management for the DP Division.

Within the Division, the incumbent's main responsibility is to manage and provide oversight of Division resources and programmes on behalf of the ACOS.

## **POST HOLDER REPORTS TO**

**Section Head (NDPP Integration & Engineering) & Military Assistant to ACOS DP.**

This post has dual reporting lines to separate line managers (red/blue). The principle duties, essential and desirable qualifications below (red/blue) correspond to the duties performed for the respective Line Managers.

**Principal Duties:** He/she will

- a. Provide the IT tools, techniques and methodologies to support the management, synthesis and coherence of NDPP. Support the development, management and maintenance of tools including IT to put these methodologies into practice.
- b. Assist in the preparation and Management of the DP division's annual budgets, Consolidated Resource Proposal (CRP), Comprehensive Campaign Plan (CCP) inputs and the Consolidated NMA Impact Statements (CNIS).
- c. Assist ACOS SPP/DP and DPI in relation to briefings and training related to DP.
- d. Provide essential subject matter expertise and corporate memory in requirements engineering (including requirements elicitation, synthesis, documentation, traceability, change management, etc.) to support Requirements Management across the NDPP cycle.
- e. Design and implement database models and structures that ensure data consistency and integrity.
- f. Prepare and perform tests of completed software modules, and analyse error reports.
- g. Develop test scenarios and maintain test databases.
- h. Participate in integration, generation and testing of complete software builds.
- j. Provide support to user communities as required.
- k. Participate in forums for systems design and engineering.
- l. Maintain a comprehensive knowledge and oversight over the planning and execution of all projects, programmes for which the DP Division is responsible as required by extant ACT Directives and Standard Operating Procedures (SOPs).

m. Provide advice to ACOS SPP/DP and where necessary act as the ACOS SPP/DP representative for all programme resources assigned to the DP Division, both funds and manpower, risk, issues and recommend mitigation actions.

n. Coordinate DP Division input into ACT's resource planning process ensuring that programmes are aligned with NATO Military Authorities (NMA) and ACT Goals Priorities and Objectives across the DOTMLPFI spectrum.

o. Act as fund manager for specific funds as designated by ACOS SPP/DP for the DP Division and delegated by the Financial Controller.

p. Support DACOS Defence Planning (DACOS DP) Staff Element Europe (SEE), Mons, Belgium staff with respect to resources, budget and funds management.

### **Essential Qualifications**

University Degree and 2 years function related experience.

1. A minimum of two years' experience of using modern information technologies for the specification, development and use of enterprise applications. He/she should have skills in at least one, and preferably more than one of the following areas:

a. Designing applications under broad requirements (concurrent elicitation of requirements).

b. Developing web-based applications using the Java Platform, Enterprise Edition (EE) specifications.

c. Hardening of applications to comply with security requirements.

d. Quality assurance and testing for enterprise applications.

2. Experience in information/software development including web applications and databases.

### **Language**

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

### **Desirable Qualifications**

### **Professional Experience**

1. A minimum of two years experience in resource management in larger organizations, with experience in reviewing, supporting briefings, or presenting costed requirements/programmes before senior management.

2. Good working knowledge of resource management and NATO budgetary processes.

3. Experience with the specification, development and use of enterprise applications involving modern Information Technologies.

4. Experience with the JAVA EE framework and with programming in JAVA and/or C++.
5. Joint military staff experience, preferably in a multinational environment with experience in cross-staff coordination.
6. Familiarity with the NATO accreditation process for the inclusion of software in the Approved Fielded Product List (AFPL).
7. Experience in the management and conduct of research and technology projects.
8. Demonstrated ability to communicate orally and in writing and to articulate, negotiate, and obtain acceptance of new/revised processes, doctrine etc.
9. Experience in preparing and defending costed requirements to appropriate expert groups and committees.
10. Good working knowledge of Defence Planning processes.

## **b. Education/Training**

1. Post Graduate qualifications and/or experience in the development of complex projects.

## **Attributes/Competencies**

- Personal Attributes: He/she:

Must be intelligent and adaptable, and possess good judgment and tact. Should be able to lead/manage the branch and be a team player. Must present a courteous, professional appearance. May be required to travel frequently, and work outside of normal office hours.

Must have the maturity and initiative to be able to staff and brief complex staff issues to Flag Officer level on a regular basis. This advisory role directly impacts strategic level decision making in the Command.

Must be adept at public speaking and negotiation methods required for coordinating positions and gaining multinational agreements.

Must be able to direct and manage the activities of subordinate elements in order to provide transparency and support of ACT mission from NATO nations.

Must have the ability to advise upon and resolve Command and inter-department resource management issues in a fair and tactful manner. Must be able to use initiative to propose solutions for unexpected problems.

Must be able to lead working groups to produce a coherent and complete product suitable for senior office decision making. This position has significant influence on higher level decision makers.

Must be prepared to undertake duty related trans-Atlantic travel.

Must have working knowledge of finance/accounting as required for proper interface with financial community within ACT and NATO HQ.

Must have working knowledge of NATO planning and programming process for strategic management in order to manage the process to build programmes that match guidance/objectives to resources.

- **Managerial Responsibilities:**

He/she manages the division budget.

- **Professional Contacts:**

He/she is required to directly interact and represent the Division in various fora with grades at and above OF-5/A-4 to include NATO Ambassadors and high-level National representatives. Daily contact is required at the OF-7 to OR-4 levels. Contact with contractors, senior staff and participation in briefings and internal review boards with Flag representation is undertaken as required. Outside contacts include senior officials as described under 'Principal Duties'.

He/she interacts on a daily basis with Flag Officers. Interacts with OF-5 Branch Heads on a daily basis. Must be able to liaise effectively, both internally and externally, with military and civilian personnel up to the rank/position equivalent to a military OF-6.

He/she represents SACT at relevant NATO HQ and ACO meetings. Must maintain contacts with government agencies, government support contractors and commercial bodies to solicit information on cutting-edge technology issues.

He/she provides advocacy and recommendation on programme priorities and requirements that have impact on the Command and NATO transformation to OF-6 to OF-8 level officers.

He/she is the coordinator of DP Division's programmes and CCP/CRP documents within the DP Division and the Command with OF-2 to OF-6 level officers.

He/she receives and updates reports to determine support of Directorate and Command goals and objectives with DCOS & ACOSs Resource/Programme Managers

He/she provides advocacy of Division's requirements to the NATO resource committees at NATO level resource committees.

- **Contribution To Objectives:**

He/she is responsible to develop and maintain software tools according to the targets of the NDPP Integration and Engineering section.

He/she directly impacts the strategic objectives of SACT, in particular, is critical to the successful accomplishment of the Capability Review process. He/She has a strong influence on the management of the division's resources and the budget for

the capabilities requirements identification process and for progressing the resulting solutions.

### **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 candidature of NATO redundant staff at grade NG-15 will be considered with priority.

### **Notes for NATO Civilian Human Resources Managers**

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