



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

Vacancy Number: 231359

Job Title: Project Support Technician

Post Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Grade: 12

Basic Monthly Salary: 4,990.47

Closing Date: Wednesday 6 December 2023

1. 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 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 SHAPE Command Centre Branch (SCC) is responsible for the development and implementation of policies, plans, concepts, guidance, control, analysis and procedures related to engineering and maintenance functions and logistics support for the SCC.

The Technical Support Section acts as point of contact for coordination of all usage requests and infrastructure maintenance requirements for the SCC to meet operational and business continuity requirements. Manages all stores (war & peace) and other assets (furniture, equipment) purchased or rented with

international funds for the SCC, Responsible for space allocation and proposes necessary engineering changes within the SCC. Support exercises performed in the SCC, manage and oversee the “save energy” program and maintain all classified drawings, plans, documents and files (current and historical).

2. PRINCIPAL DUTIES

The incumbent's duties are:

The incumbent is responsible for supporting the Technical Section (TS) activities and providing Project and Programme Management and NATO Security Investment Programme (NSIP) support in the execution of the SCC projects. More precisely, the incumbent is responsible for performing the following functions:

- 1) Supporting the creation, maintenance and update of projects' plans, schedules and baselines and reporting variance in projects' plans and analyzing any impact on programme level schedule.
- 2) Preparing, drafting, reviewing and maintaining project management documentation.
- 3) Ensuring projects are properly initiated, planned, documented, monitored and controlled.
- 4) Manage and perform quality inspections for compliance of contracts and fulfillment of respective laws, regulations, and policies
- 5) Manage and conduct regular inspections of current projects to ensure contractor compliance with plans and specifications
- 6) Providing support and expertise in all areas supported by the TS from projects' start-up to closure.
- 7) Closely liaising and coordinating with the Head TS to ensure project management methods and best practices are enforced and followed.
- 8) Executing Quality Control (QC) on project documents and deliverables, audit and archive project artefacts after project closure.
- 9) Providing administrative support during project reviews and for status reports.
- 10) Executing Travel on Duty (TDY) as required.
- 11) Executing other related tasks as required in peacetime and any other appropriate tasks assigned in times of crisis or war.

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

- 1) Making the necessary analysis to support ad hoc and periodical SCC programme status reports to appropriate parties [internal BSG and external to NSIP, etc.) by Identifying and executing statistical analyses on key project metrics. Maintaining project workspaces, risks and issues register.

- 2) Preparing ad hoc analyses and studies related to project / programme management.
- 3) Tracking record of delivery within a SCC environment.
- 4) The incumbent must act as POC to support training, visits and other operational activities conducted in the SCC.

4. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

- 1) Minimum of 3 years experience as a project analyst in a project management office.
- 2) Minimum of 3 years of experience in organization, skills, and knowledge management.
- 3) Minimum of 3 years of experience in working on large-scale programmes and high-value projects.

2. Education/Training

Higher Secondary education in Electrical/Mechanical Engineering and completed higher vocational training leading to a formal technical or professional certification with 3 years post related experience, or Secondary education in Electrical/Mechanical Engineering and completed advanced vocational training lead to a professional qualification or professional accreditation with 5 years post related experience.

3. Language

English SLP - 3322 - (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.

5. DESIRABLE QUALIFICATIONS

1) Professional/Experience

- 1) Experience in a military headquarters or international organization.
- 2) Experience in the handling of sensitive and/or classified documents and messages.

2. Education/Training

- 1) Project Management certification (e.g. Prince2, PMP, etc.)
- 2) Knowledge of Microsoft SharePoint administration and configuration
- 3) Risk Management certification

6. ATTRIBUTES/COMPETENCIES

- 1) Personal Attributes: The candidate should demonstrate qualities of critical thinking, creativity, effective communication, and a collaborative spirit that is necessary to work effectively with a diverse staff comprising

of both civilian and military personnel from different countries and backgrounds. The candidate should possess a level of maturity, diplomacy, and professionalism and an appropriate knowledge engineering disciplines.

- 2) Professional Contacts: The candidate must coordinate with a wide range of military and civilian personnel within the NATO command structure, various elements within SHAPE, and local Belgium organizations.
- 3) Contribution to Objectives: Provides technical subject matter expertise, knowledge, and coordination to support SHAPE Warfighting Headquarters and NATO 2030 Lines of Effort (LOE).

CONTRACT

The successful candidate will fill this post as a Project Related NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

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.

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.

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.

ADDITIONAL INFORMATION

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](#)

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. The application should be in English.

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

After submitting your application, you will receive an acknowledgement of receipt of your application.

Remarks:

A) Only nationals from the 31 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.