<table>
<thead>
<tr>
<th><strong>Post Title:</strong></th>
<th>Quality Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post Number:</strong></td>
<td>PSL41</td>
</tr>
<tr>
<td><strong>Duty Location:</strong></td>
<td>Brunssum, The Netherlands</td>
</tr>
<tr>
<td><strong>NATO Grade</strong></td>
<td>A4 / NATO Grade 20</td>
</tr>
<tr>
<td><strong>Division/Office</strong></td>
<td>Programme Support Division</td>
</tr>
<tr>
<td><strong>Branch/Section</strong></td>
<td>Logistics and CM/DM Branch</td>
</tr>
<tr>
<td><strong>Clearance:</strong></td>
<td>NATO Secret (NS)</td>
</tr>
<tr>
<td><strong>Manages/Supervises (no. of staff):</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Note:</strong> Additional technical supervision over branch external personnel may become necessary in accordance with programme requirements.</td>
<td></td>
</tr>
<tr>
<td><strong>Closing Date:</strong></td>
<td>Friday 23 September 2022</td>
</tr>
<tr>
<td><strong>Point of Contact</strong></td>
<td>Human Resources &amp; General Services Office</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a></td>
</tr>
<tr>
<td><strong>Application Details:</strong></td>
<td>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></td>
</tr>
<tr>
<td></td>
<td>The application form can be downloaded at <a href="http://www.napma.nato.int">www.napma.nato.int</a>.</td>
</tr>
<tr>
<td></td>
<td>NAPMA can only employ nationals from the NAPMO nations for this position. Applications should be supported by the member of the Board of Directors of the respective nation.</td>
</tr>
</tbody>
</table>

**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 and specifically in the Programme Support Division, the Logistics and CM/DM Branch provides matrix support to modernisation projects and acquisition programmes by applying relevant Integrated Logistics Support (ILS) disciplines either directly or by coordinating and supervising.

The Quality Manager supports any modernisation projects expertise in order to ensure that these projects are adequately managed, documented and controlled applying common Quality Management (QM) standards.
2. PRINCIPAL DUTIES
The Quality Manager is responsible to the Chief Logistics and CM/DM Branch (PSL01) for the following duties:

- Developing, updating and monitoring project focused QM plans by
  a. describing how to define and manage QM tailored to the project and assuring the execution of hardware and software quality assurance concepts pertinent to engineering, manufacturing, design, production and retrofit of NATO Airborne Early Warning & Control (AEW&C) related systems and products and
  b. proposing and initiating changes and improvements to the project QM Plans as needed.
- Identifying, evaluating and updating QM activities required during the conduct of modernisation activities.
- Ensuring that contractor’s quality assurance is being effectively achieved in the engineering, manufacturing, production, and retrofit process by
  a. providing Subject Matter Expert (SME) support on quality assurance to contractor development to guide implementation of requirements,
  b. reviewing and coordinating approval of contractor prepared quality assurance and manufacturing plans including Contract Deliverables (CDRL) submissions of contractors and
  c. conducting QM audits and QM surveys as requested by senior leadership, e.g. at every major company of a modernisation project, assessing physical plant environment for ability to continuously adhere to quality standards in manufacturing.
- Ensuring that matrix support concerning technical oversight and advice on all QM related matters in the engineering, manufacturing, design, production, and retrofit of related systems and products, including Government Furnished Property (GFP) is provided to the Project Managers and the Engineering Office, as needed.
- Identifying and monitoring, in close coordination with internal and external entities the handling and disposition of QM related items, as needed.
- Attending training courses relevant to the above duties, 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
University degree preferably in Engineering or in Logistics Management or an equivalent education; at least 8 years of experience in project management and at least 5 years experience in quality management as a staff officer or equivalent in a headquarter or equivalent; In-depth knowledge of Programme Management Processes, especially QM activities, as well as some knowledge of NATO Life Cycle Management.
Ability to use a personal computer and its associated office software applications. Must be fluent in one of the two NATO Official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.
5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

Working experience in multi-national armaments programmes,
Familiarity with the operation of NATO Committees; Experience in NATO policies and
standards, especially those addressing QM and airworthiness.
Experience with Enterprise Resource Planning (ERP) systems or equivalent.

6. 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 (NAC), and thus display the core
values of integrity, impartiality, loyalty, accountability, and professionalism.

7. COMPETENCIES

The incumbent must demonstrate:

- **Achievement**: Creates own measures of excellence and improves performance;
- **Analytical Thinking**: Sees multiple relationships;
- **Clarity and Accuracy**: Monitors data or projects;
- **Flexibility**: Adapts to unforeseen situations;
- **Impact and Influence**: Takes multiple actions to persuade;
- **Initiative**: Plans and acts up to a year ahead;
- **Organizational Awareness**: Understands organizational climates and culture;
- **Self-Control**: Responds calmly;
- **Conceptual Thinking**: Applies learned concepts;
- **Empathy**: To be open to others’ perspectives.

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