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Date of Approval: 10 February 2025

	<p>NATO AEW&C PROGRAMME MANAGEMENT AGENCY</p> <p>NOTIFICATION OF VACANCY</p>
Post Title	Retrofit Support Specialist
Post Number	PMI22
Duty Location	Airbus, Manching, Germany
NATO Grade	G14 / B6
Nation	NU
Division/Office	Programme Management Division
Branch/Section	System Engineering, Integration and Test IPT
Clearance	NATO Secret (NS)
Manages/Supervises (no. of staff)	n.a. (directly/indirectly)
Closing Date	Wednesday 23 April 2025
Point of Contact	Human Resources & General Services Office recruitment@napma.nato.int
Application Details	<p>A NAPMA Application Form of any applicant should be forwarded by email to recruitment@napma.nato.int. The application form can be downloaded at www.napma.nato.int.</p> <p>NAPMA can only employ nationals from the NATO Nations for this position.</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.

The Retrofit Support Specialist is responsible to the System Engineering, Integration and Test (SEIT) Team leader for the Final Lifetime Extension Programme (FLEP) overseeing / coordinating all activities associated with FLEP N-1 aircraft modification. The Retrofit Support Specialist will support the Retrofit Officer (PMI21) as the on-site NAPMA FLEP representative at the Airbus facility in Manching, Germany.

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2. PRINCIPAL DUTIES

The Retrofit Support Specialist is responsible to the System Engineering, Integration and Test (SEIT) Project Manager (PMI01) for the following duties:

- Maintaining day-to-day oversight and coordination of the on-site Government Team and participating as a NAPMA representative in all aircraft de-modification and modification activities;
- Planning, scheduling, and coordinating modification activities with Government and Contractor representatives, including availability of personnel and resources;
- Providing administrative support for aircraft ferry flights into and out of the Airbus facility at Manching, Germany;
- Coordinating with NAPMA / NAEW&C HQ / NATO E-3A Component/ NATO Support and Procurement Agency (NSPA) to ensure contractually required NATO Furnished Property is provided to the contractor;
- Representing NAPMA at Contractor project, schedule and modification meetings;
- Conducting modification meetings and providing a weekly report summarizing on-site activities to NAPMA, NAEW&C HQ and E-3A Component;
- Coordinating aircraft activities with the Germany Government Quality Assurance Representatives;
- Participating in FLEP Configuration Control Boards and Risk Boards as required;
- Participating in all SEIT Integrated Product Team (IPT) meetings and telecoms;
- Supporting government members and visitors with their on-site administrative and transportation requirements.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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

4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

Qualifications:

- Higher vocational training in a relevant discipline with 4 years post- related experience.
- Or a secondary educational qualification with 6 years post-related experience.

Experience:

- At least 5-years' experience as a maintenance technician or as a senior maintenance management technician.
- Knowledgeable of procedures and technical data management systems, as well as some knowledge of NATO logistics standards, planning and procedures.
- Possess required knowledge and ADP operating skills to manipulate programmes for data extraction, sorting and reporting.
- Possess extensive knowledge and experience in the use of personal computers and modern office equipment and understand the principles of Information Technology (IT).

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5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

- E-3A operational or technical experience.
- Experience in major aircraft modernization, especially retrofit activities.

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.

- 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 the Force.
- The ability to work in a changing, developing and demanding environment.

7. LANGUAGE REQUIREMENTS

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.

8. REMARKS

This grade is the senior non-officer grade and one would expect to find an experienced and highly competent person who has technical training and expertise, but not necessarily a degree level of education. At this level some supervisory and junior management duties are expected and/or a high level of specific technical competence which involves some project management. In addition, the post will require the exercise of independent judgement within the parameters of the roles and responsibilities of the post and would be expected to exercise a degree of initiative.

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.