SHAPE is looking for an assistant to project management within the Project Office for the new SHAPE Headquarters to actively participate in the development and execution of the construction project for the new SHAPE Headquarters. The challenging task will include basic project management support and specific support to risk management and change management during the design and construction phase. If you enjoy working in a team of experts in a military environment on a challenging project with a specific area of responsibility and do not hesitate to provide input to cross-functional disciplines, you are very welcomed to join the Project Office for the new SHAPE Headquarters.

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 is the strategic level command responsible for the planning, preparation, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance. The Strategic Enablement Directorate directs, monitors and co-ordinates the implementation of IRM activities and staff functions at all levels of command across ACO.
The Strategic Enablement Directorate guides and oversees the development and implementation of policy, plans and procedures related to capability development, manpower, logistics and mobility, infrastructure, military engineering and medical support.

The Infrastructure and Engineering (I&E) Division provides strategic level coordination and control capabilities on all aspects of Military Engineering (MILENG) functions including infrastructure to support SACEUR exercising his command functions.

The Project Office for the new SHAPE HQ (POSH) is established to support and coordinate the implementation of the new headquarters facilities.

The Senior Assistant Project Management provides support to the Project Managers providing and maintaining tools, schedules and highlighting changes. Especially the incumbent fulfills the role of the Risk Specialist and is responsible for maintaining the risk register and preparing risk reports and meetings.

**PRINCIPAL DUTIES**

The incumbent's duties are to provide support to Project Management. In particular:

**Risk Management**

1. Specific responsibilities include design, implement and maintain tools to apply risk management throughout the disciplines of the project.
2. Support with cross-functional analysis of the raw data in order to identify linkages and dependencies to other work strands.
3. Design, implement and maintain tools to visualize risk exposure and trends.
4. Support in preparing reports and presentations in order to enable informed decision making.

**Change Management**

1. Specific responsibilities include design, implement and maintain tools to apply change management throughout the disciplines of the project.
2. Support with cross-functional analysis of the raw data in order to identify linkages and dependencies to other work strands.
3. Support cost-benefit analysis of changes, not only linked to material / financial scales.
4. Support in manage expectations against project progress.
5. Support in preparing reports and presentations in order to enable informed decision making.

**Business Management and Admin support**

1. Version Control of internal and external documents.
2. Ensuring data coherence with regard to format, terminology, language and sequence before release.
3. Support to the Office as Travel Clerk by submitting travel requests and related tasks.
4. Support of all meetings and WGs held between the POSH and internal/external actors including the preparation of support documents, briefings and reference material.
5. Monitoring Tasker Tracker system for assigned work strands and ensuring proper coordination and delivery.
6. Monitoring Tasker Tracker system for non-assigned work strands with implications on POSH business.
7. Performing as the CIS Coordinator and Account holder for non-expendable and capital items for the POSH.
8. Deputizing Principal Information and Knowledge Manager.
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. He/she undertakes all additional related duties as directed by Director POSH. The incumbent is responsible to the DDPOSH. 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 / risk might increase when deployed.

ESSENTIAL QUALIFICATIONS
A. Professional/Experience
1) Minimum 3 years relevant experience of Programme/Project Administration and Management support.
2) Minimum 2 years relevant experience in Business Administration and Office Management.
3) Minimum 1 year relevant experience in Risk Management support.
4) Minimum 1 year relevant experience in Change Management support.
5) Demonstrated experience communicating effectively applying project management tools and principles (e.g. logs, registers, reports).

B. Education/Training
Higher Secondary education and intermediate vocational training in management information systems, accounting, economics, finance, business administration, public administration, operations research, project management, engineering, business process engineering or related discipline which might lead to a formal qualification with 3 years’ experience, or 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
1) Work experience in construction related project management support.
2) Work experience in managing requirements and user expectations.
3) Experience in a military headquarters or international organization.
4) Experience in Information and Knowledge Management.
5) Advanced User Knowledge of Microsoft Office applications, in particular Word, Excel, PowerPoint and MS Project.
6) Knowledge of library based document management systems.

B. Education/Training
1) Relevant Project Management certification.
2) Management of Risks or other related Risk Management relevant certification.

C. Language
French Language
ATTRIBUTES / COMPETENCIES

A. Personal Attributes
Personal Attributes: The incumbent must have excellent judgment and organizing abilities in order to support the project management operations of the Office. Good interpersonal and communication skills are necessary for interaction with colleagues, senior officers and staff. Requires considerable discretion, tact and diplomacy. Must be able to identify and quickly react to critical tasking and determine which issues to refer to supervisor. Must be flexible and adaptive, using own judgment and initiative to resolve conflicts. Capable of handling details. Capable of supporting multiple tasks.

B. Managerial Responsibilities
The incumbent supports the activities of the Deputy Director POSH.

C. Professional Contacts
Daily internal contacts with SHAPE divisions and National Military Representatives in order to exchange information; to solicit information; to provide or seek guidance on various issues.

D. Contribution To Objectives
The work consists of a day to day support of administrative actions, both in and outside the Headquarters, whereby the staff fully relies on a responsible, alert support and judgment of the Assistant thus facilitating his/her representation. This job impacts directly in the timely and effective planning, implementation and maintenance of SHAPE Command and Control.

This post reports to Deputy Director POSH, acting as Branch Head POSH. There are no reporting responsibilities.

REMARKS:
Duration of contract: The selected candidates will be offered a definite duration contract until the end of 2021 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 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 international civilian status.

Selection tests and interviews are expected to take place at SHAPE on 9 and 10 January 2020.

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 29 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.