

	<p>NATO AEW&C PROGRAMME MANAGEMENT AGENCY</p> <p>NOTIFICATION OF VACANCY</p>
Post Title	Material / Supply Specialist
Post Number	PM093
Duty Location	Geilenkirchen , Germany
NATO Grade	G10 / B4
Nation	NU
Division/Office	Programme Management Division
Branch/Section	Programme Office
Clearance	NATO Secret (NS)
Manages/Supervises (no. of staff)	0 / 0 (directly/indirectely)
Closing Date	Friday 16 May 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 incumbent contributes to the development of transportation, procurement and contracting policy and procedures of the HQ NAEW&C Force Geilenkirchen (HQ NAEW&CF GK) for the NATO E-3A system. Incumbent supports for establishing policy and monitors transportation programmes, including military and commercial air and surface transportation and logistics transportation planning and control.

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2. PRINCIPAL DUTIES

The incumbent's duties are:

- Participates and administrates in the overall planning and conducting of programmes, services, and support activities carried out through all logistics functions. This includes mainly the support of all logistic functions acc. to DLM of material.
- Implementation of FLEP material into the NATO material management system.

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.

- Temporarily performing, as directed, duties at other locations both within and outside NATO's boundaries;
- Participating, as directed, in exercises and NATO operations and missions including taking part in frequent short term and/or long-term deployments (i.a.w. deployment category 3 and the relevant provisions of the NATO Civilian Personnel Regulations) and/or duty travel (TDY) both within and outside NATO's boundaries. During these periods, may temporarily also be required to perform duties outside the normal scope of his/her job description to support mission accomplishment;
- Participating in deployment training and medical preparation programmes (including immunisation) as determined based on specific operational requirements;
- Wearing/carrying, as directed, protective clothing/equipment while performing duties and/or participating in training, exercises, operational evaluations, and NATO operations and missions unless temporarily exempted for medical reasons;
- In the case of operational or other valid reasons and at the discretion of the responsible supervisor carrying out a similar range of duties in any organisational element of the headquarters, at the same grade and in a comparable functional specialty, without necessitating a change to the employment contract. This situation could continue for an unspecified period during which the aforementioned operational or valid reasons prevail. NB: In this situation, the responsible supervisor is the supervisor who is in charge of both organisational elements where the duties are being performed;
- Maintaining a level of personal fitness appropriate to the assigned duties and responsibilities;
- Attending, as directed, additional training courses/programmes.
- Monitors customs activities deficiencies related to the NAEWF programme.
- Support procurement and contracting policy and procedures to support the Main Operating Base and Forward Operating Bases and Location within the NAEW&C. Coordinates all waivers to Procurement and Contracting guidance for the Force Commander's signature, as required.
- Assists in the development of contingency readiness and sustainability plans, exercise inputs and initiatives to resolve mobility deficiencies. This activity is paramount and may at times overshadow other duties.
- coordinates material requirements within the FHQ, DLM SORs and MOB.
- administrates material activation and deactivation in the PILS database.

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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.
- NATO School: M4-159 (M4-160)
- Beauftragte Person Gefahrgut (Strasse)
- ITAR

Experience:

- Working in a military logistic and support environment of minimum 3 years.
- Standard Automatic Data Processing
 - Word Processing: Working Knowledge
 - Spreadsheet: Working Knowledge
 - Graphics Presentation: Basic Knowledge
 - Database: working knowledge
 - email Clients/Web Browsers: Basic Knowledge
 - Web Content Management: Not Required

5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Familiarization with NATO E-3A systems.
- 50416H Procurement.
- English SLP 4444

6. ATTRIBUTES / INTERRELATIONSHIPS

Personal Attributes:

- The incumbent must be a flexible and competent person that has a natural tendency for working conscientiously and accurately in every Detail.
- Understands and uses appropriate methods, tools and applications.
- Appreciates the wider occupational field and is able to absorb and to apply new information and to demonstrate an analytical and systematic approach to problem solving.
- Applies an analytical and systematic approach to problem solving.
- Communicates and presents complex information fluently to both specialist and non-specialist audiences.
- Service-oriented personality.
- Working towards defined targets and objectives.
- Team orientated.
- Process oriented thinker.
- Good technical writer / editor skills.

Managerial Responsibilities:

- Works under general supervision, uses discretion in identifying and resolving complex problems and assignments and determines when problems should be escalated to a higher level.
- Performs a broad range of work, sometimes complex and often non-routine, in a variety of environments.

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- Plans, schedules own work and monitors work of others - where applicable - within limited time horizons.
- Influences peers and has contact with external organisations, HQs and entities.

Professional Contacts:

- Maintains regular day-to-day internal professional contacts within the organizational element and outside the FHQ structure within NATO agencies across Integrated Project Teams (IPT) or project team boundaries, to exchange information gained and lessons learned. Frequently required to represent for logistical matters.

Contribution to Objectives:

- The incumbent occupies a vital position in the material processes. Enables the correct and accurate achievement of set tasks - this is an essential element of the correct functioning of the organization.

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.

English SLP 3332 (Listening, Speaking, Reading and Writing).

8. REMARKS

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.

Must fulfil medical prerequisites of occupational health code as specified in the E-3A Component's Occupational Health Examination Programme.

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.

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.