

# Vacancy Notice

Vacancy Number:	11016
Grade:	A-3
Title:	Division Head (Requirements)
Division/Office:	A5 – Requirements Division
NATO Body:	NAEW&CF E-3A Component Geilenkirchen
Country:	Germany
Closing Date:	12 October 2011
Point of Contact:	Mr. R. Gülpen, 02451-632340 Mr. J. Simon, 02451-632343

## 1. GENERAL:

Applications are invited for the post listed above. This post is due to be filled as soon as possible after 30 September 2011.

Applicants are required to strictly adhere to the instructions on how to apply (paragraph 10) in order to ensure that their applications receive full and proper consideration.

Please note that only applicants who succeed in the initial screening will receive a response. In order to follow the status of a vacancy please refer to our web site [www.e3a.nato.int](http://www.e3a.nato.int).

In principle, applications will only be accepted from nationals of the following countries which contribute to the budget of the E-3A Component: i.e. Belgium, Canada, Czech Republic, Denmark, Germany, Greece, Hungary, Italy, Luxembourg, Norway, Poland, Portugal, Romania, Spain, The Netherlands, Turkey and the United States of America.

**Note:** The only exception to the above is when applications are received from NATO International Civilian serving staff members.

Due to prevailing circumstances, potential candidates are herewith informed that this recruitment process may well have to be curtailed prematurely at any point in the future, depending on the nature of ongoing developments and decisions regarding organizational, structural, or financial issues or for any other valid reasons. Consequently there can be no guarantee that the selected candidate will actually be appointed to this post.

Any future employment at the E-3A Component may be affected by possible changes to the establishment and/or new NATO Civilian contract policy.

In accordance with current NAEW&CF E-3A Component contract policy, the selected candidate will, in general, be offered a one-year initial/reassignment/definite duration contract, depending on the status of the selected candidate.

Normally the Civilian Personnel Selection Board will only consider the applications of candidates fully meeting all the essential qualifications of the job description. When no candidates apply who meet all the essential qualifications, the board **may** decide to consider candidates not possessing all of the essential qualifications. If such candidates are selected, they will be appointed at a lower grade and their employment contract will stipulate the conditions under which the grade attached to the post can be granted and the employment contract confirmed.

## 2. POST CONTEXT:

The Head of the A5 Requirements and Programmes Division is responsible to the E-3A Component Commander through the Chief of Staff for the management and oversight of Component requirements, management planning, the execution of the Management Board process, and Component programme/project management of weapon system acquisitions and modernisation programmes/requirements. Manages and staffs Component requirements and management plans at HHQ organizations, boards and working groups.

## 3. REPORTS TO:

Chief of Staff (COS), or designated supervisor.

## 4. PRINCIPAL DUTIES: Responsible for:

Managing the Requirements and Programmes Division, exercising general supervision, ensuring the effective utilization of assigned personnel and allocated resources, and providing technical expertise to assigned staff;

Overall management and oversight of Component requirements, Master Plans, management planning, the execution of the Management Board process, and Component programme/project management of weapon system acquisitions and modernisation programmes/requirements;

Translating Higher Headquarter (HHQ) and Component Commander (COM) policies and strategic plans and Wing initiated requirements into Statements of Need for submission to the Management Board (MB) process, ensuring that requirements are consistent with current planning goals and objectives;

Ensuring effective operation of the Management Board process to include the staffing, status monitoring/reporting, prioritization process for requirements/major issues; monitoring/reporting of the Management Plan and any other performance reporting; staffing of any agenda items; defining and developing new MB processes as needed and the briefing of COM and COS prior to the MB;

Providing requirements expertise and support of Component requirements at HHQ organizations, boards and working groups. Serving as member to the Force Command Management Board and Force Command Pre-board as well as managing those processes at the Component level. Providing lead role in Component requirements at the Working Group of National Technical Experts and the Working Group of Aeronautical Experts.

Attending the NATO Configuration Control Board as COM's representative;

Coordinating on Budget, Mid-Year Review, Medium Term Financial Plan (MTFP), and NATO Security Investment Programme (NSIP) documents, to ensure only approved requirements have been included, and that Component policies are being followed;

Coordinating and corresponding with other NATO and contractual acquisition management agencies (i.e. NAPMA and NAMSA) peculiar to the acquisition programme;

Assisting the Component Leadership in the development of the Management Plan (MP) and executing the reporting of performance, whether via the MP or other performance reporting tools;

Participating in Consolidated Inspections of the FOBs/FOL as Area Chief in the areas of requirements and quality management, and participating in Technical Support Visits (TSVs) to the FOBs/FOL as required.

## 5. ADDITIONAL DUTIES: Responsible for:

Performs other related duties as directed.

Temporarily performs, as directed, duties at other locations both within and outside NATO's boundaries.

Participates, as directed, in exercises and NATO operations and missions including taking part in frequent short term and/or long-term deployments (i.a.w. 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.

Participates in deployments and/or TDY, if required, upon short notice and/or without prior knowledge of the location and/or the conditions in which NATO will be operating.

Participates in deployment training and medical preparation programmes (including immunisation) as determined based on specific operational requirements.

Wears/carries, 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. 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.

## 6. ESSENTIAL QUALIFICATIONS:

### a. Professional/Experience:

Extensive working knowledge of and practical experience in the management of large-scale Headquarters/Enterprise level requirement programmes acquired through at least 4 years post related, current professional experience. Thorough experience with large-scale project management and implementation of large contracts. At least 2 years experience in financial management, information technology, engineering or a technical field.

Experience in management planning and performance reporting for a large organization.

Experience in performing inspections/audits. Experience in conducting presentation to higher echelon management.

### b. Education/Training:

University Degree and 4 years post related experience, or a Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.

### c. Security Clearance:

NATO SECRET

### d. Language: Standard NATO Language Profile (SLP).

The 4-digit SLP refers to **listening, speaking, reading** and **writing** in that sequence; the level number stands for: 1–Elementary; 2–Fair (limited working); 3–Good (minimum professional); 4–Very Good (full professional); 5–Excellent (native/bilingual)

English 3333

Note: The work, both oral and written, in this post and in this headquarters as a whole, is conducted mainly in English.

e. Standard Automated Data Processing (ADP) Knowledge:

The four NATO standards of ADP Knowledge are: No Knowledge, Basic Knowledge, Working Knowledge, and Advanced Knowledge.

Word Processing: Working Knowledge

Spreadsheet: Working Knowledge

Graphics Presentation: Working Knowledge

Database: Basic Knowledge

E-Mail Client/Web Browser: Basic Knowledge

Web Content Management: Basic Knowledge

f. Physical/Medical Prerequisites:

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

## 7. DESIRABLE QUALIFICATIONS:

a. Professional/Experience:

Ability to provide requirements expertise and briefings to senior level leadership, higher echelons, and external organizations. Familiarity with NATO budgetary and MTFP policies and procedures. Experience with processing requirements in an international military environment and in accordance with ACO directives. Experience in evaluating requirements for adequacy and conformance with operational goals and plans, and monitoring requirements throughout system life cycle. Experience with performance reporting. Experience with quality management.

b. Education/Training:

Master's degree or equivalent in Financial Management, Business Management/Administration, Aviation Engineering, or related field. Completed large-scale project management education.

## 8. CIVILIAN POSTS:

a. Personal Attributes:

Team Player. Requires extensive staffing skills in a military staff and willingness for team integration to coordinate & resolve E-3A Component requirements issues, which are of a wide variety of many dissimilar subjects (interoperability, maintainability, inspections, requirements screenings, security, long term planning, etc. in support of operations, base support, CIS and logistics systems). Wide spectrum of interests is required to recommend the optimum coordinated solution to issues, to ensure the best approach to resolving issues is taken and that adequate policies, plans and procedures are created to support the final decision. Independent judgment is required in the evaluation of proposals, recommendations and requirements to assess their impact on E-3A mission capability and support. Makes independent recommendations on conflicts regarding requirements issues that have been forwarded to the Command Group level for resolution. Considerable management and technical experience is required to create and gain concurrence for new policies and procedures both internal and external to the E-3A Component. Requires great flexibility in personal time management, to work outside the normal office hours, and quite frequently to travel mainly within but at times also outside NATO boundaries.

b. Managerial Responsibilities:

There are first line reporting responsibilities for the following numbers of staff: 2 x OR-7; 4 x OF-3; 3 x OF-2; 1 x B-3; 1 x A-2.

c. Professional Contacts:

Maintains regular day-to-day internal professional contacts within the Wings, Division and with all managerial levels at the E-3A Component. Maintains regular external professional contacts with Higher Headquarters (e.g., NAEW&C Force Command, NATO Headquarters, NCSA, SHAPE), various Military Budget Committee Working Groups, various national military organizations, civilian defence industry manufacturers, and other NATO acquisition agencies and professional groups.

d. Contribution to the Objectives:

Plays a major role in the E-3A Component Management Board process and requirements process which greatly influence the allocation of resources made available to support the E-3A mission. Ensures that the E-3A Component's requirements are properly staffed and defended throughout the NATO system to ensure there is adequate support for the mission, and that future requirements are being managed to ensure the long-term viability of the E-3A aircraft. The successful defence of E-3A Component requirements to external higher Headquarters and organizations contributes greatly to the efficient and effective execution of the E-3A Component mission. Plays a major role in management planning and performance monitoring/reporting to ensure the effective execution of requirements and management objectives that support the mission.

e. Work Environment:

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk.

## 9. SALARY AND CONDITIONS OF EMPLOYMENT:

Salary and conditions of employment will be in accordance with the NATO Civilian Personnel Regulations (NCPR).

The monthly basic salary, including current adjustments, for a NATO A-3 post in Germany is €6,137.73. The salary and allowances paid by the organization are exempted from income tax. The place of duty will be at the NATO Air Base Teveren, near Geilenkirchen, Germany.

## 10. APPLICATION PACKAGES (Hereinafter referred to as Applications):

PLEASE READ CAREFULLY (How to Apply)

Candidates are requested to strictly adhere to the following instructions:

a. Applications must be forwarded to the following address:

NAEW&CF E-3A Component  
Civilian Recruitment/Services Section  
Post Box 411008  
D-52511 Geilenkirchen

b. Applications must quote the above-mentioned advertisement number.

c. Only applications containing complete and pertinent information and documentation will be taken into consideration. As a minimum, application packages must include a fully completed NAEW&CF E-3A Component Application Form and a fully completed Post Requirements Form (both forms can be obtained on the following Internet site:

www.e3a.nato.int). Candidates must answer every question on both forms completely in English. Expressions such as please see attached CV, please see annex, please see enclosed document, etc. are not acceptable.

d. Applications must also include documentary evidence of the educational and vocational requirements as listed under essential qualifications. Applicants are further requested to supply documentary evidence in support of the statements made in the application (such as certificates of other education/training, evaluation sheets, job descriptions, letters of appreciation/recommendation, etc.). Do not submit the original texts of references or testimonials. Any documentation submitted in a language other than English must be accompanied by at least an unofficial translation.

e. If you are or have been a NATO civilian (or a civilian in one of the Coordinated Organizations), please indicate your last grade and step held, and specify in which NATO Body (or Coordinated Organization) you are/were employed.

f. Applications should be submitted by normal mail (serving NATO civilian staff members from outside the NAEW&CF E-3A Component must send their applications through their Civilian Personnel Office; German military personnel and German BMVg civil servants must send their applications through BMVg PSZ II 7 in accordance with ZDv 14/5) to reach the above address not later than the above-mentioned closing date in order to be considered.

#### 11. SERVING MEMBERS OF THE INTERNATIONAL CIVILIAN STAFF OF ANY NATO BODY:

Article 57.1 NCPR: Serving members of the international civilian staff of any NATO body may apply for this vacancy. The applications of such staff members shall be examined together with those of outside candidates. Where relevant qualifications and suitability are equal, preference will be given to serving candidates.

#### 12. REDUNDANT STAFF:

Article 57.2 NCPR: Staff members who become redundant shall be given the opportunity to apply for the vacant posts throughout the organization and the candidature of such staff members for a post of their own grade shall be considered before other recruitment is put in hand.