

Vacancy Announcement
Vacancy 7/2010
Head, Department of Applied Research, NATO Grade A5
NATO Undersea Research Centre, La Spezia, Italy

The NATO Undersea Research Centre (NURC) supports NATO's maritime operational and transformational requirements through directed research in partnership with the NATO nations for new maritime and undersea capabilities. The Centre's Scientific Programme of Work is conducted in the Research Division which is comprised of the Applied Research and Systems Technology Departments. NURC invites applications for the position of Head, Department of Applied Research. The Applied Research Department is primarily focused on understanding and predicting the state of the ocean and the effects of state variables on risk in Naval operations. Component disciplines include underwater acoustics, ocean prediction, remote sensing, adaptive sampling, and information theory and cognitive sciences.

In addition to the attached generic job description, the principal duties and qualifications are as follows:

RESPONSIBILITIES:

1. Manage a department of approximately 18 Scientists and 15 Scientific Assistants, to include performance reviews, career development, goal setting and day to day responsibilities such as balancing leave schedules, allocation of departmental resources and mentoring.
2. Plan, co-ordinate, and allocate departmental human resources to scientific projects based on the needs of the project for viable project execution, adjusting as necessary to meet contingencies and briefing on resource adjustments to a corporate operations board for impact assessment.
3. Assist in recruiting new scientific personnel (staff, visiting scientists) for the department ensuring the continuity and diversity of expertise needed for current and projected Centre efforts.
4. With a strategic view and working with the Chief Scientist, define research deliverables and seek funding for advanced technology demonstrations leading to transition of those deliverables to Naval operations.
5. Develop the department's science and technology strategy and budget, formulate the annual programme of work, and set and evaluate departmental objectives to achieve the goals of the programme of work.
6. Maintain the core competencies of the department at the highest professional level with a focus on scientific staff's technical growth and retaining the expertise required to support specific projects.
7. Plan and lead exploratory research in underwater acoustics, ocean prediction, remote sensing, adaptive sampling, and information theory and cognitive science
8. Propose and implement procedures and practices to improve effectiveness and efficiency, particularly coordination and teamwork in the use of resources to support scientific projects.
9. Produce and review reports and external publications, describing the Department's accomplishments.
10. Communicate regularly with department personnel regarding technical advances and synergies, NATO activities, administrative policies, funding opportunities and items of professional interest.
11. Communicate regularly with relevant NATO and national organizations to raise awareness of the Centre's value to those organizations.
12. In coordination with the business development unit, market the department's capabilities to science and technology funding agencies, armaments acquisition agencies, navies and coastguards, NATO commands, and industry.

ESSENTIAL QUALIFICATIONS:

1. Demonstrated leadership in the management of applied ocean research as evidenced by successful innovations.
2. Senior-level management experience managing research projects in a competitive environment including grant and contract proposal preparation, review and submission.
3. A postgraduate degree in acoustics, oceanography, physics, engineering, operations research or a related field. Commensurate experience will be considered in lieu of an advanced degree for a highly qualified candidate.
4. Recognized achievement in research related to the maritime environment, systems or operations including time at-sea onboard research vessels as evidenced by peer-reviewed publications, keynote speeches in conferences, invited lectures and awards.
5. Demonstrated initiative in maintaining professional skills through continuing education to remain current with the latest advances in science, technology and management.
6. Experience in managing and/or developing a research group including a record of developing human resources (recruitment, performance management, mentoring, training of scientists and engineers).
7. Knowledge of project management software tools.
8. Professional competency in English.

DESIRABLE QUALIFICATIONS:

1. Experience with the ISO 9000 or similar Quality Management System.
2. Experience in an international organization.
3. Proven ability to work successfully with military staff.
4. Working knowledge of Italian is an asset.

PERSONAL ATTRIBUTES:

Leadership:

1. Able to work productively with minimal supervision, take initiative, and provide creative solutions when confronted with complexity and ambiguity.
2. Able to identify and articulate strategic directions in core competency areas of responsibility: underwater acoustics, ocean prediction, remote sensing, adaptive sampling, information theory and cognitive science.
3. Able to establish challenging goals and steadily motivate a multi-disciplinary, multicultural team to achieve useful results in an overall context of volatile budgets and fluctuating requirements.
4. Able to lead, motivate and mentor others toward professional growth and development.

Management:

1. Able to evaluate, establish and adjust priorities, make courageous decisions, and assume full accountability for actions and decisions taken.
2. Able to be resourceful when budgets are reduced,
3. Able to establish an effective work flow to achieve objectives in a timely and efficient manner
4. Able to publish reports and papers on innovative management as well as research issues.

Relationships and Communication:

1. Able to develop long-term strategic relationships with stakeholders, partners and sponsors.
2. Able to understand, explain and present complex ideas to both specialist and non-specialist audiences at all levels in a clear, concise, persuasive manner, both written and oral.
3. Able to conduct discussions at senior levels with representatives of NATO nations or other NATO bodies on behalf of the NURC, and have regular professional contact typically at senior management level inside and outside the Centre with political awareness, good listening and negotiating skills, tact, judgment and adaptability.

Technical Knowledge:

1. Maintain state-of-the-art knowledge of science and technology in core competency areas of responsibility including related activities in other similar organizations.

2. Maintain current knowledge of defense matters including research capacities and industrial policies of the NATO nations.

CONTRACT

The attention of candidates is drawn to the fact that this is a research post in a scientific establishment therefore the successful candidate will be offered a definite duration contract not exceeding three years' duration which, subject to satisfactory performance and organizational requirements, may be renewed by mutual consent for further periods of up to two years.

NURC offers a comprehensive benefits package including tax-free remuneration, 6 weeks annual vacation, life and medical insurance, a retirement plan, educational allowance for dependent children and paid travel to the home country for the member and family every two years.

APPLICATION PROCEDURE

Qualified candidates must submit a curriculum vita and completed official NURC application form (available at <http://www.nurc.nato.int/employment/app-form.rtf>) indicating vacancy number and job title. A covering letter explaining how their experience and qualifications fit them to the specified requirements should also be included. Copies of certificates covering the highest level of education required by the job description must be submitted together with the application form. Applications are to be submitted electronically (preferable) to: recruitment@nurc.nato.int (the application form and its supporting documents such as continuation sheets and copies of certificates must be sent as a single word document).

Applications will be accepted and considered until **30 September 2010**.

Notes for candidates: the candidature of NATO redundant staff will be considered and evaluated before any other candidature.

Notes for NATO civilian personnel officers/human resources managers: if you have any qualified redundant staff of same grade, please advise NURC either by message or e-mail (recruitment@nurc.nato.int) no later than 20 September 2010.

Remarks: only nationals of the 28 NATO member countries can apply for vacancies at NURC. The NATO member countries are: Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, the Netherlands, Turkey, United Kingdom, and United States.

POC: Human Resources Branch (recruitment@nurc.nato.int)

Attachment: NATO Job Description TRC RAX 0010

NATO JOB DESCRIPTION

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PART I - JOB IDENTIFICATION

Job Title	Scientist	Date	13 Jan 2009
PE Post Number	TRC RAX 0010	Command	Allied Command Transformation
Rank/Grade	A-5	HQ	NATO Undersea Research Centre ISPE
Nationality		Division	Research Division
Service		Branch	Applied Research Department
Job Code	520A/525K	Duty Location	La Spezia (ITA)

PART II - PE DETAILS

A. POST CONTEXT

- The NATO Undersea Research Centre (NURC) develops technology that will facilitate the transformation of NATO military capabilities and is a focus for partnering in maritime innovation for NATO Commands and the NATO Nations. The Research Division is comprised of the Applied Research and Systems Technology Departments and supported by Programme Management. The Centre's Programme of Work is conducted in these two scientific departments oriented respectively toward systems research and physical processes research. -

B. REPORTS TO

Division Head (Research Division), TRC RXX 0010.

C. PRINCIPAL DUTIES

The incumbent's duties are:

Senior Principal Scientists may be assigned as Department Heads, Programme Managers, and/or perform individual research. The incumbent's duties are:

1. Department Head.
 - a. Provides direct supervision and line management of department personnel.
 - b. In close coordination with Programme Managers advises the Division Head on the maintenance and development of the professional qualifications of his/her department and its ability to sustain the Programme of Work as well as exploratory work, military experimentation, technology watch and related activities under the Supplementary Work Program.
 - c. Recruits new personnel for the department ensuring continuity, proper expertise for current and future Centre programmes and projects.
 - d. Works with CHRM to update job descriptions, produce vacancy announcements and develops and implements strategies to ensure department positions are appropriately advertised to attract the best talent.
 - e. Regularly communicated with Department personnel to keep them informed on programme of work, NATO activities, new policies and items of professional interest.
 - f. Assembles teams and promotes close teamwork in the execution of Centre programmes and projects.
2. Programme Manager.
 - a. Develop, articulate and defend the Centre's Master Plan for the Thrust Area.
 - b. The oversight and management of Thrust Area programme and project planning including supervision and mentoring of assigned staff.
 - c. The overall execution of the Thrust Area Plans including:
 - (1) Trade-offs among performance, schedules and costs.
 - (2) Tracking, managing and reporting risks (technical, resource, other).

(3) Timely delivery of outputs.

(4) Documentation and reporting on activities and outputs.

d. Conduct market surveys to identify new business opportunities and propose project to exploit the Centre's technology base.

e. Survey national research, technology, and development programmes for indications of future R&T directions in order to anticipate national acquisition trends and developments of interest to the Centre.

f. Develop and implement strategies to actively engage other NATO bodies, agencies, and commands in the Centre's programme.

3. Individual Research.

a. The investigation of maritime research problems either as an individual scientist working essentially on his/her own or as the leader of a small team.

b. Carrying out and documenting experimental or theoretical investigations as part of a team working on maritime research problems assigned to it in implementation of the Programme of Work.

c. Conception, design and development of advance equipment, demonstrators, or facilities.

The following duties are required of all members of the grade:

1. In the light of the experience expected in this grade, the provision of guidance and instruction to other members of the scientific and technical staff who may be assigned to him/her.

2. Promoting and maintaining close relations with other scientists or military staff concerned with similar or related problems within the NURC and in national or international scientific establishments and military headquarters.

3. Keeping himself/herself and the directorate informed about NATO activities in the various member countries that are relevant to the current and future activities of the NURC and to the exploitation of NURC products and knowledge.

4. Interaction with national and international scientific establishments in order to remain abreast of the latest technical and scientific principles and practices on matters pertaining to his/her component of the Programme of Work as well as potential exploratory research areas and technology watch activities.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

There are first line reporting responsibilities for the following numbers of staff: 3 x B-6; 4 x B-5; 1 x B-3; 2 x A-5; 6 x A-4; 7 x A-3; 5 x A-2

D. ADDITIONAL DUTIES

1. The incumbent may be required to perform his or her duties onboard NURC's vessels and may be called upon to perform like duties elsewhere in the organisation.

2. Flexibility Clause: In order for the command to deal with emergent requirements, the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time). Additionally, the incumbent may also be reassigned as directed by the Deputy Director for up to 180 days (and where necessary in excess of 180 days with the agreement of the incumbent).

3. Annual TDY Requirement: The incumbent can expect to go on TDY both within and outside NATO's boundaries.

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

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

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

Primary: 520A Engineering and engineering trades

The study of engineering and engineering trades without specialising in any of the detailed fields. (specialisation: Engineering (broad programmes)) [Ref: UNESCO ISCED 1997:520]

Primary Skill Level: Set strategy, inspire, mobilise: Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

- a. 6 years post-graduate experience in research related to the maritime environment, systems or operations.
- b. Demonstrated leadership ability and experience in the management of research efforts.
- c. Recognized achievement in research.
- d. A more specific statement of required education and training may be developed at the time of recruitment in order to address the specific needs of the Programme of Work.

Secondary: 525K Motor vehicles, ships and aircraft

The study of designing, developing, producing, maintaining, diagnosing faults in, repairing and servicing motor vehicles, including earth moving equipment and agriculture machines. Typical is the combining of studies in both metal structures and motors. (specialisation: Maritime engineering) [Ref: UNESCO ISCED 1997:525]

Secondary Skill Level: Set strategy, inspire, mobilise: Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

None

2. Education/Training

Masters Degree or equivalent in maritime, marine, mechanical engineering, or naval engineering, engineering or related discipline and 6 years post related experience

3. Security Clearance

NATO SECRET

4. Language

English SLP 4343 (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.

5. Standard Automatic Data Processing Knowledge

Word Processing:	Working Knowledge
Spreadsheet:	Working Knowledge
Graphics Presentation:	Working Knowledge
Database:	Working Knowledge
eMail Clients/Web Browsers:	Working Knowledge
Web Content Management:	Basic Knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific Experience: a. Capability to maintain professional qualifications through continued education to remain abreast of the latest technical and scientific principles and practices.

b. Experience with the ISO 9000 or similar Quality Management System.

c. Experience in an international organisation.

2. Education/Training

Doctorate (PhD)

3. Language

English 4444

C. CIVILIAN POSTS

1. Personal Attributes

The incumbent must be highly articulate and persuasive possessing tact and diplomacy. He/She must have a proven ability to work with no supervision and is expected to be a proactive self-starter. Must possess keen perception and apply sound judgement, which must take due account of political realities. Frequent requirement for original thought. The incumbent must be capable of working in a demanding environment, be clear, concise, and convincing in written and oral presentations, and flexible in response to changing requirements. He/She must also have:

- Proven ability to work successfully with military staff.

- Demonstrated leadership and management capabilities.
- Personal qualities of tact, judgement and adaptability.
- Ability to tactfully and effectively interface with senior management personnel, peers, and subordinates.
- Good political awareness and motivational and listening skills.
- A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, as well as with staff from private scientific/industrial organisations.

2. Managerial Responsibilities

Supervision of a Group. Heads a unit, which involves the direction, planning and coordination of diverse subjects. This work involves projects and programmes which engage multiple parts of the organisation and often involves interaction with external organisations.

There are first line reporting responsibilities for the following numbers of staff: 3 x B-6; 4 x B-5; 1 x B-3; 2 x A-5; 6 x A-4; 7 x A-3; 5 x A-2

3. Professional Contacts

Often involved in significant discussions at senior committee level with representatives of NATO nations or other NATO bodies on behalf of the NURC. Has a regular professional contact typically at senior management level inside and outside the Centre. Develops policy and processes which requiring explanation, discussion, persuasion and approval of actions. Requires good negotiating skill, tact and persuasion.

4. Contribution to the Objectives

Provides leadership in several key aspects of the performance of the Programme of Work. Acts as a group leader for a group of scientists organised by disciplines and as a senior researcher.

5. 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

D. REMARKS

Locally imposed or unique requirements (Comments and notes by requesting HQ):

This Job Description (JD) contains text forced by the NATO Establishment Review Tool (ERT) based on the Rank/Grade and NATO Occupational Code (NOC) assigned to the post. The ERT forced text appears primarily in the Essential Qualifications Section of the JD, this text should be regarded as generic guidance relating to the skills and experience required by the post holder. These requirements are not mandatory for the purposes of recruiting NATO International Civilian Posts. For further information regarding the text concerned please contact Manpower Section.

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