



N A T O U N C L A S S I F I E D

Duty Location: **The Hague, The Netherlands**

VACANCY NOTICE

Project Analyst

Production Segment – Project Support Office

Grade: **A2**

Reference Number: **A2-PSO-1802-12-NLD**

NC3A is organized in a Directorate and distinct yet interrelated segments: Sponsor Accounts Segment; Core Segment; Production Segment, and; Shared Resources Segment. This post is assigned to the Production Segment, where the responsibility rests for accomplishing the contract deliverables negotiated by the Sponsor Account Segment. NC3A operations are underscored by the organization's core values and vision to be an essential, one-team contributor to NATO success. The NC3A operates on the basis of sponsor-provided funding, which enhances its product and service focus. The Agency is an innovative and trusted Alliance partner and achieves its short and long-term goals and objectives through the application of strategy-focused organizational principles, to which this post is directly linked;

This post is assigned to the Production Segment, whose mission is to provide, through the Director of Production, the Directors Sponsor Accounts (DSA) and under the guidance of the Chief Technology Officer (CTO), services and products to sponsors through successful completion of contracted projects.

The incumbent will be responsible for the execution of assigned tasks in the Project / Portfolio / Programme Management (P3M) domain, and will provide support and services to the P3M community. Specifically:

- Provide 1st line support to the NC3A extended P3M community, in respect to project management and the project planning tools, techniques and processes. The primary NC3A tool is the Microsoft Enterprise Project Management (MS-EPM) system; this supports PRINCE2 for project governance and PMI for techniques and methods;
- Provide direct support to Project Managers in monitoring and maintaining project plans within the Agency Programme of Work (PoW) under Customer Funding, including schedules and budget allocation;
- Contribute to the development of procedures for P3M operations, supporting the Operations Support Group (OSG); enforce correct use of these procedures by staff concerned (particularly PMs) as part of the NC3A quality management system;
- Collect and analyse project data to provide concise reports to senior management, Sponsor Accounts managers, Capability Area Team (CAT) Leaders and Project Managers (PM) on project performance metrics (e.g. project estimating accuracy, project expenditures, travel expenditures, etc.);
- Provide the primary level interface with the Financial Management Resource Centre (FMRC) for the exchange of required financial accounting data (e.g. Annual Cost-to-complete analysis, project exception reporting) as required by the NC3A Customer Funding rules.

Duties:

Under the supervision of the Head Project Support Office (PSO) but largely on own initiative, the incumbent will perform the following duties:

- Act as point of contact for the PSO with the Financial Management Resource Centre (FMRC) and the Operations Support Group;
- Supervise, mentor and balance the workload of NLD based B-grade PSO staff, by delegation of the Head PSO;
- On request collect and maintain consistent and accurate project data (e.g. financial data, schedule performance data, Project Service Costs, time and travel expenditures, etc.);
- Provide reports and analyses to the Directors, Programme/Portfolio Managers, Chief CATs and PMs to support project execution and management decision making;
- Provide advice and guidance to PMs and other staff on issues relating to Project Management; including the mentoring / training of inexperienced staff;
- Draft and consolidate documentation for Project Boards, the agencies P3 Board and other meetings;
- Ensure proper operation of the NC3A time accounting system (TAS) as necessary, including data collection, storage and processing as required;

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- Assist the Sponsor Accounts, Chief CATs and PMs in the development of Price Proposals, resource plans and NC3A service cost information;
- Assist in the development of processes and procedures to ensure efficient execution of all above responsibilities and actions;
- Deputise for the Head of the Project Support Office;
- Performs other duties as may be required.

Experience and Education:

- A university degree in a relevant discipline or equivalent combination of appropriate qualifications and experience;
- At least two years' experience in a Customer Funded organization with responsibilities within a Project Support Office or within the Project Management domain;
- At least two years' experience in using a project management / project planning methodology, and associated project management tools and techniques; PRINCE2 and the PMI BOK are used by NC3A;
- Experience in project analysis and control, including progress tracking;
- Ability to work responsibly and independently;
- Ability to use modern office automation tools, such as MS-Office and in particular Microsoft Project;
- Good overall knowledge and experience in all aspects of project management data collection and analysis.

Desirable Experience and Education:

- Proven ability to communicate effectively orally and in writing with good briefing skills;
- Project Management certification, i.e. PRINCE2, PMI or equivalent;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Ability to provide Project Management mentoring and training;
- Knowledge of Financial Management and Human Resource Management.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NATO C3 Agency is conducted in the English language.

Personal Attributes:

- The incumbent should possess the personal qualities of tact, judgement and adaptability as well as good political awareness and motivational and listening skills. In addition, a sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and the NATO nations, as well as with staff from private scientific/industrial organizations is needed.

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the Hague, the Netherlands and Brussels, Belgium offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent is responsible for:

- Coordination and cooperation with the P3M community within the NATO C3 Agency;
- Internal Contacts with PMs, CAT management and support staff, Sponsor Account management and support staff, OSG and NC3A FMRC staff.

Supervisory/Guidance Duties:

- The incumbent shall provide professional supervision to PSO B-grade staff, with particular responsibility over those staff based in The Hague, The Netherlands;
- The incumbent will provide guidance with procedures, processes and tools in the P3M domain to all staff in the extended P3M community, particularly Project Managers.

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Working Environment: Normal office environment.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 5,047.49 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "A2-PSO-1802-12-NLD") and send it to recruitment@nc3a.nato.int by close of business (17:00 CET):

Monday, 5 March 2012

It is intended that the interviews will take place in the week of 16 April 2012.

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.
- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO C3 Agency application forms can be downloaded from the internet at <https://www.nc3a.nato.int/Opportunities/Pages/Vacancies.aspx>