

## POST REQUIREMENTS FORM

**Post Title** Portfolio Manager  
**Reference Number** A3-DSA-1154-12-NLD  
**NATO Grade** A3  
**Name**

Dear Applicant,

This form has been specifically designed to aid the NC3A Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy.

This form consists of 2 parts – Essential and Desirable Qualifications. Under column B, please provide factual information stating how you meet the respective essential and desirable criteria.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<https://www.nc3a.nato.int/Opportunities/Pages/Vacancies.aspx>).

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NC3A Recruitment Office ([recruitment@nc3a.nato.int](mailto:recruitment@nc3a.nato.int)), together with duly completed NC3A Application Form.

**Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.**

### PART 1 ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
<b>Education/Training</b>	
A university degree in a relevant scientific or engineering discipline equivalent to a Master's	
<b>Professional Experience</b>	
At least 4 years relevant experience in Portfolio Management or Programme Management	
At least 3 years relevant experience in the development, planning and acquisition of C3/C4ISR systems and/or solutions, or elements thereof	

Demonstrated knowledge and understanding of financial, marketing, and strategy principles and concepts, and capability to apply such concepts within the context of the post	
Proven ability to work successfully with both military & civilian staff	

**PART 2**  
**DESIRABLE QUALIFICATIONS**

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
<b>Education/Training</b>	
A Master of Business Administration or equivalent degree, preferably obtained in an international context	
<b>Professional Experience</b>	
Knowledge of Customer Relationship Management tools and understanding of their use	
Demonstrated Project Management experience, attained in a military, defence, or industry organization	
Several years recent NATO experience or equivalent national experience dealing with NATO agencies	

Experience working with National MoDs or governmental organizations or institutions	
Knowledge of NATO structure	

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NATO C3 Agency. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination.”

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Full Name (in Print)

\_\_\_\_\_

(Date)