



Cost Professional-180608

Primary Location Netherlands-The Hague

Other Locations Belgium-Brussels

NATO Body NATO Communications and Information Agency (NCI Agency)

Schedule Full-time

Salary (Pay Basis) 5,260.30Euro (EUR) Yearly

Grade A.2

Description

3000 people are working 24/7 to protect 1.5 billion citizens. We serve 29 nations by defending its networks, and providing real life support to NATO operations and missions. We connect the Alliance. We are leading IT professionals. We are the NCI Agency.

The NCI Agency is looking for 2 talented **Cost Professionals** (1 post based in Brussels, BEL and 1 post based in The Hague, NLD). You will play a key role being responsible for providing objective expertise in developing independent, data-driven life cycle cost models, and analyzing bids as well as contractor and catalogue pricing. This applies to all projects and programs supporting the NATO Safety Investment Program (NSIP) and the Military Budget (MB). The NCI Agency is a service provider and will convert to being a service broker in the future. Thus, if you possess a Bachelor's degree in a relevant discipline, experience and genuine interest in providing expertise in developing cost models, and analyzing bids, specifically for Software Projects; **we would like to meet you!**

Acquisition Directorate is the Agency focal point for all industry relations and industry participation in NCI Agency work, amongst other ensuring participation of small and medium sized enterprises.

Role responsibilities:

Under the direction of the head of the CEA office, you will perform the following duties:

For The Hague:

- Develop Life Cycle Cost Estimates (LCCE) for all stages of a program, including Capability Packages, Type B Cost Estimates (TBCEs), and Operations and Maintenance (O&M) projections; specifically for Software Intensive Projects that are developed on incremental or Agile basis;
- Develops, records, validates and maintains Function Point (FP) counting, with assumptions and constraints, for SIPs through the lifecycle;
- Collects, analyses and maintains FP and other data for SIPs throughout the lifecycle;
- Works with the production Service Lines and programs to improve requirements quality (definition, and specification) and to analyses the required business/user functions for new SW capabilities, in the context of FP analysis;
- Build up an Agency knowledge and experience base to continuously improve FP based estimation for NATO;

For Brussels:

- Develop Life Cycle Cost Estimates (LCCE) for all stages of a program, including Capability Packages, Type B Cost Estimates (TBCEs), and Operations and Maintenance (O&M) projections;
- Perform risk and uncertainty analysis, what-if scenario and cost trade off analysis;
- Provide cost expertise for the benefit of all NCIA Service Lines (SLs) and Program Offices (POs) and for the benefit of all projects and programs for Host Nations (HN);
- Prepare Invitation For Bid documents for International Competitive Bidding;
- Provide cost analysis for bid evaluations and analysis contractor prices in support of contract negotiations and sole source procurements;

For both locations:

- Support and deputize for senior or other cost professionals;
- Performs other duties as may be required.

Person specification

Qualification required:

To be considered qualified it is essential that you hold a certificate of Higher education preferably equivalent to a Master's degree at a nationally recognized/certified University in a relevant discipline (e.g. engineering, finance, economics, business management, mathematics).

Exceptionally, the lack of a university/college degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency; that is, at least 10 years extensive and progressive expertise in the duties related to the function of the post.

Experience required:

For The Hague: You need to have a minimum of 2 years prior experience as Function Point counting professional, preferably for defense in fields directly applicable to the projects and programs of the Service Lines and Program Offices;

For Brussels: You need to have a minimum of 2 years prior experience as cost or pricing professional, preferably for defense in fields directly applicable to the projects and programs of the SLs and POs;

In addition it is considered essential you are able to demonstrate:

- The ability to work with minimal supervision directly with a customer on complex, large lifecycle cost estimates;
- Expertise in the use of MS Excel software and be familiar with the use of other computer-based support tools including MS Word;
- Proven ability to communicate effectively orally and in writing with good briefing skills.

It is desirable for you to demonstrate:

- Certification as Function Point counting specialist and experience in (parametric) lifecycle cost estimating and analysis;
- Experience in analyzing manpower, management and other service costs related to the implementation and maintenance of major projects and programs (IT/ CIS and software intensive);
- Experience in communicating cost issues with Contracting Officers, SL chiefs, Project Managers, Host Nations and contractors;
- Knowledge of NATO procedures for estimating, programming, authorization, acquisition, implementation, utilization and support of NATO common funded projects (NSIP and MB);
- The ability to develop and maintain a work schedule with multiple demands and priorities.

Competencies required:

- *Deciding and Initiating Action* - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks;
- *Working with People* - Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
- *Persuading and Influencing* - Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.
- *Planning and Organizing* - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Language skills:

Most of the work of the NCI Agency is conducted in the English language, and therefore a thorough knowledge, both written and spoken is essential. Knowledge of the other NATO language, French, is desirable.

Travel:

You may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and outside of NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

Contract

NCI Agency normally offers contracts of employment of a definite duration, not exceeding three years. Contracts may be for less than three years as required to support short-term projects, meet uncertainty with respect to the business outlook, staff performance and other factors.

Definite duration contracts may be extended for further periods. When extending contracts, the following is taken into consideration:

- Renewal is in the interest of the Agency.
- Staff member's desire to remain with the Agency.
- The financial situation provides sufficient funding for the post held.
- The skills, competencies and behaviours, potential and work experience of the staff, versus the requirements of the Agency's work and/or availability of funding.
- Staff member has served the Agency with performance to the required standard as defined by the Agency,
- Staff member's deployability to operational theatre.

Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The first six months of definite duration contracts are a probationary period. During this period the staff member's work is assessed to ensure that he/she has the ability to carry out the duties of the post. At or before the end of the probationary period, the staff member will be notified in writing that the appointment is confirmed or terminated or, in exceptional cases, that the probationary period is extended.

What do we offer?

- Excellent tax-free salary, including (where eligible) expatriation household and children's allowances and additional privileges for expatriate staff.
- Education allowance for children (where appropriate) and an excellent private health insurance scheme.
- Generous annual leave and home leave (If eligible).
- Retirement Pension Plan.

We offer excellent package, and to learn more, please visit our [website!](#)

Please note that due to the Agency's transition into a new structure in the near future, this post may be subject to transfer to one of our other locations (Mons / The Hague), as well as to a change of reporting lines. The final decision will be made at the time of a firm offer.

The Agency's recruitment team advises you that due to the large volume of applications it receives the screening process may take up to 2 months after closing date. We appreciate your patience.