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Principal Project Manager-180897

Primary Location Netherlands-The Hague

NATO Body NATO Communications and Information Agency (NCI Agency)

Schedule Full-time

Salary (Pay Basis) : 8,127.10Euro (EUR) Monthly

Grade A.4

Description:

3000 people are working 24/7 to protect 1 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.

We are looking for a talented **Principal Project Manager** for the Programme Management team for NATO's Information Technology (IT) modernisation programme, known as Polaris. In this challenging position, you will have an opportunity to use your skills and knowledge to work on complex IT systems and state-of-the-art technologies as well as to work with a variety of stakeholders and diverse teams. If you think that your academic and professional background fit the requirements of the position, we would like to hear from you.

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO).

The Command and Control (C2) Service Line is responsible for planning and executing all lifecycle management activities (design, transition and operations) for Joint/Maritime/Land C2 services (including: subject matter expertise; research and development; software engineering; acquisition; operations and maintenance; and, disposal) in the following C3 Community of Interest (COI) technical service areas: Land; Maritime; Joint; Special Operations; Environmental

including Meteorological and Oceanographic (METOC).

Role Responsibilities

Under the direction of the C2 Service Line Chief, you will perform portfolio, programme and project management (P3M) duties in support of the NATO's Information Technology (IT) modernisation programme, known as Polaris. These duties will include:

- Leading programme management support activities within the Polaris programme management office, in accordance with best-practice from the Managing Successful Programmes (MSP) framework, including activities such as dependency management, management of the programme master schedule, risk and issue management, benefits management, stakeholder management and developing and maintaining programme management documentation;
- Designing and implementing portfolio, programme and project management critical success factors, key performance indicators and metrics and automating these to the extent possible in the Agency's project management tools (such as MS EPM) and other Office applications (such as Microsoft Excel and PowerPoint);
- Support the preparation of reports, visualisations and briefings to communicate the status of the programme and its constituent projects to internal and external stakeholders;
- Planning, implementation and management of assigned projects and in accordance with the appropriate NATO regulations and NCI Agency project management policies and procedures;
- Executing necessary programme Quality Assurance functions essential to the successful delivery of programme benefits;
- Assuring projects are delivered within defined Time, Cost and Quality tolerances;
- Participate in other portfolio, programme and project management related activities;
- Perform Portfolio and or Programme management across the assigned area of work.
- Deputize for higher grade staff, if required;
- Perform other duties as may be required.

Person Specification

Qualifications Required

It is essential that you hold a Master of Science (MSc) degree at a nationally recognised/ certified University in Engineering/Operations Research/ Computer Sciences/ Business, or a Bachelor of Science (BSc) degree at a nationally recognised/ certified University in a related subject. A recognised formal Programme Management qualification, such as MSP, or lack of a formal qualification can be compensated by the demonstration of sufficient expertise and experience in the domain.

Experience required

In addition to at least 8 years post-related experience with Master's degree or 10 years post-related experience with Bachelor's Degree, you will be required to prove:

- Experience in planning, design, system engineering and implementation of complex IT systems;
- Knowledge and experience in state-of-the-art technologies, relevant to the work, including information processing and transfer of information;
- Experience with enterprise Project Management tools such as Microsoft Project or EPM.

In addition to the above, it would be considered highly desirable if you are able to display

- Proven success as a project team manager/leader in complex IT acquisition projects;
- Experience of P3M and procurement management in commercial and government organisations outside of NATO;
- Knowledge of NATO or national governmental acquisition policy and procurement procedures;
- Technical leadership experience;
- Prior experience of working in an international environment comprising both military and civilian elements
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Competencies required

Travel

Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCI Agency offices. May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Language skills

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 NCI Agency is conducted in the English language.

Professional Contacts

You will be responsible for:

- Maintaining liaison with other Project Managers to ensure the integrity and coherence of projects with the wider NATO C3 systems and capabilities;
- Maintaining close contact with the Agency's sponsors to exchange and maintain full project transparency, status and knowledge information on funded and approved projects/services;
- Maintaining a close relationship with the appropriate levels of NATO involved in NATO C4ISR processes;
- Representing the Agency in assigned NATO committees, steering groups/boards as directed;
- Maintaining contact as required with representatives of industrial organisations within the NATO nations;
- Liaison as required with national organisations with related roles and responsibilities in system implementation and acquisition.

Supervisory/Guidance Duties:

- Supervise assigned project staff to ensure technical standards, project milestones and financial goals are met;
- Supervise the work of Project teams and ensure delivery of the products assigned to the Team;
- Co-ordination with other Project Managers and Technical Leaders to ensure interoperability and coherence with relevant applications outside the project domain.

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.

To learn more about NCI Agency and our work, please visit our website.

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