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Resource Manager-180605

Primary Location Belgium-Mons

NATO Body NATO Communications and Information Agency (NCI Agency)

Schedule Full-time

Salary (Pay Basis) : 5,365.51Euro (EUR) Monthly

Grade A.2

Description:

Are you a resource or contract management professional with experience working in demanding complex organization supporting busy teams? Do you have understanding of or an interest in Cyber Security? Does the sound of working in international community amongst a team of world class experts intrigue you? If Yes, we want to hear from you!

The NATO Communications and Information Agency (NCI Agency) is looking for an enthusiastic Resource Manager with sound Resource Planning, Personnel Management and budget experience A passion to learn and willingness to collaborate in a fast changing environment is a must.

Role responsibilities

The NCI Agency, NATO's Information Technology arm, has been established with a vision to support the NATO nations in the fields of capability delivery and service provisioning related to Command, Control, Computers, Communication, Intelligence, Surveillance and Reconnaissance (C4ISR).

This post is assigned to the Cyber Security Service Line (CS SL) which provides governance, scientific, technical, acquisition and sustainment support in the area of Cyber Security, throughout the lifecycle of NATO Communications Information Systems (CIS). The CS SL enables secure conduct of the Alliance's operations and business in the NATO Network Enabled Capability (NNEC) environment, and in the context of NATO's C4ISR.

Under the direction of the CS SL Chief and Head Project Management Officer (HPMO), but largely on your own initiative, you will perform duties such as the following:

- Responsible for the development, submission and subsequent management of the Cyber Security Service Line (CSSL) NATO CIS Centralised Budget (NCCB)/Centralised SLA (CSLA) Budget;
- Act as Fund Manager for the NCCB/CSLA and Authorised Requester for relevant Mission Budgets and associated purchase lists;
- Responsible for the Annual Budget preparations associated with the NCCB/CSLA;
- Responsible for providing budgetary advice to Requirement Holders;
- Action of and monitoring Purchase Requests for associated NCCB funded equipment;
- Monitoring of associated Purchase Orders and ensuring delivery of goods;
- Maintaining a high level of awareness of all Agency procurement processes and the associated administration required;
- Act as the CS SL Performance Management (PM) Process Coordinator.

- Oversight of all Interim Workforce Capability (IWC) requirements for the SL;
- Oversight of all NATO International Civilian (NIC) recruitment and contracting activity to ensure swift and efficient action is taken maintaining accurate SL manning status;
- Oversight of all IWC matters with relevant internal liaison with Acquisition, Finance and Human Resources (HR) and external liaison with Service Support Contract (SSC) companies;
- Deputize for higher grade staff, if required;
- Performs other duties as may be required.

Person specification

Qualifications required:

You must hold a Master of Science (MSc) degree at a nationally recognized/certified University in a relevant discipline and 2 years post-related experience or a Bachelor of Science (BSc) degree at a nationally recognized/certified University in a relevant discipline and 4 years post related experience. Exceptionally, the lack of a degree may be compensated by a lower academic qualification combined with the demonstration of particular abilities or experience of relevance to this post, with a minimum of 10 years relevant experience.

Experience required:

In addition to the two years relevant experience needed for this role, you will be required to prove:

- Previous experience of running and maintaining Budgets;
- Previous experience with using financial tools;
- Experience in Resource Planning and Personnel Management;
- Demonstrated skills in Microsoft Office Suite including Word, Excel, PowerPoint and SharePoint;
- Previous experience in employee appraisal report writing including the setting of goals and objectives;
- Proven ability to communicate effectively orally and in writing with good briefing skills;
- Proactive attitude in seeking and maintaining trust from stakeholders.

Due to the sensitivity of the work you must possess an unequivocal level of trust and discretion.

It will be considered as asset if you can demonstrate:

- Extensive practical experience with NATO financial tools i.e. CNAFS/CFS;
- Creation and adaptation of Job Descriptions;
- Knowledge and practical experience with NATO's procurement processes including detailed awareness in the area of Service Support Contracts;
- Extensive knowledge and experience of NATO Recruitment Policy;
- Prior experience or a detailed awareness of CS matters;
- Prior experience of working in a Customer Funded Organization;
- 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

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.

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.

Applying Expertise and Technology – Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.

Adapting and Responding to Change – Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

Coping with Pressures and Setbacks – Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.

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.

Travel:

Business travel to NATO and national (NATO and non-NATO) facilities as well as travel between NCI Agency locations. You may be required to undertake duty travel to operational theatres inside and/or outside NATO boundaries.

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.
- Ample annual leave and home leave (if eligible).
- Retirement pension plan scheme with generous employer contributions.
- Yearly training opportunities for scientific staff to remain current.
- Flexible working hours, with opportunities to telework, in support of work life balance.
- An opportunity to make a difference and work in a team of world class experts.

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

Contract

The 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 a definite duration contract 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.

Please note: due to the NCI Agency's transition into a new structure in the near future, this post may be subject to transfer to one of our other locations, 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.

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