Due to the significant volume of recruitment being undertaken by HQ SACT the processing time for applications will take longer than normal. Once you have submitted your application please ensure that you have received a TALEO/NTAP acknowledgement email, which is your proof that your application has been submitted. After this you will be contacted in due course by our recruitment team with further information on the status of your application, but please note that this may not be for several weeks after the vacancy notice closes.

HQ SACT VACANCY NOTICE 180853

Applications are now invited for the post of Principal AirC2/IAMD Cap Engineer/Dep BH, NATO Grade A-3, on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made on line:
https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en

Closing date for applications: 12 December 2018

Location: Headquarters Supreme Allied Commander Transformation, Staff Element Europe (HQ SACTSEE), Mons, Belgium

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-3 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-3, please advise the HQ SACT Civilian HR Manager no later than the closing date.

Contract: Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Salary: Starting basic salary (effective 1 January 2018) is 6620.31 EURO per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at
civilianpersonnel@act.nato.int

If you are a Subject Matter Expert in the CIS Enterprise Policy field, with experience in the AirC2/IAMD environment, looking to join a dynamic team working in a multi-national environment, HQ SACT would be interested in hearing from you.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO's posture, military structures, forces, capabilities and doctrines.

The Capability Development Directorate (CAPDEV) comprises two Divisions—Requirements and Capabilities. The Directorate supports SACT in his Capabilities Requirement Authority (CRA) role. It is responsible for a holistic through lifecycle Capability Development approach that infuses innovation and transformative efforts that are an integral part of the Warfare Development. This includes responsibilities for elicitation, development, capture and collection, quality review, traceability and visibility of capability requirements.

The Capabilities Division coordinates the development of capabilities from capability planning through acceptance and then disposal with the management entities, NATO Headquarters staff and the NATO Governance Structure. This entails synchronizing horizontally across capabilities to achieve coherent efforts and outcomes.

The Air C2/IAMD Branch leads the development of the NATO Air C2 capabilities, including Battle Management, Command, Control & Communication, and Intelligence (BMC3I), and additional tasks to maintain the capabilities required for the NATO level of ambition and the NATO Enterprise. It leads select areas of DOTMLPFI, with SMEs in the areas of Air C2, Integrated Air Missile Defence (IAMD) and Ballistic Missile Defence (BMD), as well as the related project coordination. The Branch supports cross-functional HQ SACT capability development, including NATO Defence Planning Process (NDPP).

He/she investigates and coordinates the development of the Air C2 / IAMD capability and project architectures, the technical validation of architectural products, and the coordination of information system design activities and other Enterprise and capability architectural artefacts in accordance with the NATO Architectural Framework (NAF) and the C3 Taxonomy.

Reports to: Branch Head (AirC2/IAMD)/Portfolio Manager

Principal Duties: He/she will

a. Develop and maintain the Air C2/IAMD Capability Architecture in close coordination with NATO Enterprise Architecture (EA), and Project Architectures custodians, and in accordance with NATO Atlantic Council (NAC) endorsed strategy and NATO policy.

b. Support through life-cycle approach to Air C2/IAMD capabilities development, by providing different architectural views, artefacts and best-practice;

c. Participate in cross-divisional Architecture Coordination Team to assist in assurance of the coherent approach to capability architecture development across the Capabilities Division and contributing to the development of NATO (EA or specific Capability and Project Architectures, by providing relevant architectural views and artefacts as required;

d. Contribute to the development of Capability Taxonomy by providing Air C2/IAMD domain specific artefacts and expertise, and adopt it (including applications and services) in support of capability management activities;

e. Follow rules and regulations guiding capability architecture development, baselining, verification and validation as detailed with ACT internal directives;

f. Assure the full traceability among architectures and requirements for Air C2/IAMD capability by close collaboration with NATO requirements owner and all NATO, Alliance and Federation stakeholders;

g. Maintain a five year Programme of Work, with associated resources and deliverables, for the development of the Air C2/IAMD Capability and Project Architectures, and execute it in coordination with the related Programme Director, Science and Technology, Research and Development, Concept Development and Experimentation, and common-funded related-capability continuum of investments and activities;

h. Manage the production and evolution, either internally or by managing external resources, of the related Capability and Project Architectures in accordance with approved NATO policy and link these architectures to the NDPP, the NATO Security Investment Programme (NSIP) and interoperability standards.

i. Assist the Portfolio Manager, Programme Directors, and Project Coordinators in the engagement with governance, management and users entities, related with the Capability or specific Project Architectures.

j. Collaborate with industrial, academic, NATO and National partners to constantly maintain a state-of-the-art picture of emerging architectural analysis and design methodologies.

k. Possibly be assigned as Project Coordinator and needs to have relevant skill set and experience for that role.

l. Support the Air C2/IAMD Portfolio Manager in the administration and supervision of programmes quality assurance.

m. Support the Programme Director and Project Coordinator in the acceptance testing and documentation of Air C2/IAMD related capabilities against the specific Architecture.

n. Support the Branch Head and the Deputy Branch Head in the continuous on-the-job-traning, providing advice, and supporting the military staff officers, who rotate through the organisation without sufficient time to gain an complete understanding of the complex NATO policies and structures.

Essential Qualifications

a. University Degree in management information systems, accounting, economics, finance, business administration, public administration, operations research, project management or related discipline.

b. At least 6 years project/programme management experience in a large organization.

c. Extensive knowledge of Architectural Frameworks and capability development procedures

d. Significant experience in complex multi-year programme/project environment and at least 4 years programme management and resource management experience gained in a large organization.

Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Desirable Qualifications

Professional Experience

a. Information Technology Infrastructure Library (ITIL) certification

b. Project Management professional certification

c. Understanding of the NATO Command Structure organization and relationships.

Education/Training

PRINCE2 (Projects in Controlled Environment) Course or equivalent

Attributes/Competencies

- Managerial Responsibilities: This position is the Air C2/IAMD capability portfolio Risk manager. He/she will gain and maintain complete knowledge of the different plans processes, governance, funding and status associated with capability development, acquisition, and implementation along the DOTMLPFI lines. This will include knowing how to initiate and sustain work within NATO's Science and Technology, Research and Development, Concept Development and Experimentation, and NATO Security Investment Programme.

- Programme Management - The identification, planning and coordination of a set of related projects within a programme of business change, to manage their interdependencies in support of specific business strategies and

objectives. The maintenance of a strategic view over the set of projects, providing the framework for implementing business initiatives, or large-scale change, by conceiving, maintaining and communicating a vision of the outcome of the programme and associated benefits. (The vision, and the means of achieving it, may change as the programme progresses). Agreement of business requirements, and translation of requirements into operational plans. Determination, monitoring, and review of programme scope, costs, and schedule, programme resources, inter-dependencies and programme risk.

- Air Battle Planning And Management - Activities that encompass command, management,and direction of air battle management operations, at both the planning and execution stages including Command and Control Resource Management (weapons employment, sensors employment, communications employment , data link operations, electronic protection and electronic attack, airspace management, program formulation, policy planning, and inspection). Develops battle management architecture supporting inter-operability of joint forces within a theatre of operations. Participates in research, development, test, and evaluation to determine new battle management systems capabilities and modifications to existing systems.
- Professional Contacts: This position can only be successful by leveraging a network of other NATO employees in the various headquarters and agencies, eventually within national entities and other international organizations. Due to the complexity of NATO policies, processes, and structures, rapid and effective coordination depends greatly on professional contacts and constant coordination and cooperation with senior military staff in different NATO bodies and committees.
- Contribution To Objectives: He/she is responsible for requesting the appropriate resources for Research and Development, for managing the Risk associated with the Programme of Work, and for supporting the estimates for Operation and Maintenance.

Work Environment

He/she will be required to work in a normal office environment.