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Senior Engineer Buildings and Facilities Manager-180584

Primary Location Portugal

NATO Body NATO Communications and Information Agency (NCI Agency)

Schedule Full-time

Salary (Pay Basis) : 5,360.01Euro (EUR) Monthly

Grade A.3

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 NCI Agency.

The NCI Agency is looking for a talented **Senior Engineer Buildings and Facilities Manager**. In this role, you will manage, coordinate and implement Operation and Maintenance activities for the buildings & technical facilities and implementation of major maintenance projects in collaboration with PRT-Ministry of Defence. If you possess relevant education, at least 5 years of relevant experience **we would like to meet you!**

Role responsibilities:

GS operates with three different business models – provision of services to NCI Agency, delivery of services from GS to 3rd parties (shared services) and management of service delivery from 3rd parties to NCI Agency.

You will be responsible for providing leadership to a technical support and services group and for managing the full spectrum of service delivery for the NCI Agency Oeiras, Portugal Buildings and Facilities, other technical support services and Health and Safety aspects in accordance with EU and Host Nation legislation.

Under the supervision of Head of Facility Management & Planning, you will be responsible for:

- Liaise and coordinate with the relevant authorities such as: PRT-local authorities (Oeiras Site Commandant and Oeiras municipality authorities), PRT-Ministry of Defence, PRT-Ministry of Foreign Affairs, including supporting the political and decision making process within NATO;
- Advise the Head of Facility Management & Planning, the Academy Commandant, Head of General Services, and NCI Agency senior management in various issues relating to the Facility Management, technical support services and Health and Safety in Oeiras;
- Manage, coordinate and implement Operation and Maintenance activities for the buildings & technical facilities and implementation of major maintenance projects in collaboration with PRT-Ministry of Defence;
- Responsible for safe operation and maintenance of premises and installations to ensure a safe and healthy working environment in line with the Agency Health & Safety Directive and applicable local legislation, including ensuring the safe delivery of work by contractors;
- From a Building Management perspective, provide advice, identify, plan and execute requirements resulting from the ongoing NCI Agency- Functional Groupings and Facilities Study Implementation (FGFS) new geographical footprint;
- Provide the necessary data to develop business cases and cost-effective solutions, including analysis of options of

a wide range and complicated technical facilities and systems;

- Act as fund manager. Plan and manage the Operation and Maintenance budget (Yearly, mid-term etc.) of the building and facilities in Oeiras and the budgets allocated for the renovation, upgrading, installation and construction projects. Provide the yearly budget requirement inputs for the Financial Plan and provide the justification for the requested budget;
- Responsible for the personnel management of Oeiras Building and Facilities Team;
- Ensure technical facilities support, aiming for a high degree of services and quality;
- Deputize for higher grade staff, if required;
- Performs other duties as may be required.

Person specification

Qualifications required:

We are looking for a candidate with a Master of Science (MSc) degree at a nationally recognised/certified University in one of the following fields: Facility Management, Electrical and Power Engineering or Civil Works and/or in a related discipline with 5 years post related experience or a Bachelor of Science (BSc) degree at a nationally recognised/certified University in a related subject with 7 years post related experience or 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, or with a military experience in a related subject.

Experience required:

In addition to 5 years in the field of Facility Management, Operation and Maintenance of buildings and technical facilities services, you will also have practical experience in the following areas:

- A sound knowledge of building systems and technical installations/systems, i.e. power supply, electricity, lighting, HVAC; chilled water plant; heating plant, security systems and IT networks, etc.;
- Knowledge of Health & Safety EU and Host Nation Regulations;
- Proven ability to supervise technical staff.

The following will be considered as an advantage:

- Basic knowledge of construction management experience and Hand-Over and Take-Over (HOTO) of facilities. Management of design & engineering including development and monitoring of project control mechanisms, cost negotiations, management of regulatory compliance and report drafting;
- Basic knowledge of regulations and standards for building construction in Oeiras;
- EU-compliant certification in the field of health & occupational/ environmental safety;
- ADP, Office suite;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Prior experience and knowledge of NATO responsibilities and organization, including ACO and ACT.

Competencies required:

We are looking for a person who demonstrates the following behavioural competencies:

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.

Presenting and Communicating Information - Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility;

Writing and Reporting - Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience;

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;

Learning and Researching - Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback);

Creating and Innovating - Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.

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.

Professional Contacts:

- Liaising and cooperating with hosting landlord (PRT-Ministry of Defence), PRT-Ministry of Foreign Affairs, Oeiras municipality authorities, public utility companies and services (Water, Power, Fuel, Fire brigades, etc.), engineering consultants, contractors, manufacturers and suppliers/vendors in the area of responsibility;
- Representing NCI Agency, Head of Facility Management & Planning and/or Head of General Services and Academy Commandant in assigned duty related NATO committees, steering groups/boards, and NATO-Infrastructure representation;
- Coordinating and cooperating with other Sections of General Services and with other organizational elements of the Agency.

Language skills:

A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and knowledge of the other is

desirable;

A thorough knowledge of the Host Nation language (Portuguese) is desirable;

NOTE: Most of the work of the NCI Agency is conducted in the English language.

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](#).

Please note: 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, 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.

We appreciate your patience.

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