



**NATO SUPPORT AND PROCUREMENT AGENCY
AGENCE OTAN DE SOUTIEN ET D'ACQUISITION**



HUMAN RESOURCES DIVISION
DIVISION DES RESSOURCES HUMAINES

HR/2018/26/CLT/HR/20-ASB/WEB DB/ef

18 July 2018

**CONSULTANT – SENIOR EXPERT
(HR TRAINING AND DEVELOPMENT)**

CLT N° CO-8145

POST DETAILS

Ref. N°:	CLT/HR/20/2018
Organization:	HUMAN RESOURCES DIVISION, Recruitment, Development and Medical Branch
Level:	II
Duty location:	Home/Capellen, Luxembourg
Post requirements form:	CO-8145 PRF
Contract duration:	3 months (on-call 35 days)
Applications closing date:	07 August 2018
Interview date:	To be determined (see important notes)

WHO CAN APPLY?

External candidates who are nationals of a NATO member country are invited to apply.

HOW TO APPLY? (Please read carefully)

In order to apply, external candidates must submit the standard [NSPA application form](#) and the **post requirements form (PRF)**, available on our website, [NSPA Vacancies](#).

Documents should be submitted by email to: recruitment@nspa.nato.int.

Applications which do not meet the above-mentioned prerequisites will be automatically rejected.

IMPORTANT NOTES

In view of the current situation, the consultant would be expected to provide an on-call services support of maximum 35 days out of 3 months. The working languages will mainly be English and French. The duty stations will be Home/Capellen, Luxembourg.

All dates and updates concerning the selection process will be published at NSPA website. We strongly recommend that applicants check out our portal on regular basis to be aware of all the information.

The Agency would appreciate support from the addressee countries by their submission of candidates whose security clearance can be effected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with. Only successful candidates will be contacted by the NSPA recruitment team.

Chief of Recruitment, Development and Medical Branch



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HUMAN RESOURCES DIVISION
DIVISION DES RESSOURCES HUMAINES

HR/2018/26/CLT/HR/20-ASB/WEB DB/ef

18 juillet 2018

**CONSULTANT(E) – EXPERT(E) PRINCIPAL(E)
(FORMATION ET DÉVELOPPEMENT RH)**

CLT N° CO-8145

DÉTAILS DU POSTE

Réf. N° :	CLT/HR/20/2018
Organisation :	DIVISION DES RESSOURCES HUMAINES, Branche "recrutement, développement et service médical"
Niveau :	II
Lieu d'affectation :	Domicile/Capellen, Luxembourg
Questionnaire relatif aux exigences du poste :	CO-8145 PRF
Durée du contrat :	3 mois (sur appel 35 jours)
Date limite dépôt des candidatures :	07 août 2018
Date des entretiens :	Sera fixée ultérieurement (voir les informations importantes)

QUI PEUT POSTULER ?

Les candidat(e)s externes possédant la nationalité d'un pays membre de l'OTAN sont invités à postuler.

COMMENT POSTULER ? (Veuillez lire attentivement)

Pour postuler, les candidat(e)s externes devront renvoyer le [formulaire de candidature réglementaire de la NSPA](#) ainsi que le **questionnaire** relatif aux exigences du poste, disponibles sur notre site internet, [Postes vacants à la NSPA](#).

Ces documents sont à adresser par courrier électronique à : recruitment@nspa.nato.int.

Les candidatures ne répondant pas aux conditions ci-dessus seront automatiquement rejetées.

INFORMATIONS IMPORTANTES

Au vu de la situation actuelle, le(la) consultant(e) devrait apporter un soutien de services sur appel pour un maximum de 35 jours répartis sur 3 mois. Les langues de travail seront principalement l'anglais et le français. Les lieux d'affectation seront le Domicile/Capellen, Luxembourg.

Toutes les dates (et mises à jour) afférentes au processus de sélection seront publiées sur le site web de la NSPA. Nous recommandons vivement aux candidat(e)s de vérifier régulièrement notre site pour disposer de l'ensemble des informations.

L'Agence souhaiterait que les pays destinataires facilitent sa tâche en lui présentant des candidat(e)s dont l'habilitation de sécurité peut être obtenue (ou confirmée) rapidement et qui seraient en mesure de prendre leurs fonctions dès que possible après leur sélection.

De plus, veuillez noter qu'en raison du vif intérêt suscité par la NSPA et du nombre élevé de candidatures potentielles, il ne pourra pas être donné suite aux demandes de renseignements adressées par téléphone ou par courrier électronique. Seul(e)s les candidat(e)s invité(e)s à participer aux tests de sélection recevront de plus amples informations.

Chef de la Branche recrutement, développement et service médical



NATO SUPPORT AND PROCUREMENT AGENCY
AGENCE OTAN DE SOUTIEN ET D'ACQUISITION



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

ORGANIZATION : Human Resources Division, Recruitment, Development and Medical Branch
CONSULTANCY No. : CO8145
CLT TITLE : Consultant - Senior Expert (HR Training and Development)
EXPERTISE LEVEL : II DURATION¹ : 3 months DUTY LOCATION : Home/ NSPA
(35 days)

BACKGROUND

The services of the consultant in HR Training and Development are required to fulfill the Human Resources goals in proposing solutions to welcome and retain staff members and support the Business evolution. The consultant will be tasked to provide specialist advices and solutions for the Onboarding and the Planning of Development of staff members with the objectives to establish business cases, Statement of Works and project plans.

The services of the consultant in HR Training and Development are also required to fulfill the General & Cooperative Services Programme, eBusiness Branch (LB-G) commitments related to the GPSS project, as tasked by the NAC. Role is to provide specialist technical support to gather the requirements in the training and HR learning & development area with the objectives to establish a set of outline agreement to cover the NATO needs.

The consultant serves in an advisory and/or technical capacity for work not provided for by the establishment approved for the Agency.

SUMMARY

The consultant is responsible to the Human Resources Division, Recruitment, Development and Medical Branch Chief, for providing expert support in the "Training and Development" area. The consultant will also when required be responsible to LB General & Cooperative Services Programme, eBusiness Branch Chief, for providing providing expert support in the "Training and HR Learning And Development" category.

More precisely, he/ she is responsible for performing/ executing the following tasks:

MAIN DELIVERABLES/ SCOPE OF WORK

- ☐ Providing specialist knowledge in the field of "Training and Development" management and procurement.
- ☐ Conducting and/or coordinating studies and in particular the governance and methodology related to Training & Development for the HR and for GPSS
- ☐ Preparing/ Coordinating Statement of Works to include risk management and quality requirements.
- ☐ Implementing "Plan, Do, Check, Act" principles throughout the implementation of the assigned projects

¹ Shall not normally exceed a period of 3 consecutive months and shall under no circumstance exceed 12 consecutive months.

- ☐ Providing expertise and oversight to all "Training ☐ Development" related business and requirements within the LB Programme Office and specialist advice to other NATO organizational elements of the Agency as required within the framework of GPSS
- ☐ Liaising with NATO stakeholders as required
- ☐ Performing Duty Travel as required and directed
- ☐ Confirming Statement of Requirement and Developing Technical Evaluation Criteria, supporting technical evaluation and assisting procurement officers in evaluating fair pricing bids.
- ☐ Monitoring contract performance to ensure that technical contractual conditions are fulfilled and proposing corrective actions as required.
- ☐ Reviewing, coordinating and submitting reports and analyses as required
- ☐ Performing other related functions as required in peacetime and any other appropriate functions assigned in times of crisis of war.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- ☐ University degree or equivalent education.
- ☐ Specialized knowledge in the area of Training & Development.
- ☐ Knowledge of training/ T&D with a working knowledge of the commercial training industry.
- ☐ Resource management expertise related to Training & Development.
- ☐ Not less than three years of experience in training management, preferably in a military or Non-Governmental Organization (NGO) environment.
- ☐ Knowledge of Training/ L&D governance and Quality Assurance (QA) standards and policies.
- ☐ Ability to cooperate with international military and civilian staff at various levels of seniority.
- ☐ Knowledge of information systems at end-user level with experience in using personal computers and software packages.
- ☐ A "NATO SECRET" security clearance.

LANGUAGE QUALIFICATIONS

- ☐ NATO's two official languages are English and French. Both languages are important in the work of this consultant, therefore fluency in one of those languages and working knowledge of the other are essential.

PERSONAL CHARACTERISTICS

- ☐ All personnel working for NSPA are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

Version française à suivre.



POST REQUIREMENTS FORM

This form, duly completed, should be sent by e-mail to:

recruitment@nspace.nato.int

1. Name	
2. Consultancy Number	CO-8145
3. CLT Title	CONSULTANT – SENIOR EXPERT (HR TRAINING AND DEVELOPMENT)
4. Level	II
5. Publication Reference	CLT/HR/20/2018
6. Applications Closing Date	07 August 2018
7. Interview Date	To be determined *

** All dates and updates concerning the selection process will be published at NSPA website. We strongly recommend that applicants check out our portal on regular basis to be aware of all the information.*

DEAR APPLICANT,

This form has been specifically designed to aid the NSPA Human Resources Division in assessing whether or not you meet the general and specific qualifications requirements of the aforementioned post as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy. The form consists of several parts. You are required to make entries in **all** blocks.

In completing each block, you must provide factual information stating how you meet the respective qualifications quoted.

IMPORTANT: If you do not fulfill MOST of the qualifications, we strongly advise you not to proceed with your application.

For more information about this post, you are kindly advised to refer to the official advertisement available at our website (<http://www.nspace.nato.int>, "Employment", "NSPA Vacancies"). The form is to be completed electronically and forwarded to the NSPA Human Resources Division (recruitment@nspace.nato.int).

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

Expressions such as: "please see *attachment*", "*annex*", "*enclosed document*", "*CV*", or short answers as "*yes*", "*no*" etc., are not accepted. Applications which do not fulfill the above mentioned prerequisites will not be processed.

PART 1 - GENERAL QUALIFICATIONS

1) University degree or equivalent education:
2) Specialized knowledge in the area of Training & Development:
3) Knowledge of training / T&D with a working knowledge of the commercial training industry:
4) Resource management expertise related to Training & Development:
5) Not less than three years of experience in training management, preferably in a military or Non- Governmental Organization (NGO) environment:
6) Knowledge of Training/ L&D governance and Quality Assurance (QA) standards and policies:
7) Ability to cooperate with international military and civilian staff at various levels of seniority:
8) Knowledge of information systems at end-user level with experience in using personal computers and software packages:
9) Possession of a NATO security clearance is essential:

PART 2 - LANGUAGE QUALIFICATIONS

1) NATO's two official languages are English and French. Both languages are important in the work of this consultant, therefore fluency in one of those languages and working knowledge of the other are essential:

PART 3 - COMMENTS

1) The duty stations will be Home or Capellen, Luxembourg.
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"I understand that the information provided by me above will be used in determining my qualifications for possible employment/career with NSPA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."

NAME

SIGNATURE

DATE