

Notification of a vacancy

Post/Vacancy Number :	PSL43
Grade :	B4
Title :	Senior Configuration Management Assistant
Division/Office :	Programme Support Division
NATO Body :	NAPMA
Location/Country :	Brunssum, The Netherlands
Closing Date :	5 January 2018
Point of Contact :	Human Resources & Travel Office +31 (0)45 5262788

Duties:

Responsible to the Configuration Management and Data Management (CM / DM) Officer (PSL41) for the following duties:

- Supporting the change management process by preparing (Single) Configuration Control Board meetings including taking meeting minutes.
- Supporting the Operational Safety, Suitability and Effectiveness (OSS&E) process.
- Supporting the maintenance of Configuration Data/Documentation required for Technical Airworthiness.
- Supporting NAPMA's projects with CM services including preparation of contracts and Statements of Work, baseline planning, and reviewing of contractor documentation.
- Performing Functional and Physical Configuration Audits (FCA, PCA) for assigned Configuration Items.
- Supporting the management of the Configuration Status Accounting files.
- Maintaining and developing the configuration management database and project related tools.
- Recommending changes to optimize the NAPMA business processes within own area of expertise.
- Attending training courses relevant to the above duties.
- Performing other related duties as assigned

Qualifications:

Required:

Higher secondary school education and at least 4 years' experience in Configuration Management; Capable of both independent action and working as a team member; Meticulous attention to detail; Ability to use a personal computer and its associated office software applications.

Desired:

Background in technical documentation; Good administrative background; Knowledgeable of NATO procedures for the handling of international correspondence; Familiarity with aircraft / mission systems / NATO terminology.

Familiarity with Requirement Management Tools such as Rational Dynamic Object Oriented Requirements System (DOORS).

Experience with NATO configuration management policy, processes and procedures.

Familiarity with the complete Systems Development Life Cycle.

Experience with Enterprise Resource Planning (ERP) systems/SharePoint or equivalent.

Must be fluent in one of the two NATO Official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

Any applicant should be in possession of a NATO Secret (NS) security clearance. A NAPMA Application Form of any applicant is requested to be forwarded to NAPMA, Attn: Human Resources & Travel Officer, PO Box 8002, 6440 HA Brunssum, The Netherlands, no later than Friday, 5 January 2018. Should you have further questions, please contact our Human Resources & Travel Officer, Tel (31)45-526-2788 or via e-mail at recruitment@napma.nato.int.

Please be aware that the duration of the contract is limited to 31 December 2019 with no guarantee of renewal.