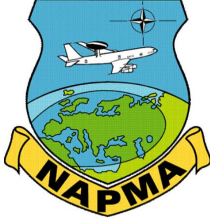


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Date of Approval: 08 September 2021

	<p>NATO AEW&C PROGRAMME MANAGEMENT AGENCY</p> <p>NOTIFICATION OF VACANCY</p>
Post Title:	Acquisition Specialist
Post Number:	EN094
Duty Location:	Brunssum, The Netherlands
NATO Grade	B6 / G14
Nation:	NU
Division/Office	NAEW&C Engineer's Office
Branch/Section	
Clearance:	NATO Secret (NS)
Manages/Supervises (no. of staff)	N/A
Closing Date	29 October 2021
Point of Contact	Human Resources & General Services Office recruitment@napma.nato.int
Application Details:	<p>A NAPMA Application Form of any applicant should be forwarded by email to recruitment@napma.nato.int The application form can be downloaded at www.napma.nato.int.</p> <p>NAPMA can only employ nationals from the NATO nations for this position.</p>

1. POST SUMMARY:

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations. NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations.

Within the NAEW&C Engineer's Office the Acquisition Specialist supports the primary Airworthiness Engineer responsible for the technical implementation of NATO's Required Navigation Performance (RNP), Area Navigation (RNAV), and Navigation Database activities. Provides technical advice and guidance to the RNP program management lead while keeping the Chief Engineer informed on RNP certification issues and challenges.

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2. PRINCIPAL DUTIES

The Acquisition Specialist is responsible to the Chief Engineer (EN001) for the following duties:

- Supporting Performance Based Navigation (PBN) Required Navigation Performance (RNP), Area Navigation (RNAV), and Navigation Database acquisition activities with U.S. Air Force program office representatives
- Monitoring of the RNP, RNAV and Navigation Database acquisition effort by Boeing and Collins
- Reviewing the Letter Of Acceptance and finalizing the foreign Military Sale Case between NAPMA and the U. S. Air Force
- Overseeing the day-to-day aspects of the RNP, RNAV, and Navigation Database project to include cost, schedule and technical performance
- Assisting Program Management in the facilitation of project meetings to include the coordination of agendas and the tracking of action items and meeting minutes
- Supporting project meetings between NAPMA, NAEW&C Force, U.S. Air Force and Industry representatives
- Evaluating contractor test plans/procedures and test reports for compliance with system requirements
- Developing RNP, RNAV, and Navigation Database related Risk Mitigation strategies during the development and test phase
- Coordinating with other divisions, offices and branches within NAPMA to ensure that all necessary support is provided
- Attending training courses relevant to the above duties.
- Performing other related duties as assigned

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES:

The incumbent may be required to perform other related duties as directed.

4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

Higher secondary education; At least five years' experience in system and/or project administration; Documented knowledge of military acquisition practices, directives and regulations; Working knowledge of Microsoft Office Software.

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.

5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

The following qualifications are deemed desirable:

- Bachelor's degree in engineering, business or related discipline;
- DAU Level 1 or equivalent Project Management certification;
- Understanding of acquisition related disciplines such as cost, contracting and project management functions.
- Working experience in multi-functional project teams and multi-national programs

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6. ATTRIBUTES / INTERRELATIONSHIPS

All NAPMA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council, and thus display the core values of integrity, impartiality, loyalty, accountability and professionalism.

7. COMPETENCIES

The incumbent must demonstrate:

- Analytical Thinking: Sees multiple relationships;
- Clarity and Accuracy: Monitors data or projects;
- Flexibility: Adapts to unforeseen situations;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Plans and acts up to a year ahead;
- Organizational Awareness: Understands organizational climates and culture.
- Self-Control: Responds calmly;
- Conceptual Thinking: Applies learned concepts;
- Empathy: To be open to others' perspectives.

8. REMARKS

None