

	<p>NATO AEW&amp;C PROGRAMME MANAGEMENT AGENCY</p> <p><b>NOTIFICATION OF VACANCY</b></p>
<p>Post Title:</p>	<p>Risk Manager</p>
<p>Post Number:</p>	<p>RM001</p>
<p>Duty Location:</p>	<p>Brunssum, The Netherlands</p>
<p>NATO Grade</p>	<p>A4</p>
<p>Division/Office</p>	<p>Risk Manager</p>
<p>Branch/Section</p>	<p>-</p>
<p>Clearance:</p>	<p>NATO Secret (NS)</p>
<p>Manages/Supervises (no. of staff)</p>	<p>n.a. (directly/indirectly)</p>
<p>Closing Date</p>	<p>Friday, 24 March 2023</p>
<p>Point of Contact</p>	<p>Human Resources &amp; General Services Office <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a></p>
<p>Application Details:</p>	<p>A NAPMA Application Form of any applicant should be forwarded by email to <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a> The application form can be downloaded at <a href="http://www.napma.nato.int">www.napma.nato.int</a>.</p> <p>NAPMA can only employ nationals from the NAPMO nations for this position. Applications should be supported by the member of the Board of Directors of the respective nation.</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.

Within the Agency the Risk Manager implements and maintains an internationally recognized risk management process throughout the Agency to include a risk management policy and risk management plan that employs harmonized processes and procedures, managing the Final Lifetime Extension Programme (FLEP) risk management process. NAPMA’s risk portfolio mainly contains risks linked to the Agencies technological role and responsibility. Therefore technical qualifications are the overarching prerequisite for any incumbent.

**2. PRINCIPAL DUTIES**

The Risk Manager is responsible to the General Manager (GM001) for the following enterprise related duties, but not limited to:

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- Managing full spectrum of enterprise risks related to the agency’s mission within the defined internal control framework and maintaining the respective NAPMA risk registry.
- Supporting and monitoring the implementation of executable risk mitigation strategies and monitor the status.
- Advising NAPMA GM when a risk turns into an issue, providing impact assessment and proposing mitigation strategies.
- Providing NAPMA Senior Management a frequent update on Enterprise Risk Status to include providing advice on the implementation of risk mitigation strategies where required.
- Supporting Senior Management by providing advice on the updates and optimization of business processes from a risk management perspective.
- Conducting risk audits and risk surveys as requested.
- Supporting Internal and External Audits as required.
- Providing Risk Summaries and Risk Summary Presentations to the NAPMO Committees and the Board of Directors as directed.
- Providing risk management instruction and guidance to staff members as required.
- Attending training courses relevant to the above duties as required.

The Risk Manager is responsible to the Chief Programme Management Division (PM001) for the following related duties, but not limited to:

- Managing the Final Lifetime Extension Programme (FLEP) risk management process, ensuring procedures are followed and providing change proposals to improve the process if required.
- Assisting the FLEP team leads in developing risk statements, ensuring mitigation actions are clearly defined and risks are scored consistently across the programme.
- Monitoring risk mitigation actions and providing the FLEP leadership team with advance notice when mitigation actions are nearing due dates.
- Providing subject matter technological expertise for his efforts identifying and/or assessing potential risks at an early stage and to mitigate emerging risks.
- Establishing, maintaining and updating the FLEP risk registry using NAPMA’s risk management tool.
- Organizing and supporting the conduct of the FLEP Risk Working Groups and the FLEP Risk Management Boards.
- Coordinating joint risk management activities between NAPMA and the FLEP contractors and between NAPMA and the NAEW&C Force.
- Training the FLEP staff on the art of risk management as required.
- Managing risks and overseeing Division tasks associated with transitioning FLEP to the NAEW&C Force for Operations and Sustainment.
- Managing risks and overseeing Division tasks associated with the FLEP Combined Test Team (CTT).

### **3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

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

### **4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

University degree in engineering or equivalent education / qualification. At least 3 years of experience in the area of Risk Management. At least 7 years’ experience in project

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management and/or acquisition of a major weapons system. Profound analytical skills allowing the provision of engineering expertise when technology-based risks emerge. Good communication skills and an attitude that fosters good working relationships in a complex, international environment. Ability to use standard personal computer as appropriate for the specific duties

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

An internationally-recognised qualification in Risk Management. Ability to use a standard risk management tool. Understanding of an internal control framework such as the COSO Enterprise Risk Management Integrated Framework. Familiarity with the NATO Structure, Policy and Procedures. Knowledge of NATO acquisition programmes and/or familiarity with the NAPMO and the NAEW&C Programme would be beneficial.

### 6. ATTRIBUTES / INTERRELATIONSHIPS

Applying expertise and technology, applies specialist and detailed technical expertise, develops job knowledge and expertise (theoretical and practical) through continual professional development.

Analyses numerical data and all other sources of information, to break them into component parts, patterns and relationships.

Makes rational judgements from the available information and analysis.

### 7. COMPETENCIES

The incumbent must demonstrate:

- *Achievement*: Creates own measures of excellence and improves performance;
- *Analytical Thinking*: Sees multiple relationships; provides “out of hierarchical structures” based expertise;
- *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;
- *Organizational Commitment*: Ability to align own behavior with the needs, priorities and goals of the Organization.

### 8. REMARKS

Any candidate should be in possession of a NATO Secret (NS) security clearance when taking up the position.

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