

	<p>NATO AEW&amp;C PROGRAMME MANAGEMENT AGENCY</p> <p><b>NOTIFICATION OF VACANCY</b></p>
<p>Post Title</p>	<p>Principal Programme and Administrative Assistant</p>
<p>Post Number</p>	<p>PM002</p>
<p>Duty Location</p>	<p>Brunssum, The Netherland</p>
<p>NATO Grade</p>	<p>G10/12</p>
<p>Nation</p>	<p>NU</p>
<p>Division/Office</p>	<p>Programme Management Division</p>
<p>Branch/Section</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>Wednesday 20 May 2026</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 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.

Within the Agency the Principal Programme and Administrative Assistant, as part of the Programme Management Division, performs acquisition programme management support and clerical functions for the Division with respect to NAPMA's Management Directives and Operating Instructions while assisting with day-to-day Division administration and programme related duties.

## NATO UNCLASSIFIED

### 2. PRIMARY RESPONSIBILITIES

The Principle Programme and Administrative Assistant is responsible to Chief Programme Management Division (PM001) for the following duties:

- Preparing documents, briefings, spreadsheets and routine official correspondence using MS Office products and ensures the accuracy and proper formatting of these documents;
- Drafting and coordinating programme related Contract Letters and correspondence with the Contracting Branch;
- Assist with project planning, monitoring workflows, preparing programmatic documents and reports as directed;
- Serving as one of the NIMS Requirements Subject Matter Expert (RSME) for all Final Lifetime Extension Programme (FLEP) expenditures and Follow-on Upgrade Programme (FUP) expenditures, as required;
- Assisting in the tracking of Programme related Action Items, Contracts Letters and Data deliverables (CDRLs) using automated tools to ensure timely replies;
- Optimizing and maintaining the Division's Travel Cost Estimating tool, providing accurate forecast to Division Leadership monthly;
- Liaise with the NAPMA registry and the Programme Division Branch Heads to ensure that the document registration process is being followed;
- Organizing and scheduling meetings, booking conference rooms, ensuring necessary IT equipment is in place and capturing all action items;
- Assisting in the preparation of regularly scheduled presentations and reports;
- Supporting activities across the Programme Management Division as required;
- Liaise with the NAPMA Archiving OPR to ensure that programme documentation is archived in accordance with NATO policy;
- Coordinating travel arrangements, preparing visit notifications as appropriate for all Programme Management Division and supporting NAPMA personnel with the execution of their mission and preparing expense reports;
- Maintaining an effective means of tracking Agency suspense's (e.g. Tasker Tracker) and ensuring the Division provides timely responses;
- Drafting memoranda and cover letters to documents to be forwarded to in-house offices, and to NATO and national authorities as required;
- Performing the clerical functions for the Division with respect to NAPMA's Management Directives, Operating Instructions, leave and attendance schedules and telephone directory;
- Representing the Division in the NAPMA Training Board,
- Assisting with day-to-day Division administration to include:
  - a. Acting as point of contact for the Division by answering enquiries and incoming calls;
  - b. Writing and distributing email, correspondence memos, letters, faxes and forms;
  - c. Acting as the point of contact for external visitors and provides general support to visitors while at NAPMA;
  - d. Carrying out administrative duties such as filing, typing, copying, binding, scanning, etc.;
  - e. Developing and maintaining a filing system;
  - f. Maintaining lists of internal and external contacts;
  - g. Resolving administrative problems;
  - h. Ordering office supplies as required.

NATO UNCLASSIFIED

## **NATO UNCLASSIFIED**

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

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

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

#### **Qualifications:**

- Higher vocational training in a relevant discipline with 2 years post-related experience, or a secondary educational qualification with 4 years post-related experience.
- Very good knowledge and handling of MS Office (MS Word, MS Excel and MS PowerPoint, Outlook in particular) suite.

#### **Experience:**

- Experience in assisting with project administration.

### **5. DESIRABLE QUALIFICATIONS AND EXPERIENCE**

- Previous working experience in a programme office environment
- Previous working experience in a NATO environment.
- Experience with Enterprise Resource Planning (ERP) systems or equivalent.

### **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 (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

- Good time management skills, problem solving skills and the ability to prioritize work and work under pressure;
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to manage complex tasks and multi-task;

### **7. LANGUAGE REQUIREMENTS**

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.

### **8. TELEWORKING**

Teleworking opportunities may be considered, subject to the requirements of on-site activities.

### **9. REMARKS**

This grade is expected to be experienced, competent, and a self-starter and teamplayer who can work with relaxed supervision and can show initiatives. At this level, some supervisory

## **NATO UNCLASSIFIED**

and junior management duties are expected although the level of technical responsibility might be sufficient by itself to warrant the grade.

Any candidate should be in possession of a NATO Secret (NS) security clearance when taking up the position. Candidates with a valid security clearance at the required level with equal qualifications might be given preference.

NAPMA is looking to fill this position based on full-time employment.

The selected candidate will be offered a three year definite duration contract with no guarantee for renewal.

When applying for a NAPMA vacancy, it is necessary for NAPMA to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment.

**NATO UNCLASSIFIED**