



## STATEMENT OF WORK FOR CONSULTANCY SUPPORT

### ALLIANCE GROUND SURVEILLANCE (AGS) AND UNCREWED AERIAL SYSTEMS (UAS) PROGRAMME OFFICE, UAS BRANCH

Consultant – Logistics Technician

CLT No. CO26148

|                 |     |  |                       |           |  |               |          |
|-----------------|-----|--|-----------------------|-----------|--|---------------|----------|
| Expertise level | III |  | Duration <sup>1</sup> | 12 months |  | Duty Location | Capellen |
|-----------------|-----|--|-----------------------|-----------|--|---------------|----------|

## BACKGROUND

The incumbent reports to the Chief of Section and is responsible for the support and monitoring of Supply, Depot Level Maintenance (DLM), and Services programmes and other services in support of related systems, sub-systems and components. More precisely, the incumbent is responsible for executing the following tasks:

## RESPONSIBILITIES

### General Responsibilities

- Executing all supply and maintenance related activities, including central stock management, supply brokerage, management of contracted component DLM service, as required.
- Assisting in organising and implementing all logistic actions in support of the related Support Partnerships (SP) and non-SP nations in accordance with the applicable Operating Instructions (OIs).
- Assisting in monitoring performance and effectiveness of the logistic support provided to customers and implementing improvements and remedies as required.
- Ensuring the application of appropriate Quality Assurance (QA) standards for the procurement of DLM and supply support.
- Assisting in determining annual logistic requirements and supply and maintenance workload forecasts.
- Contributing to preparing the annual operational budget requirements and assisting in managing the utilization of approved credits.
- Assisting in preparing statistical and other management reports and providing customers with reports and analysis as required.
- Ensuring the correctness of the requisition/repair status information provided to customers.
- Executing customer follow-ups to ensure proper emphasis in processing.
- Assisting in performing relevant contract administration, monitoring workload input progress by contractors, production and delivery control for related projects.
- Reviewing contractor's invoices and supporting documents for compliance with contractual, logistic and technical requirements prior to certification.
- Initiating customer billing for supply, maintenance and other services, and verifying billing details prior to release of them to customers.
- Processing the customers' and/or suppliers' Discrepancy Reports (DRs).
- Participating in the meetings, conferences and Working Groups (WGs) as required, to include Support Partnership Committee (SPC) meetings and other customer and/or contractor meetings.
- Preparing correspondence, reports, presentations, database queries and other statistics as required for related projects, using modern office automation equipment and software.

### Specific Responsibilities

- Processing requisitions and Service Notifications (SNs), and taking the applicable supply and maintenance actions for items to be procured for customers, in order to meet the requirements in a timely and cost-effective manner; researching to identify alternative material/supply sources and initiating actions as required.
- Assisting in managing acquisition of both brokerage and stockage requirements including provisioning, Mutual Emergency Support (MES), redistribution of stocks, purchase through commercial suppliers, contract administration, material tracking and delivery control.

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

- Managing the items not listed on the Weapon System Stock List (WSSL) by following up all actions required to satisfy request for such items.
- Controlling and generating statistical data and assisting in the forward planning for all kinds of supply and maintenance activities.
- Assisting in analysing the available data/input to constitute and update inventory records and in preparing feasibility studies for new projects.
- Assisting in creating new and maintaining existing master data records (Material Master, Customer Master) and ensuring their accuracy.
- Assisting in preparing and presenting briefings and training to customers on all aspects of supply and maintenance operations, analysing SAP procedures, executing periodic performance measurements and reports, and recommending cost effective improvements.
- Liaising with the collocated Procurement Division and Finance Division staff, as required.

## QUALIFICATIONS

### General Qualifications

- Secondary education and 5 years' post-related experience, or an equivalent education combined with an appropriate amount of relevant, professional experience in the Agency or in a similar organisation.
- Experience in DLM and stock management.
- Knowledge of QA policy and performance applicable to the Material Management Centre (MMC) provided services.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).
- Ability and willingness to work in a multi-functional team.

### Specific Qualification

- Proficiency in technical writing and the use of technical data publications.
- Knowledge of weapon systems and related components supported by the Programme Office.
- Knowledge of SAP system.
- Experience in using MS Office, particularly Access modules.
- Willingness to be trained and ability/motivation to learn on-going processes and methods developed by the Programme Office and the Agency.
- Valid NATO Clearance.

## LANGUAGE QUALIFICATIONS

NATO's official languages are English and French. The work of this post requires fluency in English, while working knowledge of French is desirable.

## A) Project and Programme Support

- Organize and/or participate in technical meetings and project reviews related to UAS acquisition, modernisation, and sustainment projects.
- Prepare minutes of meetings and maintain accurate records of decisions and commitments.
- Schedule and organise meetings, issue calling notices, and coordinate stakeholder availability across multiple time zones and nations.
- Manage technical information (storage, archiving) associated with project and acquisition documentation.
- Record action items and follow up with Subject Matter Experts and stakeholders, seeking action closure and tracking deadlines.
- Keep track of project stakeholders, partner nation representatives, and team composition for assigned tasks.
- Support Project Managers and Project Executive Officers in the execution of assigned acquisition projects, including those under multinational cooperative partnership frameworks.
- Perform other technical and administrative activities in support of acquisition documentation and projects execution as required.

## ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- University degree in a technical, engineering, or relevant subject; aeronautical, aerospace, or systems engineering background strongly preferred.
- Demonstrated experience in project management or project support, including drafting of acquisition or contractual documentation.
- Demonstrated experience drafting Statements of Work and/or Business Cases for defence acquisition, with direct experience on aeronautical systems. UAS projects background is considered a strong asset.
- Working knowledge of acquisition lifecycle processes, including RFP development, Customer approval processes, and contract award procedures within a defence or government context.
- Good written and verbal communication skills, with the ability to produce clear, structured, and professional technical documentation in English.
- Ability to manage time and work effectively under pressure while producing quality products under short-notice deadlines.
- Possessing tact and discretion.
- Excellent organisational skills.
- Good interpersonal skills and ability to interact with staff and national representatives at different levels.

## DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Direct prior experience with MQ-9 systems, or other Medium/High Altitude Long Endurance (MALE/HALE) UAS acquisition, sustainment
- Familiarity with UAS systems in general, including tactical and small UAS, ISR payloads, and ground control segment acquisition
- Familiarity with NATO and/or NSPA procurement policy, financial regulations, and Customer Funded acquisition processes
- Familiarity with airworthiness, certification, or export control (e.g., ITAR, FMS, DCS) considerations as they affect acquisition documentation
- Experience working within multinational cooperative partnership projects involving multiple participating nations.

## PROJECT MANAGEMENT CERTIFICATION REQUIREMENTS

### Desirable:

- A recognized Project Management certification is required, with PRINCE2 Foundation as the minimum acceptable level or equivalent
- Additional certification in Agile project management methods (e.g., PMI-ACP, AgilePM) is an asset given iterative requirements development on UAS projects.

## **LANGUAGE QUALIFICATIONS**

- NATO's two official languages are English and French. The work of this consultancy is mainly conducted in English, therefore fluency in that language is 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.

## **LANGUAGE QUALIFICATIONS (e.g. select as appropriate or modify as required)**

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