



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

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

Consultant – Export expert

CLT No. CO26147

(HM allocates CLT# which is different from MRR#)

Expertise level II | Duration ¹ 12 months | Duty Location Capellen

BACKGROUND

The incumbent reports to the Chief of MMC and is responsible for the analysis of the Programme's Export Management and Compliance Program (EMCP), licensing and export data, agreements and/or monitoring programs, and based on these analyses, the preparation of summaries of the findings and/or recommendations on their disposition, ultimately supporting licensing and compliance activities in all export control matters.

The incumbent shall develop policies and procedures for the Programme to execute export activities in compliance with applicable regulations (e.g. Export Licenses coordination with Vendors, End User Declaration, End User Certifications) in order to guarantee Programme's compliance with applicable legislation.

In particular the incumbent shall be responsible for the following Tasks.

RESPONSIBILITIES

General Responsibilities

- Overseeing all Programme's Export Management and Compliance Program (EMCP) requirements and the execution thereof.
- Preparing export compliance Operating Procedures (OPs) and providing support to related projects and implementing appropriate procedures.
- Preparation of export control related studies, reports and investigations.
- Participating in internal and external meetings and conferences, drafting minutes and follow-up actions as required.
- Performing Travel on Duty (TDY) as required, in accordance with the applicable Civilian Personnel Regulations.
- Executing other related tasks as required in peacetime and any other appropriate tasks assigned in times of crisis or war.
- In the event of crisis or war the incumbent will, subject to the agreement of their national authorities, remain in the service of the Agency.

Specific Responsibilities

- Ensuring an open, transparent and effective personnel management, based on the Agency's performance management regulations and principles.
- Develop the necessary Programme's regulatory framework enabling the Programme to perform export control related formalities, investigations, enforcement or compliance work especially related to US Export Regulations.

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

- Research, analyse and interpret all applicable data, including export and licensing data, and provide summaries and recommendations for actions and decisions.
- Identify and differentiate between major and minor problems in relation to export control issues.
- Brief moderately complex export control issues to management at Programme level.
- Compose export related reports clearly and concisely in a variety of formats.
- Prepare necessary procedure to allow the Programme to submit needed Third Party Transfer (TPT) requests to the Office of Regional Security and Arms Transfers / Bureau of Political-Military Affairs within the U.S. Department of State (PM/RSAT).
- Advise in the preparation / execution of various Data License Agreements (DLAs), Technical Assistance Agreements (TAAs) and Foreign Military Sales, Letter of Offer and Acceptances (FMS LOA) in support of the Programme.
- Provide internal and external training on US Export Regulations to designated Programme staff

QUALIFICATIONS

General Qualifications

- University degree or relevant equivalent professional experience.
- Thorough knowledge of US Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR) related to re-export and transfer of technology.
- Experience in contract administration.
- Ability to work independently and be expected to generate finished work products subject only to administrative review and be relied upon for technical determinations within the program area.
- Ability to assess available guidelines and use judgment in interpreting and adapting guidelines such as activity policies, regulations, precedents, and work directions for applications to specific cases or problems. The incumbent analyzes results and recommends changes.
- Ability to analyse complex information and select among alternative approaches to assignments when dealing with diverse and often unrelated steps and processes. The decisions must consider handling of unusual circumstances, the need to refine work methods, and reconciliation of conflicting data.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

Specific Qualifications

- Good knowledge of compliance programs and their execution (e.g. for export management and control).
- Proficiency in the use of Technical Documentation (TD).
- Knowledge in Third Party Transfer Processes and Documentation.

LANGUAGE QUALIFICATIONS

- NATO's official languages are English and French. However, the work of this post is mainly conducted in English, therefore fluency in that language is essential.

DESIRABLE QUALIFICATIONS

- Knowledge of US, European, German and/or Luxembourgish export regulations.
- Experience in NATO environment is highly desirable.