



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

LB General and Cooperative Services, LB C - Ammunition

Project Support Officer – Ammunition Support Partnership Branch

CLT No. CO27003 (LB)
(HM allocates CLT# which is different from MRR#)

Expertise level	III	Duration ¹	10 months	Duty Location	NSPA, Luxembourg, home working or any other as required
-----------------	-----	-----------------------	-----------	---------------	---

BACKGROUND

A 155 Generic Common Design Project Group has been established under the Ammunition Support Partnership (ASP) to support the implementation of the Generic NATO Indirect Fire Round (GENIFR) multinational High Visibility Project.

The Project Group brings together participating nations to coordinate activities related to the development of the future interchangeable and interoperable NATO 155 mm munition, including coordination with relevant stakeholders and industry.

The Project Office established to support the Project Group consists of a Project Manager (PM) supported by a Project Support Officer (PSO). The PSO will support the PM in the coordination, administration, documentation and monitoring of the project activities.

Travel throughout Europe, all territory of Türkiye or any NATO (including Partnership for Peace) countries will be required.

SUMMARY

The PSO will support the PM in the coordination, administration, documentation and monitoring of the project activities.

KEY RESPONSIBILITIES / SCOPE OF WORK

- Project Coordination and Support:
 - o Support the Project Manager and Project Group in planning, coordinating and monitoring project activities.
 - o Maintain project schedule, action lists, milestones and status information.
 - o Follow up agreed actions with participating nations, NSPA offices and other stakeholders.
 - o Support the preparation of the project status reports, briefing and preparations.
- Project Group and Stakeholder Support
 - o Support the organization and administration of the Project Group meetings, workshops, consultations and other stakeholder engagements.
 - o Coordinate meeting arrangements, invitations, agendas and supporting documentation.

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

NATO UNCLASSIFIED

- Prepare and distribute meeting records, action list and related correspondence.
- Support coordination with participating nations, industry, NATO bodies and other relevant stakeholders.
- Documentation and Information Management:
 - Establish and maintain project files, records, and document repositories.
 - Maintain appropriate control and distribution of the project documentation.
 - Support, preparation, formatting and coordination of the project correspondence,
- Administrative Support
 - Assist with travel arrangements, meeting, workshops and project related events.
 - Support financial and administrative reporting and maintain relevant project records.
- Compliance & Quality Assurance:
 - Maintain accurate documentation and track project progress against defined Key Performance Indicators (KPIs) and in compliance with appropriate rules and regulations.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Education
 - Complete secondary education or equivalent qualification. Higher education in business administration, project management or related field would be an advantage.
- Professional Experience
 - Minimum one (1) year of professional experience in project, programme or administrative support
- Technical Skills
 - Experience with document and information-management systems such as SharePoint is desirable.
 - Good knowledge of Microsoft Office applications, particularly Word, Excel, and PowerPoint.
- Soft Skills
 - Ability to work independently, be self-motivated, under pressure, and across multicultural teams.
 - Excellent communication and organizational abilities (written and verbal in English; French is a plus).
 - Developed sense of human relations and ability to deal with personnel with tact and understanding.

DESIRABLE QUALIFICATIONS

- Previous experience in an international, NATO or defence-related environment

SECURITY & COMPLIANCE

- Must hold, or be able to obtain, a valid “NATO SECRET” security clearance.
- Have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of his/her duties within the Agency;
- 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)

- 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 and a working knowledge of French is desirable.

NATO UNCLASSIFIED