

		NATO REF. 36/2007/ICTM
Labour Category	SOW Ref	Requirement
		Subject Matter Expert
<p>Summary of Requirement :</p> <p>NATO HQ is undergoing a strategic plan to revitalise the use, management and support of Information and Communications Technology (ICT). In order to manage the outcomes of this Revitalisation Plan a series of programmes have been established. The Network Realignment and Robustness (NR2) Programme is another of these programmes and its outcomes are to realign the main Local Area Networks (LANs) for the HQ up to date to the level of the common applications and communication tools for every user and then to provide a greater redundancy than today thereby increasing robustness. The main responsibility of the subject post is provide consultancy and support to the Requirements definition activities within the agreed structures of the NR2 Programme and will report directly to the NR2 Programme Manager. This individual will provide subject matter expertise in the production of the User, Functional and Technical Requirements definition.</p> <p>Responsibilities :</p> <p>The Subject Matter Expert operating within agreed reporting structures is responsible for:</p> <ul style="list-style-type: none"> • Use the programme management framework for the requirements specific to this programme in line with the programme strategy and the direction of the programme board; • Input to the production of the required deliverables; • Input to the Planning of the programme; • Assist in the identification of programme risks, including the development of contingency plans; • Liaison with programme management and related requirements activities to ensure that work is neither overlooked nor duplicated. <p>Business Partnership :</p> <ul style="list-style-type: none"> • Establish and maintain relationship with senior ICT Management (ICTM) staff; • Work closely with the Programme, Programme Support Office and Project staff; • Interact with other members of the International Staff, International Military Staff and other NATO bodies involved in the programmes and projects; <p>Personal attributes :</p> <ul style="list-style-type: none"> • Be a self starter who can work unsupervised and take initiative; • Have proven organisational and administrative skills; • Be able to effectively communicate with both non-technical users and technical staff to communicate the issues surrounding accreditation; • Be able to prepare accurate and succinct summaries of accreditation information; • As there will be periods of high pressure to meet certain deadlines, possessing tact and high integrity is mandatory; • Excellent written and verbal communication skills in one of the official NATO languages and good working knowledge of the other. 		

Knowledge and experience :

The Subject matter expert will have underpinning knowledge and understanding of:

- General principles and processes for identifying and defining requirements;
- Legislative and regulatory frameworks;
- Analysis and evaluation techniques;
- Whole life costs;
- Relevant CASE software;
- Skills in business analysis and data modeling and analysis skills;
- ICT systems and applications experience.

Qualifications

- College or university degree in information management/technology or related subject or equivalent work experience;
- PRINCE 2 or PMP Practitioner.

Additional information

NATO Secret Security Clearance required.

Estimated Term

Initial period of 60 days. Extension possible

Estimated Start Time

April 2007