



Duty Location: Brussels, Belgium

VACANCY NOTICE

Cost Analyst / EVM Specialist

Programme Control Branch

Grade: **A3**

Reference Number: **A10(2013)(NAG)**

The NATO Alliance Ground Surveillance Management Agency (NAGSMA) is a NATO body chartered to procure and field the NATO-owned and operated Alliance Ground Surveillance (AGS) core capability. This post is assigned to the NAGSMA Programme Control Branch (PCB) whose mandate is the verification of contract deliverables. The PCB is designed to provide the Programme Manager with experts in management tools such as risk management, configuration management, contracting, quality assurance, cost analysis and scheduling. These specialists may also participate in the review of contract deliverables.

Overarching Responsibility

The Cost Analyst / EVM Specialist is responsible for assisting the Senior Cost Analyst with the effective and efficient management, coordination, support and performance of cost, pricing and earned value activities for the NATO AGS Programme. The Cost Analyst / EVM Specialist provides direct support to the Senior Cost Analyst and the Programme Management staff (General Manager, Programme Manager and Programme Control Manager) and other NAGSMA members in relation to cost estimating/analysis, price proposal evaluations and Earned Value Management (EVM) issues.

Duties

Under the supervision of the Programme Control Manager, but largely on own initiative, the Cost Analyst / EVM Specialist is responsible for performing a full range of cost estimation/analysis, price proposal evaluation and earned value support. These responsibilities include the following:

- Executing all cost estimates (including life cycle cost), cost analysis, price proposal evaluations and EVM activities;
- Providing guidance/policy and recommendations for all Programme Management practices related to cost and earned value;
- Supporting the implementation of and operationing all cost estimating/analysis, price proposal and EVM tools and processes;
- Providing input and support to the development of and maintaining the Cost Estimating and EVM Handbooks;
- Delivering of documentation to executive reports;
- Preparing briefings for Senior NAGSMO/NAGSMA and NATO officials on all cost estimating/analysis, price proposal evaluation and earned value matters;
- Participating and supporting in Programme Management Reviews and Technical Reviews regarding all cost estimating/analysis and earned value matters;
- Facilitating the development of acquisition/procurement strategies for change proposals and/or other efforts related to the Programme;
- Assisting in the development of all Request for Proposal (RFP) documentation;

- Supporting the development and execution of the overall price evaluation process;
- Evaluating price proposals, including Basis of Estimates (BOEs) in support of negotiations;
- Supporting the Senior Cost Analyst with pricing activities;
- Developing independent cost estimates (including life cycle cost) to include the following efforts:
 - cost modelling;
 - cost baseline development;
 - Cost Work Breakdown Structure (CWBS) development and definition;
 - ground rules and assumptions documentation;
 - defining estimating methodologies;
 - data collection (validation and normalisation);
 - time phasing;
 - sensitivity (cost drivers), uncertainty and risk analysis;
 - full estimate documentation; and
 - briefing final results;
- Applying EVM policies, methodologies and techniques to assist with the performance management of the Programme;
- Reviewing and analyzing contractor EVM reports and providing performance measurement results;
- Assessing of the validity of the data and information contained in Earned Value Management reporting (e.g., Contract Performance Report (CPR), Contractor Performance Measurement (CPM), Contract Funds Status Reports (CFSR));
- Evaluating of contractors' Latest Revised Estimate (LREs);
- Gathering and maintaining metrics on programme performance plus reviewing EVM Contract Data Requirements Lists (CDRL) and supporting monthly Programme reports;
- Producing independent projections of Estimate At Completion (EACs);
- Reviewing EVM systems for adequacy and compliance with government/industry guidance/policy including systems implementation support, and recommendations for improved programme management capabilities;
- Auditing compliance with the EVM contract clauses and EVM reporting standards;
- Facilitating and supporting the implementation of EVM within NAGSMA staff;
- Providing surveillance of in-house EVM implementations;
- Assessing the adequacy of contractor/government activity baseline implementation;
- Providing support to the Integrated Baseline Review (IBR) activities;
- Supporting the development of programme budgets; and

- Performing “what-if” cost exercises in support of budget requests

Professional Contacts

The Cost Analyst / EVM Specialist:

- Supports the General Manager on urgent matters concerning cost estimates, price proposal evaluations/negotiations and EVM issues;
- Ensures and maintains a professional working relationship with all NAGSMA PCB individuals, as well as all other NAGSMA staff as appropriate;
- Interacts with cost and EVM counterparts from Industry; and
- Maintains working relationships with relevant personnel at various NATO bodies and agencies, national organisations and industry involved in the NATO AGS Programme.

Supervisory/Guidance Duties

The incumbent shall provide professional guidance on cost estimating/analysis, price proposal evaluation and earned value management tasks assigned to analysts, as well as any other NAGSMA staff.

Provides cost estimating, price proposal evaluation and EVM training to management and engineering staff, as required.

Working Environment : Normal office environment.

Travel Requirements: Business travel to contractor, NATO and national facilities.

Qualifications and Experience:

Essential

- A university degree in a field related to at least one of the following disciplines: Business Administration, Management, Accounting, Operations Research, Economics, Applied Mathematics or Engineering or related discipline;
- At least five years of experience in the area of cost estimation/analysis, including life cycle cost estimate development and documentation; price proposal evaluation; negotiations; and EVM, with a majority of experience residing in large scale armament projects/programmes;
- Strong analysis skills for executing cost estimating/analysis, price proposal evaluation and EVM assignments;
- Extensive experience in evaluating contractor price proposals and providing contract negotiations support;
- Extensive experience with and be able to develop independent LCC estimates, including cost modelling; technical baseline development; Work Breakdown Structure (WBS) definition; ground rules and assumptions documentation; development of estimating methodologies; data collection (validation and normalization); sensitivity, uncertainty and risk analysis; comprehensive estimate documentation; and presentation of analysis results;

- Experience with advanced cost modelling and risk analysis using various commercial off-the-shelf software tools;
- Ability to perform quick turn-around "what-if" cost exercises and respond to urgent budget requests;
- Working knowledge of EVM tools, ANSI 748-A and the National Defence Industrial Association Guides for Earned Value Management;
- Ability to work effectively in an international environment.

Desirable

- Experience with Integrated Baseline Reviews (IBRs);
- Experience in conducting on-site reviews of contractor cost/schedule management control systems in accordance with the requirements of EVM;
- Ability to communicate effectively both verbally and in writing, with good presentation skills;
- Be self-motivated, adaptable to changing requirements, organised and detail-oriented;
- Strong quantitative and analytical skills, with the ability to analyse problems and complex matters relating to cost and earned value aspects of the programme, applying sound judgement;
- Knowledge of the NATO organisation, procedures and acquisition processes;
- Basic knowledge of the NATO AGS Core Programme.

Personal Attributes:

The incumbent should possess the personal qualities of tact, judgement and adaptability as well as good political awareness and motivational and listening skills. In addition, a sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and the NATO nations, as well as with staff from private scientific/industrial organisations is needed.

Language Proficiency:

The incumbent must have a thorough knowledge of the English language, which is the official working language of the organisation. He/she will be called upon to deal with complex problems and to draw up documents in English.

NOTE: All of the work of the NAGSMA is conducted in the English language.

Starting Salary and Contract Offer:

- Starting basic monthly salary is 5,997.17 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** and send it to recruitment@ncia.nato.int, quoting reference **A10(2013)(NAG)** by close of business:

Thursday, 28 February 2013

Please note that **only nationals of the NATO AGS Participating Nations are eligible to apply for NAGSMA posts.** This includes nationals of: Bulgaria, Czech Republic, Denmark, Estonia, Germany, Italy, Latvia, Lithuania, Luxembourg, Norway, Romania, Slovakia, Slovenia and United States of America.

German applicants who are active military personnel or civil servants are to submit their applications through the appropriate national authorities. Other candidates who are not one of these categories may send their applications to the German Delegation to NATO l-11-na@brue.auswaertiges-amt.de or Richard.Schell@diplo.de

Italian nationals are to submit their applications through the Italian Ministry of Defence, STATO MAGGIORE DELL'AERONAUTICA, 4° REPARTO 'Logistica', Palazzo Aeronautica, Viale dell'Universita, 4,00185 Roma, Italy.

U.S. applicants who wish to be hired by NAGSMA on a reimbursable (i.e. Seconded) basis should send an email to USNATOPERSONNEL@state.gov for further information about that process. The subject line of your email should read REIMBURSABLE. NOTE: Only selected A-grade postings are offered on a reimbursable basis.

Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.

Applications from candidates who do not meet the required qualifications will not be taken into consideration.

Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO Communication and Information Agency application forms can be downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>