



## POST REQUIREMENTS FORM

This form, duly completed, should be sent by e-mail to:

[recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)

1. Name
2. Consultancy Number
3. CLT Title
4. Level
5. Publication Reference
6. Application Closing Date
7. Interview Date
<b>To be determined *</b>

*\* All dates and updates concerning the selection process will be published at NSPA website. We strongly recommend that applicants check out our portal on regular basis to be aware of all the information.*

DEAR APPLICANT,

This form has been specifically designed to aid the NSPA Human Resources Division in assessing whether or not you meet the general and specific qualifications requirements of the aforementioned post as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy. The form consists of several parts. You are required to make entries in **all** blocks.

In completing each block, you must provide factual information stating how you meet the respective qualifications quoted.

**IMPORTANT:** If you do not fulfill **MOST** of the qualifications, we strongly advise you not to proceed with your application.

For more information about this post, you are kindly advised to refer to the official advertisement available at our website (<http://www.nspa.nato.int>, "Employment", "NSPA Vacancies"). The form is to be completed electronically and forwarded to the NSPA Human Resources Division ([recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)).

## PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

Expressions such as: "please see *attachment*", "*annex*", "*enclosed document*", "*CV*", or short answers as "*yes*", "*no*" etc., are not accepted. Applications which do not fulfill the above mentioned prerequisites will not be processed.

**IMPORTANT NOTE:** Have you ever worked and/or are you currently working for a company that has been/ is contractually engaged with NSPA? If yes, please specify the name and period.

### PART 1 - GENERAL QUALIFICATIONS

1) University degree or other equivalent higher technical education, preferably in electrical, mechanical or civil engineering, or equivalent education:

2) Experience in technical management of NATO engineering projects and/or similar experience:

3) Experienced in mechanical and electrical power engineering, engineering disciplines and facility management:

4) Proficiency in technical report writing:

5) Experience in administration of contracts and in project management:

6) Knowledge of Quality Assurance (QA) standards and policies:

7) Knowledge of information systems at end-user level with experience in using personal computers and software packages, including technical drawing package:

8) The consultant must hold, or be able to obtain, a valid "NATO SECRET" security clearance:

### PART 2 - LANGUAGE QUALIFICATIONS

1) 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 beginner knowledge of French is desirable:

### PART 3 - COMMENTS

1) The incumbent of this post will be expected to deploy to specified areas in support of NATO council approved operations requiring civilian support.

2) The duty stations will be determined depending on the needs. Afghanistan, Luxembourg or any other area as required.

*"I understand that the information provided by me above will be used in determining my qualifications for possible employment/career with NSPA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."*

NAME

SIGNATURE

DATE