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Date of Approval: 17 December 2025

	NATO AEW&C PROGRAMME MANAGEMENT AGENCY NOTIFICATION OF VACANCY
Post Title	Chief Contracting/IP Branch
Post Number	PSC01
Duty Location	Brunssum, The Netherlands
NATO Grade	G22 / A5
Nation	USA
Division/Office	Programme Support Division
Branch/Section	Contracting/Industrial Participation Branch
Clearance	NATO Secret (NS)
Manages/Supervises (no. of staff)	7 (directly/indirectly)
Closing Date	Friday, 6 February 2026
Point of Contact	Human Resources & General Services Office recruitment@napma.nato.int
Application Details	<p>A NAPMA Application Form of any applicant should be forwarded by email to recruitment@napma.nato.int. The application form can be downloaded at www.napma.nato.int.</p> <p>NAPMA can only employ nationals from the USA for this position.</p>

1. POST SUMMARY

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations.

Within the Agency and specifically in the Programme Support Division, the Chief, Contracting/IP Branch Directs, coordinates and supervises all activities of the Contracting/Industrial Participation Branch, ensuring expert support is provided by Branch personnel for procurement matters as well as all matters associated with Industrial Return.

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2. PRINCIPAL DUTIES

The Chief Contracting/IP Branch is responsible to the Chief Programme Support Division (PS001) for the following duties:

- Ensuring acquisition strategies are developed and USA and European/Canadian Industrial Base capability knowledge is obtained.
- Ensuring Requests for Information/Proposals are developed and all contracting requests and activities with contractor personnel are coordinated.
- Ensuring Cost and Price analyses are conducted.
- Ensuring negotiations on all direct NAPMA acquisitions are conducted.
- Ensuring proper handing of intellectual property rights, taxes and other customs issues.
- Ensuring national agencies in the performance of pre/post-award contracting activities are assisted, as necessary.
- Ensuring policies/procedures for contracting and Industrial Participation/Industrial Benefits (IP/IB) related to programme requirements are developed as needed and duly implemented.
- Ensuring the NAPMO IP/IB Coordination Authority is supported by providing IP/IB guidance, planning overall IP/IB strategy, monitoring IB/IP performance, as directed.
- Ensuring contractual IP/IB provisions, reporting IP/IB performance, liaising with National Authorities / Agencies / Industries are enforced, as directed.
- Ensuring, as applicable, appropriate cooperation and contractual requirements are in consonance with USA International Traffic in Arms Regulations (ITAR), as implemented by the Arms Export Control Act.
- Ensuring contract Operating Instructions are executed.
- Ensuring necessary Technical Assistance Agreements are affected timely in support of projects.
- Recommending contracting strategy and procedures.
- Advising in all contractual and IP/IB matters.
- Acting as advisor to national authorities with contracting responsibility for NATO AEW requirements as directed.
- Attending training courses relevant to the above duties, as necessary.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to perform other related duties as directed.

Responsibilities include the efficient and effective design, development, establishment and implementation of adequate Internal Control (IC) activities in the respective functional areas.

4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Business related university education or extensive specialized training in related fields;
- At least 10 years' experience in contracting for major weapon system acquisitions and some experience dealing with the management of international programmes;
- At least 10 years' supervisory experience in managing and directing contract management offices;

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- Experience and knowledge of the USA Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations Supplement (DFARS), Foreign Military Sales (FMS) and international procurement practices, with the capability to understand specific national law/procurement regulations;
- In-depth knowledge of a personal computer and its associated office software applications.

5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Basic understanding of IP/IB policies and procedures; Background working with NATO and NATO programmes.
- Experience with Enterprise Resources Planning (ERP) systems or equivalent.

6. ATTRIBUTES / INTERRELATIONSHIPS

All NAPMA personnel 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.

7. LANGUAGE REQUIREMENTS

Must be fluent in one of the two NATO official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

8. CONTRACT

Contract to be offered to the successful applicant: Definite duration contract of three years with a possibility of renewal period to be determined.

9. REMARKS

This is a senior manager with wide ranging experience and responsibilities who can cope with a wide variety of problems which present new, non-recurring and changing issues and can take final responsibility within his/her functional area.

At this grade, lateral thinking is required along with a high standard of written and oral communication ability. The incumbent should be sensitive to the emergence of problems and possesses conceptual foresight. He/she should be capable of processing complex information across a range of activities and of allocating resources according to priorities

Please note that for this position NAPMA can only accept applications from nationals of the United States of America.

Any candidate should be in possession of a NATO Secret (NS) security clearance when taking up the position. Candidates with a valid security clearance at the required level with equal qualifications might be given preference.

NAPMA is looking to fill this position based on full-time employment.

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When applying for a NAPMA vacancy, it is necessary for NAPMA to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment.

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