Project Management Assistant

Location: Belgium, Mons, NATO

Deadline: ASAP

Reference: 80855

Contract duration: Temporary

Sapienza is recruiting a Project Management Assistant to work with NATO in Mons, Belgium. The assistant will provide support to the Service Line centralized Project Managers.

Responsibilities:

- Provide routine, planned and ad-hoc metric generation to inform Agency and DIS management teams
- Maintain Service Line information portals covering: Portfolio and project activity; work loading and work capacity metrics; NSIP reporting and planning information; Service Line reporting tools; contact information; prioritisation; project start up status; exception reporting
- Closely liaise with DIS HPMO team and SLMB secretariat to support preparation of SLMB submissions especially exception reports
- Closely liaise with the Agency Project Support Office to facilitate and maintain project management activities
- Closely liaise with the DIS HQ Portfolio Coordination Team on matters of metrics and reporting methods and processes
- Provide expert advice to project management and other staff on the use of the electronic Project Management system
- Collate and coordinate the generation of the Service Line status dashboard
- Provide frequent analysis on existing work loading and capacity advice to support the allocation of new work to Service Line personnel

Profile:

- Vocational training at a higher administrative level
- At least 3 years of previous relevant practical working experience, or 7 years without a degree
- Experience and knowledge with NATO’s procurement process for ICT projects
- Extensive experience with MS-EPM Toolset
- Proven ability to communicate effectively orally and in writing with good briefing skills
- Ability to create and manage SHAREPOINT portals; advanced Excel skills
- Fluent in English
Contact:

Candidates must be eligible to work in the EU & be in possession of a NATO Secret Security Clearance

Please send your CV (in English) as soon as possible at jobs@sapienzaconsulting.com