

Vacancy Notice

NAMCON Consortium Manager

Background

The Northern Europe Aviation Meteorology Consortium (NAMCON) is an established collaboration between the National Meteorological and Hydrological Services (NMHSs) of Denmark (DMI), Estonia (ESTEIA), Finland (FMI), Iceland (IMO), Latvia (LEGMC), Norway (MET.no) and Sweden (SMHI) and in particular their designated aeronautical meteorological forecast and warning services.

NAMCON was formed by an initial declaration by Directors of the Nordic NMHSs in 2011 and officially launched in 2013 with the appointment of its first Consortium Manager. Since then, NAMCON has been internationally recognised as a model for cross-border collaboration resulting in real efficiency gains for its members. NAMCON members have been able to carry out several projects improving harmonisation, quality and efficiency of aeronautical meteorological service provision, including the Nordic Significant Weather Chart (NSWC) joint production, TAF & SIGMET guidelines, extension of LLF production, development and deployment of the www.northavimet.com portal and work on the regulatory framework.

The current NAMCON manager will step down from the position at the end of 2019 and thus the NORDMET Council, coordinated by NOSC, is calling on interested candidates to submit their applications for the open vacancy.

Tasks and Duties of the Consortium Manager

Under the supervision of the Chair of NORDMET Steering Committee (NOSC), the NAMCON Consortium Manager shall support the successful execution of the NAMCON Strategy and perform the following duties:

- Act as secretary to the NordAvimet cooperation forum and assist in arrangements for NordAvimet meetings and workshops
- Represent NAMCON in e.g. EUMETNET AVIMET, ICAO METG, WMO relevant meetings on aeronautical meteorology, 7-State NSA Coordination Platform, 9-State Coordination Platform and relevant Eurocontrol meetings.
- Draft the NAMCON Work Plan, NAMCON Strategic Plan and further development plans as necessary
- Report on the NAMCON expenses annually and establish invoicing from members
- Report on progress to NOSC via progress reports twice a year and to NORDMET Council as requested
- Study the latest developments in EU/EASA regulatory work, SESAR developments, European ATM Master Plan, WMO and ICAO activities

- Study the aeronautical meteorological customers operational environment
- Study recent development in research activities with benefit to aeronautical meteorological services
- Facilitate the cooperation between the national aeronautical meteorological forecast and warning services
- Manage the NAMCON website www.namcon.aero, email lists via Google G Suite, NAMCON Facebook page, Twitter account and other marketing material as necessary
- Other duties as agreed by NORDMET Council, NOSC and/or NordAvimet

The expected contribution for the Consortium Manager position is **60% of full working time**. Work requires regular travel mainly within Europe.

The selected candidate will remain an employee of his/her current employer. Placement within the organisation is determined by the host institute. Salary and other conditions of work are based on local salary schemes and are subject to negotiation with the host institution.

Working hours and travel costs are reimbursed to the host institution on a cost recovery basis as agreed in the annual budget for NAMCON and collected from the members annually.

Competency Requirements

The successful candidate should have the following capabilities:

- Successfully design, manage and monitor projects within given timeframes
- Write reports, plans, presentations and articles in English
- Participate in and contribute to meetings, workshops and conferences in English
- Establish strong interpersonal relationships
- Create an environment of trust and cooperation with colleagues, customers and regulatory authorities
- Take initiative on development projects
- Detect and raise issues of relevance to aeronautical meteorological service provision for discussion

The following experience will be taken into account in the selection process:

- Management
- QMS systems
- International aeronautical meteorological cooperation
- Aeronautical meteorological forecasting duties

Application Process



Interested applicants are invited to send a Cover Letter and CV via email to cs@dmi.dk by **10 September 2019, 12:00 CET**.

Following evaluation of the application documents, maximum of three shortlisted candidates shall be called for an interview in Helsinki 24 September 2019. The selection process is expected to be concluded before end of October 2019 with an expected start of **1 January 2020**.

Further Information

For more information on the work of the NAMCON Manager, please contact Mr Jaakko Nuottokari (FMI), Jaakko.nuottokari@fmi.fi, +358 50 589 5820. For information regarding the selection process, please contact the Chair of the NORDMET Steering Committee (NOSC), Mr Carsten Simonsen (DMI), cs@dmi.dk