



POSITION: Senior Microsoft Office 365 / Power Platform / SharePoint Online Developer

LOCATION: Norfolk, VA

SECURITY CLEARANCE: Secret

Job Requirements

- Build and support a tool or set of tools using Microsoft 365 applications (e.g., Power Apps) to accelerate HQ administration.
- Initially focus on building and supporting a robust travel management tool to include TDY travel, home leave travel, children's education travel, and recruitment and separation travel. The broader scope is to include any HQ administrative process where there is a demand for digital transformation, including but not limited to human resources, business management, and legal.
- Develop tools that facilitate travel planning, retain historical information about executed travel, and allow leadership to assess travel patterns for military, civilian, and contractor personnel.
- Deliver a tool by the end of October 2025 to identify, standardize, and integrate HQ annual travel plans for 2026, which will act as the basis for travel requests. This tool should also integrate PDFs and checklists for travel claims.
- The contractor shall integrate the HQ SACT travel plans into a Power Apps version of the existing travel request tool, currently implemented, using SharePoint Online and Power Automate.
- Expand the functions of the travel portal to cover support to travel claims and adopt desk booking app support.
- Develop a process for regularly and automatically informing management about staff travel plans.
- The contractor shall investigate the feasibility of integrating the travel tool(s) with the NATO Financial System (FinS), which is an Oracle-based ERP system. If deemed viable and approved by NATO stakeholders, support the development and implementation of an API integration.
- Support for human resources with staff onboarding automation and other processes. This includes:
 - Developing a SharePoint tool for civilian oversight and management and enhancing the internal HR library organization.
 - Taking over administration and oversight of the HR workforce plan dashboard and its back end, to include embedding budget information.
 - Maintaining the existing "Revalidation of allowances" PowerApps solution.
- Support to the business management and legal with process automation.
- Provide in-house expertise and support for ongoing development of automated solutions as required.
- Performs additional tasks as required by the COTR related to the LABOR category.

**Essential Qualifications:**

- Active SECRET security clearance.
- Nationality of one of the NATO member countries.
- Minimum of 5 years of proven professional experience in Microsoft software development/DevOps will be accepted in lieu of the degree.
- Minimum of 3 years in the last 5 in developing solutions across the Microsoft Power Platform suite (Power Apps, Power Automate, Power BI).
- Demonstrated experience of 3 years in the last 5 in developing and customizing SharePoint Online.
- Demonstrated experience working on projects that require API integration.
- Experience working within a constrained and dependencies-heavy network environment, similar to the NATO network
- Experience in establishing or operating within a Power Platform or intelligent automation governance framework, including environment strategy, security models, and data loss prevention (DLP) policies.