

Duty Location: **Mons, Belgium****VACANCY NOTICE****Engineer (CRO Configuration Control)****NCIA**Grade: **A2**Reference Number: **A16(2013)(MON)**

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO);

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

System Management Division is responsible for managing, planning and providing system support and integrated engineering support for all NCSA CIS systems. Configuration and Quality Management Branch is responsible to Head System Management Division for performing configuration management, quality management, license management, independent testing, verification and formal acceptance as part of project life-cycle activities. Configuration Management Section is responsible to Head Configuration and Quality Management Branch for establishing, implementing, maintaining and enforcing Configuration Management (CM) plans and processes according to the established SPA Concept of Operational Support (CONOS). Within the Configuration Management Section of the Configuration and Quality Management Branch, the incumbent is responsible for all aspects configuration management related to crisis response operations (CRO).

Duties:

Under the direction of Section Head (Change & Configuration Management), the incumbent will perform duties such as the following:

- Contribute to the development and maintenance of Change & Configuration Management Operating and Support Instructions, processes and Procedures;
- Ensure the application of change and configuration management to effect configuration control of assigned NCIA systems and services;
- Perform configuration control, status accounting and audit tasks of identified service assets and configuration items for assigned systems;
- Develop and maintain a system of configuration control for all assigned systems;
- Assess change requests to ensure appropriate statements of requirements and justification are provided with all essential information and documentation to facilitate review testing, impact analysis and risk assessment;
- Assess change requests to ensure appropriate assignment of category and priority;
- Attend Management, Control and Advisory Boards (when assigned);
- Chair Advisory Board meetings when assigned;
- Provide inputs to the configuration control plan, policy and concept documents and procedures;
- Liaise with Operational Sponsors, System Managers, Project Officers, Service Managers and NATO Agencies on matters concerning change and configuration management;
- Produce regular reports on change and configuration management issues and activities;
- Deputize for higher grade staff ; and
- Perform other duties as may be required.

Experience and Education:

- University degree in a relevant discipline, or equivalent combination of appropriate qualifications and experience.
- At least 2 years' relevant experience.
- Experience working with military CIS.
- Experience working within a service management or software development organization.

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- Experience managing deployable C2 systems.

Desirable Experience and Education:

- Experience working in a change and/or configuration management organization.
- Experience with NATO configuration management policies and directives.
- Prior experience of working in an international environment comprising both military and civilian elements
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

Competencies or Personal Attributes:

- Drive for Result - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- Priority Setting - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Informing - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interested and yet be fair to other groups; can solve problems with peers with a minimum noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers;

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent is responsible for:

- Liaising with ACO and NATO Agencies, Regional and Local management and operational Authorities to ensure the efficient operation of communication and information systems.

Supervisory/Guidance Duties:

The incumbent may give professional guidance to staff.

Working Environment: Normal office environment.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 4,860.48 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** (quoting reference "A16(2013)(MON)") and send it to recruitment@ncia.nato.int by close of business (17:00 CET):

Tuesday, 26 march 2013

It is intended that the interviews will take place in the week of 29 April 2013.

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.
- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO CI Agency application forms can be downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>