

Duty Location: **Mons, Belgium****VACANCY NOTICE****Staff Officer (CIS Capabilities)****NCIA**Grade: **A2**Reference Number: **A24(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.

PPC Division is responsible for strategic planning, policy and capability related issues. The PSR & Coordination Branch is responsible to the Division Head PPC for ensuring early and proper NCIA - SD involvement in the Crisis Response Operations (CRO) PSR process (CUR Process), acting as the NCIA - SD initial entry point for CIS CRO related CURs, performing the management of CURs within NCIA - SD, achieving smooth transition of projects and systems to NCIA - SP, when applicable, and provide POC (regarding CIS related CURs) for NCIA Liaison Office(s) deployed in the Theatre HQs and other NATO bodies. Within the PSR and Coordination Branch, the incumbent is primarily responsible for coordinating all activities internally with all PP&C Branches; liaising externally with NCIA Sectors, CLDs, ISAF, KFOR and other NATO organizations to provide CIS capability to theatres of Operation, and assisting the Branch Head with the overall management, tracking and implementation of CIS CURs and capabilities that fall under the responsibility of NCIA - SD.

Duties:

Under the direction of Branch Head (PSR & Coordination) & Deputy Div Hd, the incumbent is responsible for evaluating the requirements from J6 community and coordinating the efforts of NCI Agency to deliver CIS capability in a timely manner. The incumbent will perform duties such as the following:

- Analyses and executes the direction from the Branch Head
- Directs the NCIA – SD System Managers, Sectors, NSBs and NCISS for all issues belonging to the Branch area of responsibility..
- Provides advice to the Branch Head on briefings for the NC3 Board, NC3 Representatives, C3 CMB, and other high-level policy making CIS groups
- Provides inputs to the PSR and Coordination Branch with respect to development and amendment of NCIA formal agreements, SLAs and Operating and Support Instructions (OSIs).
- Provides advice to the Policy Branch concerning liaison between NCIA, NSPA and the operational theatres to provide critical input with regards to CIS capability and the CUR processes.
- Co-ordinates operational and logistical issues as they pertain to the responsibilities of his Branch.
- Ensures that all NCIA - SD required resources for CURs are in place prior to Formal Transfer to NCIA – SD.
- Executes the function of NCIA - SD POC for OA, TA and IA during the planning, implementation phases and during periods of major changes of services/capabilities/systems.
- Staffs all matters concerning, the implementation of NCIA - SD medium and long term new and major changes in the CURs.
- Comments and coordinates advice on new Capability Packages/CURs and Type B Cost Estimates (TBCE).
- Provides project overviews on the status of the implementation of new or changed services/capabilities and reports timely problem area's to the Branch Head.
- Represents NCIA at NATO, ACO, ACT, ISAF, and KFOR at Working Level meetings and Conferences related to the projects that are the responsibilities of his branch.

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- Providing Branch input to the IC, WGNT, BC, and RPPB in support of branch related issues.
- Directing the co-ordination of future Management, Control and Support requirements for the current and upcoming CURs.
- Coordinating enhancements to and rationalization of assigned CURs.
- Developing detailed deployable communications systems plans to include detailed equipment, hardware and software requirements.
- Provides and distributes and coordinates all related costing information.
- Guides and oversees project management for modifications, minor works, and deployable communications projects within NCIA - SD.
- Deputize for higher grade staff
- Performs other duties as may be required.

Experience and Education:

- A university degree in a relevant discipline, or equivalent combination of appropriate qualifications and experience.
- At least 2 years' relevant experience.
- Experience in the management of allocated resources to establish a program of work to maintain the operational and support environments for all assigned systems.
- Experience in planning and implementing the installation, modification, test and acceptance of CIS policies and/or programs and equipment.
- Experience in determining CIS-related functional requirements and translating these into technical solutions that are standards-based and cost efficient.
- Background in engineering and maintenance of CIS including pertinent and practical experience.

Desirable Experience and Education:

- Post graduate degree in a field related to the post.
- Experience in CIS planning for NATO operations.
- Experience with coordinating staff work of a CIS Organization.
- Experience in management of equipment/system projects.
- Knowledge of configuration management principles and procedures.
- Knowledge of NATO funding system.
- Knowledge of the development of requirements for CIS projects.
- 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:

- Listening - Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
- 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.
- Planning - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

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- 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.
- 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.
- 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 daily liaison internally and externally to NCIA.

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 A24(2013)(MON)) and send it to recruitment@ncia.nato.int by close of business (17:00 CET):

Thursday, 21 March 2013

It is intended that the interviews will take place in the week of 22 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>