

Notification of a vacancy

Post/Vacancy Number :	A3-NAGSMA-220-3-10-BEL
Grade :	A3
Title :	Technical Data and Documentation Expert
Organisational Element :	User Requirement Branch
NATO Body :	NAGSMA
Location/Country :	Brussels, Belgium
Closing Date :	Wednesday, 5 January 2011
Point of Contact :	Mr J Armstrong (Recruitment Manager)

1. RESPONSIBILITIES OF THE POST:

The NATO Alliance Ground Surveillance Management Agency (NAGSMA) is a NATO body chartered to procure and field the NATO-owned and operated Alliance Ground Surveillance (AGS) core capability. This post is assigned to the NAGSMA User Requirements Branch (URB). The URB will be NAGSMA's interface with the user of the AGS Core System in all matters related to what the Programme will deliver to the user community.

Under the direction of the User Requirements Manager (URM), the Branch has the mandate to communicate with outside bodies such as the AGS Force Command, operational user groups and the Main Operating Base (MOB) territorial host nation (HN) to ensure that the Programme deliverables are understood and that the Strategic Commands/Host Nations plans are harmonized with AGS Programme and its schedule. The URM is also responsible for the Programme Integrated Logistics Support (ILS) planning including training, maintenance and system spares.

Overarching responsibility:

- Proactive support to the development and monitoring of the ILS Concept, the Integrated Logistic Support Plan and the Technical Manual Development Plan for the AGS Core and associated elements;
- Advise the URM to assure that the most effective and economical means for the Technical Data Base, the Technical Manuals and the Training Documentation are considered and planned for during System Design, Development and Qualification (SDDQ);

- Analyze and evaluate contract deliverables with focus on Technical Data, Technical Manuals and Training; in particular analyse and control the ILS related contract deliverables and their delivery as Contract Data Requirements Lists (CDRL's) or inputs to the Data Accension List (DAL) database in a timely manner;
- Participate actively during SDDQ in relevant data and documentation related activities, the build up of the data base for the AGS Core System. This includes the data base and user documentation for Non Developmental Item (NDI) or Original Equipment Manufacturer (OEM) items, modified NDI and Developmental Items;
- Analyse the solutions and deficiencies for NDI and modified NDI data and documentation regarding effectiveness for the Reliability, Maintainability & Testability (RM&T) Analysis and the use of NDI, modified NDI documentation for the user to train, operate and maintain the AGS Core System in accordance with the Logistic and Operational Concept.

2. DUTIES:

Under the direction of the URM, but largely on own initiative, the incumbent is responsible for effectively and efficiently managing resources to carry out ILS responsibilities, including and not limited to:

- Review and/or prepare upcoming review meetings with main emphasis on data and documentation aspects and relevant documents and presentations when required; e.g. the Provisioning Conferences for Initial Provisioning;
- Evaluate the Logistic Support Plan, Logistic Functional Analysis, Repair Level Analysis, the Technical Manual Development Plan and others as required;
- Evaluate and monitor ILS data to determine support objectives and goals are met, identify new requirements based on deficiencies, support the activities on the Obsolescence Management Plan ;
- Support evaluation and monitoring of ILS data requirements with respect to life cycle cost of the programme, Technical and Training Documentation and other elements;
- Support analysis of budgetary and other resource limitations and contribute to the development of possible and effective / efficient alternatives, or trade-offs, when necessary;
- Monitor outcomes of the SDDQ phase of AGS Core Programme having direct or indirect influence on number, features, propriety and completeness of the data base and documentation of AGS core, MOB and it's surroundings, and initiate necessary activities, ensuring the proper dissemination of decisions and instructions and examining them for further development and improvement;

- Certify the execution of contractual obligations of the prime contractor's technical data and documents, training etc. as contribution to release of payment milestones; and
- Undertake special projects and analytical assessments as required and directed by the URM.

3. PROFESSIONAL CONTACTS:

The Technical Data and Documentation Expert:

- Supports the other NAGSMA ILS/URB staff as required and necessary;
- Liaises with all members of NAGSMA, on ILS matters related to the AGS Core or other task as directed by the Integrated Logistics Support Manager;
- Maintains working relationships as with relevant personnel at other NATO and national agencies and facilities (e.g. NAMSA, NC3A, NACMA and NAPMA);
- Interacts and coordinates with designated lead logistics personnel as focal point for industry; and
- Interacts as the main interface to industry concerning Technical Data, Technical Manuals and Training Manuals.

4. SUPERVISORY/GUIDANCE DUTIES:

N / A

5. WORKING ENVIRONMENT:

Normal office environment.

6. TRAVEL REQUIREMENTS:

Occasional travel expected, to visit: industry, AGS MOB, other NATO facilities/agencies, and to attend meetings related to ILS issues.

7. QUALIFICATIONS AND EXPERIENCE:

Essential:

- University degree in a technical science or equivalent military education;
- At least 5 years of relevant practical experience in acquisition of major defence programmes, preferably in a context of Firm Fixed Price type contract environment;
- Experience in the evaluation of contract deliveries, with emphasis on technical

documentation;

- Experience in working with related ILS standards in particular Standard 1388 1A and all Aerospace and Defence Industries Association of Europe (ASD) Product Life Cycle Support Standards, especially ASD S 1000 D – International Specification for Technical Documentation utilising Common Source Database;
- Solid knowledge of systems design, a familiarity with specifications and an understanding of documentation requirements; a familiarity with national procedures on codification.

Desirable:

- Knowledge of relevant defence and military standard (others as above);
- Understanding of Configuration Management procedures and standards for complex (military) Systems;
- Basic knowledge of Government financing and costing;
- Basic knowledge of the NATO AGS Core Programme.

8. PERSONAL ATTRIBUTES:

The incumbent should possess the personal qualities of tact, judgement and adaptability as well as good political awareness and motivational and listening skills. In addition, a sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and the NATO nations, as well as with staff from private scientific/industrial organisations is needed.

9. LANGUAGE PROFICIENCY:

The incumbent must have a thorough knowledge of the English language, which is the official working language of the organisation. He/she will be called upon to deal with complex problems and to draw up documents in English.

NOTE: All of the work of the NAGSMA is conducted in the English language.

10. STARTING SALARY:

Starting basic monthly salary is 5,868.07 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate

11. SECURITY LEVEL REQUIRED:

NATO Secret. Security clearance procedures will be initiated after selection of candidate, where necessary.

12. CLOSING DATE:

To apply for this position, **you must complete an application form together with Post Requirements Form** (quoting reference "A3-NAGSMA-220-3-10-BEL") and send it to recruitment@nc3a.nato.int. If you are unable to submit your application electronically, please send a hard copy to: Recruitment Manager, NATO C3 Agency, PO Box 174, 2501 CD The Hague, The Netherlands, by close of business:

Wednesday, 5 January 2011

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.

Applications submitted after the closing date will be accepted only if they reach the Human Resources Manager before the shortlist of candidates to be invited for interview has been finalised.

Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form. Applications not submitted on the NATO application form will not be taken into consideration. NATO C3 Agency application forms can be downloaded from the internet at <http://www.nc3a.nato.int/Opportunities/Subpages/SearchVacancies.aspx>

13. CONTRACT:

The successful candidate will be offered a definite duration contract not exceeding three years' duration, which may be renewed by mutual consent for a further period.

NB: Please note that the NAGSMA is a non-smoking working environment.