

## Notification of a vacancy

<b>Post/Vacancy Number :</b>	<b>A4-NAGSMA-220-06-10-BEL</b>
<b>Grade :</b>	<b>A4</b>
<b>Title :</b>	<b>Operations Manager</b>
<b>Organisational Element :</b>	<b>User Requirements Branch</b>
<b>NATO Body :</b>	<b>NAGSMA</b>
<b>Location/Country :</b>	<b>Brussels, Belgium</b>
<b>Closing Date :</b>	<b>Friday, 7 January 2011</b>
<b>Point of Contact :</b>	<b>Mr J Armstrong (Recruitment Manager)</b>

### **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 responsibilities:

- Set up and co-ordinate the operational evaluation & testing programme either as part of the System Level Performance Validation (SLPV) phase activities of the AGS Core System or as an additional test campaign;
- Act as the coordinator for the operational evaluation & testing for the related contract activities;
- Contribute to the operational aspects of the contract activities aiming to assure the capability of worldwide employment of the AGS Core System;
- Assure the operational interoperability of the AGS Core System with other NATO and national Intelligence, Surveillance and Reconnaissance (ISR) interoperable systems;

- Provide adequate operational inputs/information for the development of the AGS Core;

## **2. DUTIES:**

Under the direction of the URM, but largely on own initiative, the incumbent is responsible for effectively and efficiently

- Plan and monitor operationally related contract activities;
- Participate to Integrated Project Teams (IPT) activities as required;
- Monitor and assess operational aspects to the contract activities, and timely report achievements, shortfalls, issues and potential for trade-offs;
- Ensure the provision of operational expertise throughout the planning, analysis, integration, testing, validation, certification and product acceptance of the AGS Core System Programme deliverables;
- Set up, manage and participate in operational reviews and tests for the AGS Core System to assure the timely meeting of all agreed milestones;
- Propose corrective actions when required (incl. trade-offs, when appropriate or necessary);
- Oversee and participate the review and acceptance of contract deliverables, to ensure that industry has interpreted correctly the relevant operational requirements in accordance with the Statement of Work (SOW) and the Technical Requirements Document (TRD) and i.a.w. the relevant Operational documentation; and
- Set up and manage the planning and execution of the operational test & evaluation.

## **3. PROFESSIONAL CONTACTS:**

The incumbent:

- Coordinates with members of NAGSMA, as required, on all matters related to the AGS Core System;
- Liaises with members of the user community (e.g. ACO, ACT, NAEW&C FC, AGS IO), as required, on matters related to AGS Core System;
- Maintains working relationships with relevant personnel at other NATO and national agencies and facilities (e.g. NC3A, NACMA and NAPMA)
- interacts with the designated lead system engineer as focal point for industry; and

- Actively participates in NATO and multinational meetings and forums on issues related to OPS interoperability.

#### **4. SUPERVISORY/GUIDANCE DUTIES:**

Provide professional guidance and instruction on operational requirements and operational evaluation and test activities to the staff members.

#### **5. WORKING ENVIRONMENT:**

Normal office environment.

Additionally some work on ground and air test locations & ranges during testing preparation and execution.

#### **6. TRAVEL REQUIREMENTS:**

Frequent business travel to:

- Visit NATO and national agencies and facilities, including but not limited to industry and AGS MOB; and
- Attend meetings related to operational AGS and surveillance issues and related data exploitation activities.

#### **7. QUALIFICATIONS AND EXPERIENCE:**

##### **Essential:**

- Must have an operational background either in military aviation and/or military ISR systems;
- A university degree in a technical science or an equivalent civilian/military education;
- At least 8 years of experience in capture and analysis of user requirements of modern ISR systems, preferably with some background experience in surveillance contracts;
- Must have experience in and/or maintain an up-to-date knowledge of military functions supported by an ISR capability; and
- Must have experience in and/or maintain up-to-date knowledge of Operational Test &

Evaluation of user requirements of modern ISR systems.

Desirable:

- Knowledge of the NATO Organization and relevant staff procedures;
- Thorough knowledge of NATO AGS Core system and/or of national ISR systems requirements;
- Must have excellent communication skills and demonstrate the ability to work well in an international multifaceted team, and with commercial contractors; and
- Must have the ability to exercise personal authority in his/her field of activity and to work effectively in a demanding international environment.

**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 6,819.11 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 "A4-NAGSMA-220-6-10-BEL") and send it to [recruitment@nc3a.nato.int](mailto: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:

**Friday, 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.*