

Duty Location: **Latina, Italy****VACANCY NOTICE****DAMA Trainer Assistant**Grade: **B5**Reference Number: **B03(2013)(LAT)**

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 (SMD) is responsible to Director of Operations for managing, planning and providing system support and integrated engineering support for all NCIA CIS systems.

COMMUNICATION AND NETWORK BRANCH (CNB) is responsible to Head System Management Division for managing systems support and integrated engineering support for the Communication and Information Systems (CIS) and networks and other stand-alone systems assigned to NCIA. SATCOM and Transmission Media Section is responsible to Head Communications and Network Branch for performing all transmission related services, which includes VLF MSK, SATCOM, Radio and Digital line of site systems (DLOS).

NATO's UHF network is a set of complex systems put together to enable NATO in their bid to provide a secure tactical radio satcom network to all of its Areas of Responsibilities (AOR's). The UHF SATCOM capability is used to support NATO Land, Sea and Air operations (on-the-move, on-the pause and static) using both DAMA and SCPC channels as required, providing secure voice and data capabilities.

A critical component of the UHF DAMA services is the UHF DAMA Control Capability (UDCC). It consists of two DAMA Control Stations, two DAMA Control Centres and a deployable Controller. DAMA Control Stations provide fully redundant channel control, including radio frequency (RF) and antenna functions, of up to eight satellite communication (SATCOM) channels simultaneously on UHF satellites.

The other major part of the UHF network is the deployable asset that utilizes the services that are generated from the UDCC. NATO currently has a high number of deployable UHF Satcom assets available to supports its on-going commitments. These UHF user assets are seen as mission critical in NATO bid to support the war fighter.

Within SATCOM and Transmission Media section of the Communications and Network Branch, the incumbent is responsible for providing initial and refresher training on UHF TACSAT radio and DAMA modes of operation for NATO personnel.

The incumbent is responsible for the training of NATO troops on UHF DAMA SATCOM radios. These skills are then utilized in all NATO Missions and Exercises. The incumbent also provides non-NATO Nations support, when the Non-NATO Nation is involved in NATO Missions/Exercises.

Duties:

Under the direction of DAMA Trainer, the incumbent will perform duties such as the following:

- Provide initial and refresher training both at the NCISS in Latina, Italy and on order at various geographic locations throughout NATO's area of interest for select personnel from the NATO Response Force (NRF), NATO's International Security Assistance Force (ISAF), NATO's Kosovo Force (KFOR), NATO's Signal Battalions and at the European Union's Stabilization Force in Bosnia and Herzegovina (EUFOR) on the proper operation of the Harris AN/PRC-117F UHF TACSAT radio in SCPC and DAMA modes of operation.
- Conduct in-person initial and refresher training to NATO personnel on the proper operation of the ViaSat DOCCT/S UHF satellite simulator in both SCPC and DAMA modes of operation
- On order, deploy to European staging areas in theatres of operation to train personnel rotating into the KFOR/ ISAF Areas of Operations (AORs) on equipment
- Assist in the preparation of complete presentation material to facilitate a course, handouts, student binders, hands-on exercises to use with training equipment and any other pertinent training material.

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- Write and grade end of course exam papers.
- The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.
- Perform other duties as may be required.

Experience and Education:

- Vocational training at higher administrative level in a relevant discipline, or equivalent combination of qualifications and experience.
- At least 8 years' of relevant experience, including:
 - Sound practical experience in the design, development, implementation, testing and maintenance of modern communications, or information systems in a LAN/WAN environment. Experience with basic computer skills.
 - Experience in teaching all aspects of UHF TACSAT terminals or similar equipment.
- Sound knowledge and practical experience with the development and maintenance of training material.
- Be fully capable of presenting, facilitating and speaking before a class full of students.
- Working knowledge of MS Office suite.

Desirable Experience and Education:

- Specialisation in adult education.
- Previous experience in SATCOM systems and equipment.
- Experience in an NATO training environment.
- Fully capable of programming VNCC to operate the DOCCT/S equipment located at the NCISS, as actual ViaSat UHF DAMA controller and DOCCT/S are functionally one and the same.
- Thoroughly understand the DAMA system and operations and technical specifications.
- 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:

- 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;
- Interpersonal Savvy - Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even hightension situations comfortably.
- Motivating Others - Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
- Conflict management - Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
- 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

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with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

- 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.

Travel:

- The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.
- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices.

Professional Contacts:

- Maintains relationship with technical staff at NCISS.
- Occasional contact with equipment manufacturers may be required to include periodical on site refreshment training.

Supervisory/Guidance Duties: N/A

Working Environment:

- Normal work environment will be air-conditioned class and laboratory. Additionally the incumbent may be required to work in operational theatres to support on-site training. Duties may require incumbent to work in front of a computer screen for long hours. Local policy prohibits smoking within the building, except for designated smoking areas.
- Might be deployed in the areas within and outside the NATO AOR (Europe, Balkans, Afghanistan).

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 4,032.37 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 "B(03)(2013)(LAT)") and send it to recruitment@ncia.nato.int by close of business:

Monday, 11 February 2013

It is intended that the interviews will take place in the week of 25 March 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>