

## POST REQUIREMENTS FORM

**Post Title** Senior Technician (IT System Administrator)  
**Reference Number** B4-BLST-1373-12-NLD  
**NATO Grade** B4  
**Name**

Dear Applicant,

This form has been specifically designed to aid the NCIA Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy.

This form consists of 2 parts – Essential and Desirable Qualifications. Under column B, please provide factual information stating how you meet the respective essential and desirable criteria.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>).

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NCIA Recruitment Office ([recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int)), together with duly completed NCIA Application Form.

**Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.**

### PART 1 ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
<b>Education/Training</b>	
A vocational training at higher technical level in a relevant discipline, or equivalent	
<b>Professional Experience</b>	
At least five years of recent ITCS experience, related to IT system administrator functions	
Excellent troubleshooting skills	

Detailed knowledge and working experience of Microsoft Windows Server Systems (2003/2008); detailed knowledge of TCP/IP and directory services such as Active Directory, DNS and DHCP	
Detailed knowledge and working experience of Microsoft System Centre Operations Manager 2007 and Configurations Manager 2007	
Detailed knowledge and working experience of Microsoft Exchange Server 2007	
Good knowledge and working experience of Enterprise Backup solutions, preferably based on Microsoft Data Protection Manager and Symantec Backup software	
Knowledge and experience with Microsoft SQL Server 2005/2008 administration	
Service minded attitude with a strong interest in working directly with users	

**PART 2**  
**DESIRABLE QUALIFICATIONS**

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
<b>Professional Experience</b>	
Knowledge and experience with Microsoft Office	

SharePoint Server 2007	
Knowledge of INFOBLOX DNS appliances and Clearswift MimeSweeper	

"I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NCIA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."

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Full Name (in Print)

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(Date)