

## POST REQUIREMENTS FORM

**Post Title** Engineer COMMS/DCIS Configuration Control  
**Reference Number** NCSA – CCC CCM 0050  
**NATO Grade** A2  
**Name**

Dear Applicant,

This form has been specifically designed to aid the 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. You are required to make entries in **all** blocks in **both** parts under “B” below.

Part 1 lists the Essential Qualifications of the above post. In completing **each** block under “B” in part 1, **you must provide factual information stating how you meet the respective essential qualifications quoted under “A”.**

**IMPORTANT: If you do not fulfil ALL Essential Criteria, we strongly advise you not to proceed with your application.**

Part 2 lists the Desirable Qualifications of the above post. In completing **each** block under “B” in part 2, you must **either** provide factual information stating how you meet the respective desirable qualification quoted under “A” **or** indicate that you do not meet it.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<http://www.nc3a.nato.int/Opportunities/SubPages/SearchVacancies.aspx>)

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NC3A Recruitment Office ([recruitment@nc3a.nato.int](mailto:recruitment@nc3a.nato.int)), together with duly completed 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>	
As a minimum, a Bachelor of Science (BSc) degree at a nationally recognised/certified University in a discipline related to the function of the post and 2 years of function-related experience is required. Exceptionally, the lack of a university/college degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCSA; that is, extensive and progressive expertise in the duties related to the function of the post or progressive managerial experience in fields directly related to the function of the post	
<b>Professional Experience</b>	
Experience in Configuration Management, Configuration Control and Status Accounting	

Practical experience in the usage of configuration management tools	
Experience with ITIL change management best practices	
Experience leading meetings and committees	
Knowledge of Quality Management principles	
Experience in the operation of change advisory boards	
Do you hold any official English language certificates? If so, which certificates do you hold?	
Working knowledge of word processing, spreadsheets, graphics presentations, e-mail, web browsers, databases.	

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

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
<b>Education/Training</b>	
Post-secondary training in IT	
<b>Professional Experience</b>	
Experience applying QA and IT&V procedures	

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the Agency. 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.”

\_\_\_\_\_

Full Name (in Print)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)