

## Notification of a vacancy

<b>Post/Vacancy Number :</b>	<b>NCSA – CCC CCM 0050</b>
<b>Grade :</b>	<b>A2</b>
<b>Title :</b>	<b>Engineer COMMS/DCIS Configuration Control</b>
<b>Organisational Element :</b>	<b>System Management Division (SMD)</b>
<b>NATO Body :</b>	<b>NATO CIS Services Agency (NCSA)</b>
<b>Location/Country :</b>	<b>Mons, Belgium</b>
<b>Closing Date :</b>	<b>Friday, 10 December 2010</b>
<b>Point of Contact :</b>	<b>NC3A Recruitment (<a href="mailto:recruitment@nc3a.nato.int">recruitment@nc3a.nato.int</a>)</b>

### **1. POST CONTEXT**

The NATO CIS Services Agency (NCSA) provides secure end-to-end CIS services and support to NATO and NATO nations. System Management Division is responsible to Director of Operations for managing, planning and providing system support and integrated engineering support for all NCSA CIS systems. Configuration and Quality Management Branch is responsible to Head System Management Division for performing configuration management, quality management, license management, independent testing, verification and formal acceptance as part of project life-cycle activities. Configuration Management Section is responsible to Head Configuration and Quality Management Branch for establishing, implementing, maintaining and enforcing Configuration Management (CM) plans and processes according to the established SPA Concept of Operational Support (CONOS). Within the Configuration Management Section of the Configuration and Quality Management Branch, the incumbent is responsible for all aspects of configuration management of assigned systems.

### **2. REPORTS TO**

Section Head (Configuration Management), CCC CCM 0010.

### **3. PRINCIPAL DUTIES**

The incumbent's duties are:

- The incumbent is responsible for performing configuration control, configuration status accounting and configuration audit tasks for all network components of all assigned systems.
- Develops and maintains a system of configuration control for all network CIS within assigned systems.
- Maintains and develops configuration procedures to control all network CIS within assigned systems.

- Participates in reviews and participates in the software change process.
- On behalf of the Section Head, where required, represents Section at appropriate Configuration Control Boards, co-ordinating the scheduling of all activities leading to new software releases.
- Provides inputs to the configuration control plan, policy and concept documents and procedures.
- Liaises with other divisions and NATO Agencies in matters concerning configuration control issues.
- Acts as backup for other military and civilian posts at the OF-2/A-2 level.

NATO committee responsibilities:

- CONFIGURATION CONTROL BOARD (CCB) - Contributor
- NCSA NU CAB (NCSA NU CAB) - Secretary
- NCSA PATCH REVIEW BOARD (NCSA PATCH REVIEW BOARD) – Secretary

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

**4. ADDITIONAL DUTIES**

- 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.
- The incumbent may be required to deploy for exercises and operations both within and outside NATO's boundaries that may exceed 30 days duration and may be on short notice. By accepting the employment contract linked to this post the incumbent agrees to deploy in excess of 30 days if required.

**5. ESSENTIAL QUALIFICATIONS**

Professional/Experience

- 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.

Education/Training

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.

Courses:

- NCISS-101 NATO CIS Orientation - NATO CIS School

Security Clearance: NATO SECRET

Language

English SLP 3333 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Standard Automatic Data Processing Knowledge

Word Processing: Working Knowledge

Spreadsheet: Working Knowledge

Graphics Presentation: Working Knowledge

Database: Working Knowledge

eMail Clients/Web Browsers: Working Knowledge

Web Content Management: Not Required

**6. DESIRABLE QUALIFICATIONS**

Professional/Experience

Specific Experience:

- Experience applying QA and IT&V procedures.

Education/Training

- Post-secondary training in IT.

**7. CIVILIAN POSTS**

Personal Attributes

Must be detail oriented to successfully execute the responsibilities of the position. In practice, managers and military officers solicit input and recommendation for improvement from the incumbent.

Managerial Responsibilities

Executes supervisory duties for Configuration Control teams, as directed.

Professional Contacts

The incumbent routinely maintains contact with senior NCOs and officers to the OF-5 level. Tact,

courtesy and excellent inter-personal skills are required.

#### Contribution to the Objectives

The incumbent plays an essential role in the smooth operation of the NCSA AIS Change Advisory Board. This board is responsible for all aspects of change management related to the NS network.

#### Work Environment

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

### **8. REMARKS**

The following NATO Occupational Code (NOC) is relative to this post:

**Primary: 941A Infrastructure - Configuration management:** The systematic management of information relating to the documentation, software, hardware and firmware assets of an organisation. This will involve identification and appropriate specification of all configuration items (CIs). Required information will relate to storage, access, and problem reporting and change control of CIs. Application of status accounting and auditing, often in line with acknowledged external criteria such as ISO 9000, throughout all stages of the CI life history. [Ref: SFIA v3 2005:CFMG]

**Primary Skill Level: Enable:** Administers CIs and related information. Applies tools, techniques and processes for administering CIs and related information, ensuring protection of assets and components from unauthorised change, diversion and inappropriate use. [Ref: SFIA v3 2005:CFMG]

### **9. STARTING SALARY & CONTRACT OFFER:**

Starting basic monthly salary is 4,755.85 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate. The successful candidate will be offered a definite duration contract of one year, which may be renewed by mutual consent for up to 3 further 3- year contracts. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

### **10. HOW TO APPLY:**

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "NCSA – CCC CCM 0050") 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, 10 December 2010**

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 C3 Agency application forms can be downloaded from the internet at <http://www.nc3a.nato.int/Opportunities/SubPages/SearchVacancies.aspx>