

## Notification of a vacancy

<b>Post/Vacancy Number :</b>	<b>NCSA – CCC COC 0060</b>
<b>Grade :</b>	<b>B4</b>
<b>Title :</b>	<b>Technician</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. Responsible to Head System Management Division for: managing the life cycle system support and providing integrated engineering support for the Communication and Information Systems (CIS) and networks and other standalone systems assigned to the Core Capabilities Branch; providing central system administration and operations support for specific capabilities and Enterprise wide services; initiating and supporting the further development of central enterprise wide activities. Responsible to Branch Head Core Capabilities for the day to day operation and administration of assigned database and functional servers. Within the Central Database Support Section of the Core Capability Branch the incumbent develops and coordinates projects.

### 2. **REPORTS TO**

Section Head (Central Database Support), CCC COC 0010.

### 3. **PRINCIPAL DUTIES**

The incumbent's duties are:

- Analysis, design and implementation of user requirements.
- Maintaining standard operation procedures.
- Maintenance of source code repository.
- Provides assistance and software fault resolution for system users.
- Establishes required meeting/interview sessions with user community.
- Performs special software studies to resolve problems, designs systems, and implements systems.
- Provides recommendations on the result of special studies.

- Supports implementation of configuration changes.
- Provides customisation to COTS applications within the HQ and Sectors

Legal authority is held: None

Budget authority is held: 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

- Sound technical knowledge and experience in distributed Information Systems as they are applied to the modern management information and Command and Control Information Systems.
- Knowledge / experience of software and system development.
- Designs, codes, tests, corrects and documents moderately complex programs and program modifications from supplied specifications, using agreed standards and tools
- Proven capability of converting evolving operational requirements into CIS solutions.
- Sound technical knowledge and experience in Databases and Information Systems, to support business needs

##### Education/Training

Higher Secondary education and intermediate vocational training which might lead to a formal qualification with some 2-3 years experience, or a Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

Security Clearance: COSMIC TOP SECRET/A

##### Language

English SLP 3322 (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: Basic Knowledge

eMail Clients/Web Browsers: Working Knowledge

Web Content Management: Working Knowledge

## **6. DESIRABLE QUALIFICATIONS**

### Professional/Experience

Specialisations:

- Management and Supervisory skills.
- Project Management skills.

Specific Experience:

- Programming experience in using Microsoft Visual Basic .NET, ASP.NET, SQL server, UML, project management, web related technologies

### Education/Training

- ISB03: Information Systems Engineering And maintenance - Software Engineering and Maintenance - Programming
- Demonstrable evidence in maintaining knowledge of advances in IS engineering.
- Formal training in database administration.
- Advanced degree in CIS related discipline.

## **7. CIVILIAN POSTS**

### Personal Attributes

Uses independent judgement to propose solutions based on resources available. Works without supervision in accordance with policies and directives. Good inter-personal and communication skills. Planning, prioritising, numerical analysis skills.

### Managerial Responsibilities

Can be expected to perform management functions over B4s within the Central Database Support Section.

### Professional Contacts

- Maintains contacts with system software vendors and/or contractors for software incident resolutions as well as new releases and/or updates.
- Interacts with counterparts, locally and at ACO, NAMSA, NC3A, ISSC, other NATO HQ's and Component Commands.

### Contribution to the Objectives

Work performed is essential for NCHQ and J6 mission

### Work Environment

The work is normally performed in a typical Secure Facility / CIS Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: Light Risk of Injury

## **8. REMARKS**

**Primary: 921F Systems development - Programming/software development:** The design, creation, testing and documenting of new and amended programs from supplied specifications in accordance with agreed standards. [Ref: SFIA v3 2005:PROG]

**Primary Skill Level: Apply:** Designs, codes, tests, corrects and documents moderately complex programs and program modifications from supplied specifications, using agreed standards and tools. Conducts reviews of supplied specifications, with others as appropriate. [Ref: SFIA v3 2005:PROG.

**Secondary: 921E Systems development - Database design:** The specification, design and maintenance of structures for information storage and access to support business information needs. [Ref: SFIA v3 2005:DBDS]

**Secondary Skill Level: Apply:** Develops specialist knowledge of database concepts, object and data modelling techniques and design principles. Translates object and data models into appropriate database schemas within design constraints. Interprets installation standards to meet project needs and produces database components as required. Evaluates potential solutions, demonstrating, installing and commissioning selected products. [Ref: SFIA v3 2005:DBDS]

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

Starting basic monthly salary is 3,365.82 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 COC 0060") 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>