

POST REQUIREMENTS FORM

Post Title	Technician (Configuration Control)
Reference Number	NCSA – CCC COC 0080
NATO Grade	B5
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), 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
Education/Training	
Higher Secondary education and completed higher vocational training in information systems engineering, information technology or related discipline leading to a formal technical or professional certification with 3 years function related experience, or a Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience	
Professional Experience	
Experience in CIS Configuration Management and Quality Assurance/Control	

Experience in CIS network management and administration	
Middle Management experience of operating large scale, networked CIS systems	
Proven capability of converting evolving operational requirements into CIS solutions	
Sound technical knowledge and experience in distributed Databases and Information Systems, to support business needs	
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 and web content management systems	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
IS02B: Information Systems Engineering And Maintenance - System Management - Configuration	

Control	
Demonstrable evidence in maintaining knowledge of advances in IS engineering	
Professional Experience	
Database Modelling Techniques (for creation or customisation of Configuration Management Databases etc)	
Basic consultancy skills, for determining workflows and customers needs in terms of Configuration Management	
Experience in asset management and associated record keeping (hard and soft copy)	
Experience in database manipulation, trend analysis and data representation	

"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)