

POST REQUIREMENTS FORM

Post Title Technician (Info Systems Administration)
Reference Number NCSA – CCC COC 0130
NATO Grade B4
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 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	
Professional Experience	
Experience in an information technology (IT) appointment	

<p>Minimum 3 years recent practical experience as a system administrator</p>	
<p>Experience in the operation and administration of a large computer network</p>	
<p>Practical experience in diagnosing deficiencies in networks and associated equipment</p>	
<p>Knowledge / experience of database server administration</p>	
<p>Proven capability of converting evolving operational requirements into database solutions</p>	
<p>Sound technical knowledge and experience in system integration, supporting business needs through the use of distributed Databases and Information Systems</p>	
<p>Do you hold any official English language certificates? If so, which certificates do you hold?</p>	
<p>Working knowledge of word processing, spreadsheets, graphics presentations, e-mail, web browsers, databases and web content management systems</p>	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
Industry standard certification, such as MCSA, MCSE	
Demonstrable evidence in maintaining knowledge of advances in IS engineering	
Demonstrable evidence (courses, certificates etc) of software development / coding	
Advance degree in IT related discipline	
Professional Experience	
Experience with Microsoft Windows Sever, MOM, SMS, SQL, SPS	
Basic programming experience using products such as Microsoft Visual Basic .NET, ASP.NET, SQL	
Basic experience in SQL scripting and common database packages	
Experience of Network Operating systems, including UNIX	

“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)