

Notification of a vacancy

Post/Vacancy Number :	NCSA – CCC CSL 0170/0160
Grade :	B5
Title :	Programmer (Software Implementation) (2 posts)
Organisational Element :	Service Management Division (SMD)
NATO Body :	NATO CIS Services Agency (NCSA)
Location/Country :	Mons, Belgium
Closing Date :	Friday, 10 December 2010
Point of Contact :	NC3A Recruitment (recruitment@nc3a.nato.int)

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. Mission Dedicated Systems Branch is responsible to Head System Management Division for managing the life cycle system support and integrated engineering support for the Communication and Information Systems (CIS) and networks and other standalone systems assigned to the Mission Dedicated Systems Branch. Logistics Systems is responsible to Head Mission Dedicated Systems Branch for providing all Logistics Functional Area System services; provides specialist technical assistance on- and off-site to internal and external organizational elements. Within the Logistics Systems Section of the Mission Dedicated System Branch the incumbent provides all aspects of software support to assigned Logistics Functional Area Services systems, e.g. ADAMS, ACROSS, LOGREP, EVE, CORSOM, NDSS.

2. REPORTS TO

Section Head (Logistics Systems), CCC CSL 0010.

3. PRINCIPAL DUTIES

The incumbent is responsible for software applications of assigned NATO information systems.

He/she:

- Performs the analysis, design, implementation and maintenance of authorized software changes, related applications software and the integration/tailoring of vendor supplied components, following

established procedures for quality, configuration control, testing, documentation and security.

- Provides expeditious support services (including technical help desk and emergency on-site assistance) to ensure key information systems remain operational.
- Assists in the maintenance of the operational and support environments for the software of all assigned systems.
- Performs analysis, detailed problem diagnosis/resolution, programming, testing, writing documentation and participating in reviews, walkthroughs and audits.
- Co-operates with appropriate authorities on QA and Configuration Control issues.
- Maintains user and system documentation.

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 organization 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

- A minimum of at least three years practical experience within the most recent years, as a programmer in software maintenance or software development activities; including program design, debugging, system integration, testing, database design and maintenance.
- Experience in all Lifecycle aspects of Information Systems to achieve effective system development and deployment.
- Extensive knowledge of System Analysis principles used to perform Information Systems development.
- Broad and sound technical knowledge and experience in distributed Information Systems as they are applied to the modern management information and Command and Control Information Systems.
- Detailed knowledge of architectural design as applied to computer systems.
- Sound technical knowledge on wide area networks and local area networks.
- Practical experience in the design, development, implementation, testing and maintenance of software for modern information systems in a LAN/WAN environment.
- Practical experience in the use of modern concepts for configuration management, quality assurance and testing.
- Knowledge of the operating systems and application development environments to include programming languages and relational database systems that are currently used for modern information systems.

Education/Training

Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years function related experience, or a Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related experience.

Courses:

NCISS-101NATO CIS Orientation - NATO CIS School

Security Clearance: NATO SECRET

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: Working Knowledge

eMail Clients/Web Browsers: Working Knowledge

Web Content Management: Working Knowledge

6. DESIRABLE QUALIFICATIONS

Professional/Experience

Specialisations:

- Knowledge of and practical experience with high order or object oriented programming language e.g. Java, C++, C# .
- Knowledge of and practical experience with Web-based services.
- Sound knowledge and practical experience in the design, development, implementation, testing and maintenance of software using high order language.
- Sound knowledge and practical experience of the capability and features of modern software systems.

Specific Experience:

- Knowledge and practical experience of Windows XP, Windows 2003, MOSS.
- Experience with modern software programming environments and high order languages (C++, C#, Visual Studio.Net).

- Knowledge of relational database including SQL (currently in use: MS SQL Server, Sybase).
- Use of CASE tools (currently in use: PVCS Tracker, Test Director, Win Runner, Enterprise Architect, Rational Rose, PVCS).
- Experience with office automation software and in the customisation of commercial-off-the-shelf packages (COTS).
- Knowledge of modern operating systems both as a programmer and a system administrator (currently in use: WIN 2000, WIN 2003, WIN XP).
- Knowledge of System Installation Tools (Install Shield, Demo Shield).
- Knowledge of database modelling and design.

Education/Training

- Demonstrable evidence in maintaining knowledge of advances in IS engineering
- Member of a recognized professional body or institution.

7. CIVILIAN POSTS

Personal Attributes

- The incumbent must display sound effective intelligence and judgement in choosing, among available hardware and software resources, the appropriate configuration for the efficient operation of the computer systems.
- Creative thinking is essential for this post when devising software logic for the resolution of maintenance problems and end user requirements.

Professional Contacts

- External contacts are frequently made with personnel from other NCSA and SHAPE divisions to discuss and resolve system problems and provide technical guidance.
- Also responds to off-site requests for assistance from other ACO headquarters and operational units in solving software problems encountered and advising them on solutions or workarounds.
- Co-ordinates with National Agencies for any data exchange requirements.

Contribution to the Objectives

Assists in the commitment and objectives of the organisation as a member of a technical support team. This includes the provision of technical advice from which policy and financial decisions are made.

Work Environment

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

8. REMARKS

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

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]

9. STARTING SALARY & CONTRACT OFFER:

Starting basic monthly salary is 3,809.30 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 CSL 0170") and send it to 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>