

Notification of a vacancy

Post/Vacancy Number :	NCSA – CCC CSM 0050
Grade :	A2
Title :	Engineer (Systems)
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. Data Modelling/Interoperability Section is responsible to Head Mission Dedicated Systems Branch for providing all Functional Area System data model & database services and for overseeing and ensuring the interoperability of the Functional Services. Within the Data Modelling and Interoperability Section of the Mission Dedicated Systems Branch the incumbent provides database engineering to consolidate the data model structures, and interoperability across the MDS's Functional Area systems.

2. REPORTS TO

Section Head (Data Modelling/Interoperability), CCC CSM 0010.

3. PRINCIPAL DUTIES

The incumbent's duties are:

- Provides all inputs for the Programme of Work, the Medium Term Financial Plan, the annual O&M budget preparation and other system support related budget allocations (e.g. TDY, training, contractor support) for all assigned projects and manage the assigned resources efficiently.
- The incumbent performs the data modelling analysis across the Mission Dedicated Systems Branch's Functional Area systems.
- Provides technical support to the section for the coordination of all the necessary activities inside the Branch and amongst external agencies and vendors to establish the necessary procedures,

concepts and guidance in order to achieve interoperability across FAS systems

He/She:

- Stays aware of changes to STANAGs that may especially impact on NATO system interoperability.
- Analyses the user's functional requirements to define, design and adapt the system databases and related software.
- Maintains system-related operating support organisation directives, procedures and operating instructions.
- Performs technical evaluation of proposed system changes that may affect the database layer or the interoperability of the Functional Area systems and conducts other feasibility studies.
- c. Conducts on-site validation and system acceptance testing.
- Investigates new requirements for system enhancements and advises on technical feasibility and cost.
- Produces Statement of Work for outsourced database maintenance activities and monitors its development progress.
- On behalf of NCSA supervises the acceptance of outsourced database maintenance activities.

NATO committee responsibilities: Configuration Control Board (CCB) - Contributor

Legal authority is held: None

Budget authority is held: Prepares maintenance budget requirements for submission to the Budget Process.

Decision authority is held: 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

- Comprehensive knowledge of the principles of command and control (C2) systems.
- Extensive technical management expertise in C2 management.
- Experience in software engineering related to C2.
- Broad knowledge of C2 systems and software maintenance procedures.
- Experience in Site and Systems Evaluation and Inspection.
- At least 5 years experience as Database Engineer.
- Sound knowledge and practical experience in modern LAN/WAN database environment (DBMSs).
- Comprehensive knowledge of the principles of command and control systems.
- Proven capability of converting evolving operational requirements into Information Systems requirements.
- Broad and sound 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 database management systems.

- Experience in C2 configuration management.

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.

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: Working Knowledge

6. DESIRABLE QUALIFICATIONS

Professional/Experience

Specialisations:

- Sound technical knowledge and practical experience in the analysis, design, development, implementation, testing and maintenance of standalone or network relational/object databases.
- Sound knowledge and practical experience of the capability and features of modern software systems.
- Knowledge of and practical experience with Web-based services.

Sound Practical Experience with:

- Object Oriented Analysis and Design ;
- Use of Programming languages (e.g. C++, C#, VB.NET, Java);
- Use of Configuration Control tools, based requirements engineering;
- Visual Studio.NET.

Proficiency in:

- Database analysis and design in Relational/Object DBMSs (e.g. Sybase, MS SQL Server, Oracle, PostgreSQL);
- Use of Computer Aided Software Engineering tools (e.g. Enterprise Architect, Entity-Relationship Diagrams);
- Relational databases and non-procedural database query languages (e.g. Sybase, MS SQL Server, ORACLE, PostgreSQL, SQL)
- UML (Unified Modeli Language)
- Experience with maintenance of software applications hosted on WINDOWS 2000/XP/2003 and UNIX operating systems.
- Experience in Web deployment and JAVA applications.

Education/Training

- Demonstrable evidence in maintaining knowledge of advances in IS engineering
- Post Graduate diploma in an IS engineering related subject.

Courses:

- NCISS-101 NATO CIS Orientation - NATO CIS School
- M-5-32 NATO Staff Officer Orientation Course (NU Rel P fP MD EU) - NATO School Oberammergau (DEU)

7. CIVILIAN POSTS

Personal Attributes

- Requires a high degree of tact, perseverance and persuasion to influence discussions and ensure that technically sound decisions are made.
- Able to use own initiative when required to work away from SHAPE without direct supervision.
- Must be able to perform software maintenance tasks following standard maintenance procedures, which include formal reviews and walkthroughs.
- Original thought and sound judgement required to perform detailed analysis of system problems to devise corrective measures and to interpret and satisfy user requirements.

Professional Contacts

Frequent internal and external co-ordination with the branch's sections staff , NC3A, SHAPE divisions, and provides technical guidance to higher level operational and system management staff (A4-A-5/OF4-OF-5 level). This requires a high degree of tact, perseverance and persuasion to influence the discussions and ensure that technical sound decisions are made.

Contribution to the Objectives

Performs technical evaluation of proposed system changes that may affect the database layer or the interoperability of the Functional Area systems

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: 921B Systems development - Data analysis: The provision of specialist expertise and practical assistance in the investigation, evaluation and interpretation of data in order to ensure its coherence, availability, accuracy and security to meet information and communication systems requirements. [Ref: SFIA v3 2005:DTAN]

Primary Skill Level: Enable: Investigates corporate data requirements and applies data analysis, data modelling and quality assurance techniques, to establish, modify or maintain data structures and their associated components (entity descriptions, relationship descriptions, attribute definitions). Provides advice and guidance to database designers and others using the data structures and associated components. [Ref: SFIA v3 2005:DTAN]

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: Enable: Develops and maintains specialist knowledge of database concepts, object and data modelling techniques and design principles and a detailed knowledge of database architectures, software and facilities. Analyses data requirements to establish, modify or maintain object/data models. Evaluates potential solutions, demonstrating, installing and commissioning selected products. [Ref: SFIA v3 2005:DBDS]

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 CSM 0050") 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>