

## Notification of a vacancy

<b>Post/Vacancy Number :</b>	<b>NCSA – CCC CSM 0070</b>
<b>Grade :</b>	<b>B5</b>
<b>Title :</b>	<b>Programmer</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. 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 performs the data design and maintenance for the Mission Dedicated Systems Branch's Functional Area systems databases.

He/she:

- Maintains required database structures, data item dictionaries and all data migration functions.
- Identifies data model shortfalls and proposes improvements in terms of performance, design and

data duplication.

- Provides expeditious support services (including technical help desk and emergency on-site assistance) to ensure key information systems remain operational.
- Performs 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 databases documentation.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

There are no first line reporting responsibilities.

#### **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

- Detailed knowledge of architectural design as applied to database management systems.
- Sound knowledge and practical experience in modern LAN/WAN database environment (DBMSs), to include:
  - At least 10 years experience in database design, programming and maintenance;
  - Sound technical knowledge for monitoring, tuning, securing standalone and networked databases;
  - Strategies for database backup, recovery and migration technologies;
  - Standard industry network Operating Systems (OS) concepts.
  - Web servers and data encapsulation techniques for the Web.

##### 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.

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: Basic 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 databases.
- 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)
- 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
- Member of a recognized professional body or institution.

#### Courses:

NCISS-101NATO CIS Orientation - NATO CIS School

### **7. CIVILIAN POSTS**

#### Personal Attributes

The incumbent must display sound effective intelligence and sound judgement in choosing, among available hardware and software resources, the appropriate configuration for the efficient operation of the database systems.

#### Professional Contacts

Internal co-ordination with the branch's sections staff . 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

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: 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}

**Primary 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 3,809.30 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 CSM 0070") 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>