

Notification of a vacancy

Post/Vacancy Number :	NCSA – CCC DON 0030
Grade :	A2
Title :	Engineer (Information Systems)
Organisational Element :	Service Delivery Division (SDD)
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. NCSA SD Division, located at Mons, Belgium is responsible to the Deputy Director/Chief of Staff for supervising the Management of NCSA services for the provision of end-to-end CIS to its customers. Service Allocation & Support Branch is responsible to the Head SDD for managing all aspects of the complete process and service delivery from the reception of the customer's service request to the delivery of the product. Naming and Registration Section is responsible to the Head of Service Allocation & SRTS Support Branch for managing all Naming and Registration and directory services issues. The incumbent is responsible to perform the duties of the NATO Naming and Registration Authority

2. REPORTS TO

Section Head (Naming and Registration), CCC DON 0010.

3. PRINCIPAL DUTIES

The incumbent's duties are to:

- Perform the duties as the NATO Naming and Registration Authority (NRA)
- Coordinate with NATO Commands, Agencies and Nations on Naming and IP-addressing issues.
- Consult and advise NATO bodies in registration issues, policies and procedures.
- Development of NATO wide registration policies and procedures for all classes of object to be registered
- Develop NCSA Operating and Support Instructions related to Naming and Addressing.
- Publish service delivery information related to Naming and IP Addressing via electronic means (WEB)
- Responsible for registering all names, addresses and technical object required to support the operation and management of NATO networks

- Responsible for the management of the TCP/IP address space and Domain names used by NATO
- Process requests for Naming and Addressing services, prioritize and assign names and addresses.
- Maintain continuous liaison with other NCSA branches and other agencies on all aspects of managing, supporting, servicing, funding, enhancing and replacing the database infrastructure operated by NCSA.
- Assist in the development and implementation of plans and programs to improve staff effectiveness of the section by applying new ADP and communications technology and techniques.
- Assist in analysing database system malfunctions to recommend corrective measures and liaises with the appropriate Information Technology support group.
- Responsible for planning of site inspections/audits as required.
- Represent Service Delivery Division in relevant NATO and Allied Working groups on naming and addressing and interoperability, including, but not limited to the NATO C3 boards, SC/5 and SC/6 WGs.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: As NRA he/she decides on the naming convention to be applied in NATO AIS.

Supervisory duties: Reviewing work of 2 military and 2 civilian staff.

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

- Experience in all Lifecycle aspects of Information Systems aimed at achieving effective system development.
- Capability of converting evolving military operational requirements into Information Systems requirements.
- Extensive knowledge of System Analysis principles to direct and guide Information Systems development.
- Broad and sound technical knowledge and experience in distributed Information Systems as they are applied to modern information management 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.
- Knowledge of Directory Services and their Database Management.
- Experience in Network Management and support of digital networks
- Experience in all activities involved in analysing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and data mining/data warehousing

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: Advanced Knowledge

eMail Clients/Web Browsers: Working Knowledge

Web Content Management: Basic Knowledge

6. DESIRABLE QUALIFICATIONS

Professional/Experience

Specialisations:

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

Specific Experience:

- Knowledge of International Standards Organization (ISO), Open Systems Interconnection (OSI) standards and their NATO implementations.
- Knowledge of name and address registration procedures in an OSI environment.
- Knowledge of managing of technical objects in the OSI context.
- Knowledge on the X.400 and X.500 series International Telecommunications Union (ITU-T) recommendations.

Education/Training

- 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 PfP MD EU) - NATO School Oberammergau (DEU)

7. CIVILIAN POSTS

Personal Attributes

- The incumbent must have good inter-personal and communication skills. He must demonstrate maturity, tactfulness and firmness.
- There is a requirement to frequently work under pressure.
- Works with little or no supervision within the constraints of NATO/ACO civilian personnel policies.
- In most cases the objectives are clearly defined, however, the wide range of procedures requires a significant amount of research and analysis.

Managerial Responsibilities

- Based on policy guidance given by NC3 Board he prepares NATO wide naming directives and instructions to ensure compliance with the relative guidance.
- He/she assesses projects or proposals from subordinate commands and nations and issues guidance and instructions for their implementation.

Professional Contacts

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- He/she is responsible as cell chief for a cell of 2 military and 2 NATO Civilians.

Contribution to the Objectives

He/she recommends the IS implementation solution for X.400 and IP systems supporting all NATO Commands and deployed forces. These duties ensure sustainability of NATO's C2 systems operated by NCSA, in particular, these are vital for the NATO AIS infrastructure. The incumbent is responsible to keep uniqueness in NATO CIS naming and addressing making possible end-to-end data transfer and network infrastructure communication.

Work Environment

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

8. REMARKS

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

Primary: 941A Infrastructure - Configuration management: The systematic management of information relating to the documentation, software, hardware and firmware assets of an organisation. This will involve identification and appropriate specification of all configuration items (CIs). Required information will relate to storage, access, problem reporting and change control of CIs. Application of status accounting and auditing, often in line with acknowledged external criteria such as ISO 9000, throughout all stages of the CI life history. [Ref: SFIA v3 2005:CFMG]

Primary Skill Level: Ensure/Advise: Manages CIs and related information. Applies and maintains tools, techniques and processes for managing CIs and ensuring that related information is complete, current and accurate. [Ref: SFIA v3 2005:CFMG]

Secondary: 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]

Secondary Skill Level: Ensure/Advise: Sets standards for data analysis tools and techniques, advises on their application and ensures compliance. Manages the investigation of corporate data requirements and coordinates the application of data analysis and data modelling techniques, based upon a detailed understanding of the corporate information requirements, in order to establish, modify or maintain data structures and their associated components (entity descriptions, relationship descriptions, attribute definitions). [Ref: SFIA v3 2005:DTAN]

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 DON 0030") 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>