

POST REQUIREMENTS FORM

Post Title Technician (Electronic Systems, Ops & Maintenance)
Reference Number NCSA – CCC DOR 0060
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	
The specification of systems architectures, identifying the components needed to meet the present and future requirements, both functional and non-functional (such as security) of the business as a whole, and the interrelationships between these components	

<p>The provision of direction and guidance on all technical aspects of the development of, and modifications to, information systems to ensure that they take account of relevant architectures, strategies, policies, standards and practices and that existing and planned systems and IT infrastructure remain compatible</p>	
<p>The overall control and management of services and their availability to ensure that all services meet all of their agreed availability targets.</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, and databases.</p>	
<p>Basic knowledge of web content management systems.</p>	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
<p>A 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.</p>	
Professional Experience	
<p>Experience in NATO military telecommunication network</p>	

Experience in Service Delivery	
ITIL knowledge and experience	

"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)