

Notification of a vacancy

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| Post/Vacancy Number : | NCSA – CCC GPL 0050 |
| Grade : | A2 |
| Title : | Staff Officer (CIS Policy) |
| Organisational Element : | Plans, Policy and Capabilities Division |
| NATO Body : | NCSA |
| Location/Country : | Mons, Belgium |
| Closing Date : | Friday, 10 June 2011 |
| Point of Contact : | Mr J Armstrong (Recruitment Manager) |

1. POST CONTEXT:

The NATO CIS Services Agency (NCSA) provides secure end-to-end CIS services and support to NATO and NATO nations. NCSA PPC Division is responsible to the Deputy Director/Chief of Staff for strategic planning, policy and capability related issues. Policy Branch is responsible to the Division Head PPC for identifying, assessing and contributing to changes in NATO CIS Policy with significance to NCSA, and leading the development of necessary adaptations to NCSA's policy and processes, including their documentation and publication in foundation documents such as NCSA CONOPS, Operating Instructions, Operating Support Instructions, and NCSA formal agreements. Within the Policy Branch the incumbent is the Officer primarily responsible for the area of NCSA's formal agreements (MOA, MOU, MWA), SLAs, Operating Instructions, and Operating Support Instructions.

2. REPORTS TO: Branch Head (Policy)

3. PRINCIPAL DUTIES:

The incumbent's duties are:

- As Staff Officer analyses and executes the direction from Head Policy Branch.
- Executes the activities required for the administrative/coordination/leading processes of NCSA's formal agreements (MOA, MOU, MWA), SLAs, Operating Instructions and Operating Support Instructions.
- Examines and assesses all aspects referring to a particular proposed agreement in order to formulate a Branch recommendation on the principle decision whether NCSA wishes to enter into it.
- Develops NCSA's Policy and procedures concerning establishment, approval, implementation and review of NCSA's formal agreements, Operating Instructions and Operating Support Instructions.

- Coordinates closely with the other Staff Officers within his/her branch for changes required in NCSA OSIs resulting from changes in higher NATO Policy.
- Contributes to the development of NATO Policy concerning Formal Agreements and their conversion into NCSA's Policy and procedures.
- Participates in negotiations concerning the establishment of a formal agreement with a significance to NCSA.
- Conducts NCSA internal meetings concerning formal agreements.
- Coordinates and leads the preparations for high level meetings in NHQ such as C3B, C3CMB, NC3REPs etc.
- Represents NCSA as alternate Reps in NC3REPS meetings
- Developing reports, advice and agreed NCSA position as input to NATO Committees.
- Assists branch personnel with the preparation of presentation material and provides them administrative support.
- Acts as Branch terminal area security officer (TASO)
- Ensures that Branch web page is updated

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.

May be required to deputize for the Policy Branch Head.

5. ESSENTIAL QUALIFICATIONS:

Professional/Experience

- Experience with coordinating staff work of a Communications Information Systems (CIS) Organisation.
- Experience in development, implementation and maintenance of CIS agreements between the customer and service provider.
- Experience in the development and maintenance of standard operating procedures related to CIS organizations

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.

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.

Description of Standard Language Proficiency is available [here](#).

Standard Automatic Data Processing Knowledge

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| Word Processing: | Working Knowledge |
| Spreadsheet: | Working Knowledge |
| Graphics Presentation: | Working Knowledge |
| Database: | Basic Knowledge |
| eMail Clients/Web Browsers: | Working Knowledge |
| Web Content Management: | Not required |

6. DESIRABLE QUALIFICATIONS:

Professional Experience

- Prior CIS experience at HQ Staff, MOD particularly in CIS Policy and agreements.
- Experience in coordinating staff work of a Communications Information Systems Organisation.
- Experience with the roles and organizational structures of NATO CIS management authorities
- Experience in working in an international organization or military headquarters.

Education/Training

- Post graduate degree in management, business administration, systems engineering, or a related discipline.

7. PERSONAL ATRIBUTES:

The individual must be creative, innovative and flexible in assessing and negotiating the terms of formal CIS agreements. He/she must be able to work under pressure with short deadlines. The individual must also be able to exercise strong judgment in advising senior leadership, work with national representatives, set priorities, and execute requirements, often with limited resources to meet outstanding needs and challenges.

8. PROFESSIONAL CONTACTS:

Interacts with professional contacts within and outside of NCSA, e.g., NCSA Sector Commanders, NCISS, HQ J/G/A6 and ACT C4I, NATO HQ C3 Staff, NC3A, NAMSA, other NATO organizations and Nations. External NATO contacts are usually at a higher

functional level such as counterparts in NATO HQs, Bi-SC HQs, and Nations. Contacts require detailed explanation, discussion, persuasion, leading to approval.

9. **CONTRIBUTION TO THE OBJECTIVES**

The position directly involves the assessment and negotiation of CIS formal agreements between NCSA and other entities. The individual will also be responsible in developing NCSA position on whether NCSA wishes to enter into a particular agreement. NCSA formal agreements have legal, budgetary, technical and operational impacts on the entire organisation.

10. **REMARKS:**

The following NATO Occupational Codes are relative to this post:

Primary: 345B Management and administration - Business administration

Activities that involve planning, organizing, directing, coordinating, controlling, and evaluating the use of people, money, materials and facilities to accomplish assigned functions and tasks.

Officers require broad military background including previous major staff experience in a joint or combined staff in a large HQ, Joint Command, NATO HQ or MOD. Wide experience in office communication and information systems. High level of organizational, coordination and communication skills [*Ref: NATO description to UNESCO ISCED 1997:345B*]

Primary Skill Level: Ensure/Advise: Works under broad direction with full accountability for own work or projects and supervisory responsibilities. Work is often self-initiated or assigned in the form of objectives. Establishes own milestones, sets team objectives and delegates work assignments. Has significant responsibility for the work of others and for the allocation of resources. Responsible for assigned tasks and projects with regards to results, deadlines and budget. Executes a challenging range of complex professional or technical work activities applying fundamental principles, creativity and innovation in a wide and often unpredictable range of contexts. Provide leadership within the assigned specialist area and advises on available standards, methods, tools and applications in own area of specialization and make correct choices from alternatives. Responsible to analyse requirements and advise on scope and options for operational improvement. Is responsible to analyse, diagnose, design, plan, execute and evaluate work to time, cost and quality targets. Influences organisation, external organisations, HQs and agencies and peers within the same specialisation. Develops and maintains working relationships with external agencies. Establishes effective communication formally and informally, with peers, subordinates and external agencies. Keeps skills up to date and maintains awareness of developing trends within the wider occupational field and absorbs new information rapidly and applies it effectively in relevant internal business areas or external organisations, HQs and agencies. [*Ref: NATO adaptation of SFIA v3 2005:Generic Level Description*]

The incumbent is required to successfully complete the following NATO training:

M-5-32 NATO Staff Officer Orientation Course (NU Rel PfP MD EU) - NATO School Oberammergau (DEU)

11. 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 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.

12. HOW TO APPLY:

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "NCSA- CCC GPL 0050" and send it to recruitment@nc3a.nato.int by close of business:

Friday, 10 June 2011

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>