



NATO UNCLASSIFIED

Duty Location: **The Hague, Netherlands**

## **JOB DESCRIPTION**

### **Test Engineer**

#### **Independent Verification and Validation Branch Chief Quality Office**

Grade: G15

This is a position within the NATO Communications and Information Agency (NCI Agency), an organization of the North Atlantic Treaty Organization (NATO);

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

Under the guidance of the NCI Agency Chief Quality Officer, The Chief Quality Office (CQO), functional area provides full governance, support and provision of the independent verification and validation of Agency implemented, operated and maintained systems and services throughout the capability life-cycle. CQO is also responsible for designing, implementing, monitoring and updating the Agency-wide Quality Management System (QMS). It supports the Change Management process. CQO leads and develops the standard processes and procedures by which the Agency verifies, validates and assures project deliverables (products), system changes, operational acceptance, service activation and service interoperability. Finally, CQO provides interoperability exercise support, subject matter expertise and reference environment services and support.

The Independent Verification and Validation (IV&V) Branch is responsible for the independent verification and validation of all Agency delivered projects, systems, services, and programmes and as such provides the product assurance view as part of the overall quality and business assurance for an Agency delivered project, system, service, or programme.

#### **Duties:**

Under the direction of the Head, Independent Verification and Validation Branch, the incumbent will perform the following duties:

#### **Testing**

- Selects appropriate testing approach, including manual and automated testing.
- Develops and executes test plans and test cases.
- Collaborates across parties involved in product, systems or service design and development to enable comprehensive test coverage.
- Identifies improvements and contributes to the development of organisational policies, standards, and guidelines for testing, verification and validation.
- Analyses and reports on test activities, results, issues and risks, including the work of others.
- Ensure reference environments are fit for use and purpose and reflect the operational environments sufficiently.

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### Acceptance Testing

- Develops acceptance criteria related to functional and non-functional requirements, business processes, features, user stories and business rules.
- Designs, specifies and executes test cases and scenarios to test that systems, products and services fulfil the acceptance criteria and deliver the predicted business benefits
- Collaborates with project colleagues and stakeholders involved in the analysis, development and operation of products, systems or services to ensure accuracy and comprehensive test coverage.
- Analyses and reports on test activities, results, issues and risks including the work of others.

### Quality Assurance

- Plans, organises and conducts assessment activity and determines whether appropriate quality control has been applied.
- Conducts formal assessments or reviews for given domain areas, suppliers, or parts of the supply chain. Collates, collects and examines records, analyses the evidence and drafts all or part of formal compliance reports.
- Determines the risks associated with findings and non-compliance and proposes corrective actions.
- Provides advice and guidance in the use of organisational standards.

### Methods and Tools

- Provides advice, guidance and expertise to promote adoption of methods and tools and adherence to policies and standards.
- Tailors processes in line with agreed standards and evaluation of methods and tools.
- Reviews and improves usage and application of methods and tools.

### General

- Participate in the evaluation of bid proposals to assess these meet the requested quality criteria ,
- Build and maintain customer relationships
- Assist with identification of skills requirements and training needs for staff;
- Maintain personal skills and qualifications in-line with technologies utilized by the Agency;
- Assist with the recruitment of staff for the CQO Functional Area as required;
- Deputize for higher grade staff, if required;
- Performs other duties as required.

### **Experience and Education:**

- A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in a related discipline and 2 years post-related experience.
- Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency, that is, at least 6 years extensive and progressive expertise in duties related to the function of the post.
- At least 2 years recent experience in planning and execution of test, verification and validation activities in large complex projects;
- At least 2 years recent experience with functional, non-functional and interoperability testing of systems and products on Windows based environments;
- Proven experience with managing external stakeholders and co-workers during the execution of large complex projects;

- Ability to understand and reason about hardware and software systems architectures typically found in system design documents;
- Ability to understand technical concepts such as DNS, NTP, Email, Databases, Application architectures and inter-application communication protocols;
- Certification in the area of test, verification and validation such as ISTQB or a similar certification at the Tester level;
- Working-level knowledge of MS-Office, Visio and SharePoint;
- Ability to communicate with clarity, coherence, conciseness and engagement, both orally and in writing;

**Language Proficiency:**

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

**Competencies or Personal Attributes:**

- Achieving Personal Work Goals and Objectives - Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.
- Delivering Results and Meeting Customer Expectations - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
- Adapting and Responding to Change - Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

**VALIDATION:**

Validated by: ..... Validation date: .....

Position: .....

Signature: .....