



STAFF VACANCY IMS/004/2009

05 October 2009

DIVISION: Cooperation and Regional Security Division
Partnership for Peace (PfP) Staff Element (PSE) Branch
International Military Staff

TITLE: Database Manager

GRADE: B.5

POST CONTEXT

1. A post in the PSE Branch of Cooperation and Regional Security (C&RS) Division of the International Military Staff (IMS) as Database Manager, responsible for the day-to-day management of the Partnership Real-time Information, Management & Exchange System (ePRIME) application and associated database, consisting of activities for 65 NATO and partner countries, and 48 NATO bodies/agencies. The incumbent reports to the Branch Chief, PSE.

PRINCIPAL DUTIES

2. Duties include:
- a. maintaining the integrity of the data of the 10 NATO cooperation and participation programmes held in the ePRIME database with active support from an OR-5 Information Systems Manager;
 - b. managing the ePRIME site on the World Wide Web in order to provide users with real-time and interactive non-sensitive part of the database;
 - c. managing the feedback data as provided on-line by proposing bodies and participants and provide reports and printouts regarding this feedback information;
 - d. managing the current database and executing new enhanced database management tasks deriving from initiatives endorsed at NATO Summit meetings. (Operational Capabilities Concept (OCC), Training & Education Enhancement Programme (TEEP), PfP Planning & Review Process (PARP), Membership Action Plan (MAP);
 - e. establishing policy and practices to ensure secure and proper administration of the application and its underlying database in accordance with practices established by the International Staff (IS) - Information, Communication, Technology Management (ICTM);

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- f. furnishing direct support and assistance to data providers, including the IS Euro-Atlantic Integration & Partnership Directorate (EIPD), civil and military budget authorities, and other users within NATO Headquarters who are responsible for providing an input and need to read or print information contained in the database;
- g. ensuring that effective administration controls are established and maintained over the ePRIME application;
- h. contributing to development of data contained in common look-up tables, which may be shared with other applications;
- i. coordinating approval and assigning values to look-up tables, which are unique to the ePRIME application;
- j. assigning ePRIME access rights and privileges to authorised users of the system, including new responsibilities based on new developments on ePRIME;
- k. managing and creating accounts and distributing passwords for access to the ePRIME secure website;
- l. preparing ad hoc reports and queries in Microsoft Access or Excel, which may be required by the consumers;
- m. interacting with users to extract user requirements;
- n. conducting tests of new or changed applications with user representatives;
- o. organising and preparing installation instructions, operating procedures and guidelines, as well as providing training and instruction to users for successful functioning of the system;
- p. identifying and resolving problems related to the quality and consistency of the database, assisting authorised users in resolving problems and, when appropriate, coordinating resolutions with technical experts of the IS/ICTM;
- q. participating in meetings and workshops as required;

ADDITIONAL DUTIES

- 3. The incumbent may be required to:
 - a. undertake short duty assignments both within and outside of NATO's boundaries;
 - b. perform other duties as may be directed, albeit in a different organisational element, to which the individual normally undertakes.

ESSENTIAL QUALIFICATIONS

- 4. Professional/Experience. The incumbent must have:
 - a. experience and good working knowledge as a user/developer of programmed software (Microsoft Access and Excel); of office automation software;

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experience with Windows environment; good working knowledge of networks; and of developing web sites;

b. experience in preparing correspondence, reports, database queries and statistics are required, using modern office automation equipment and software.

5. Education/Training. The incumbent must :

a. have knowledge of data processing techniques and programming;

b. a good general education – equivalent to secondary education (or higher).

6. Security Clearance. COSMIC TOP SECRET (if not currently held, incumbent must be eligible for this level of clearance).

7. Language: ENGLISH (SLP 4444) (listening/speaking/reading/writing – very good).

8. Standard Automated Data Processing (ADP) Knowledge.

a. Word Processing: Working knowledge

b. Spreadsheet: Working knowledge

c. Graphics Presentation: Working knowledge

d. Database: Working knowledge

DESIRABLE QUALIFICATIONS

9. Professional/Experience The incumbent should :

a. have a good working knowledge of IT and databases (highly desirable);

b. be familiar with the different aspects of the NATO cooperation programmes;

c. have experience in giving instruction and training to support staff and users;

d. have to ability to prepare and write system documentation.

10. Language. FRENCH (SLP 2222) (listening/speaking/reading/writing – fair)

PERSONAL ATTRIBUTES

11. The incumbent should :

a. have a calm, outgoing and tactful disposition with the ability to cope under pressure;

b. show initiative, a keen sense of judgement, supervisory ability and adaptability to changing requirements;

c. be self-motivating, capable of working unsupervised and have good communication skills;

- d. have the ability to work in harmony with others and deal effectively with other Divisions and Partner countries.

MANAGERIAL RESPONSIBILITIES

12. The post requires managerial skills to supervise an information systems manager and in prioritising, coordinating and planning multiple, complex tasks simultaneously.

PROFESSIONAL CONTACTS

13. The incumbent will be expected to maintain staff contact with Military Representatives, Ministries of Defence, SHAPE, SACT, NATO Agencies, IS and IMS Divisions, Partner Officers in Missions and Capitals.

CONTRIBUTION TO THE OBJECTIVES

14. The incumbent provides a link between NATO HQ and all ePRIME users in NATO, PfP, Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI) and Contact countries, Afghanistan and Iraq, as well as IS/IMS, NATO Agencies, Strategic and Subordinate Commands.

WORK ENVIRONMENT

15. Normal NATO office working environment.

REMARKS

The incumbent will be expected to cooperate closely with EM (ICTM) application developers and staff in the IS and IMS who have duties and responsibilities under NATO's cooperation programmes.

DATE LIMIT

16. Applications for this post must be made in writing, using the standard NATO application form which can be downloaded from the intranet (<http://hqweb.hq.nato.int/em/hr/en/recruitment/applicationForms/ExternalApplicationForm.doc>) or the Internet at (<http://www.nato.int/structur/recruit/recruit-form2007.doc>) and submitted before :

Tuesday 10 November 2009

17. Applications should be sent electronically to dims.hdpers@hq.nato.int. Alternatively, candidates may send a hard copy of their application to Ms. Carla Sparrow, Human Resources Office, International Military Staff, Room T-6210, NATO Headquarters, Avenue Leopold III, 1110 Brussels, Belgium.

18. Candidates are requested to mention their telephone extensions in their applications. Applications from NATO international civilian personnel should be made through the candidate's Head of Human Resources. Applications from candidates who do not meet the required qualifications will not be taken into consideration. Applications submitted after the date limit indicated above may be accepted provided they arrive in time for the candidates concerned to be considered for the selection process.

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19. The successful applicant will be offered an initial three-year contract which may be followed by a contract of indefinite duration. If the successful candidate is seconded from a national administration, public institution or the armed forces of a NATO member state, he/she will be offered a three-year definite duration contract which may be renewed for a further period of up to three years. The maximum time of service in post for seconded staff is six years. Serving NATO international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

20. Appointment will be subject to the deliverance of a COSMIC TOP SECRET security clearance by the national authorities of the selected candidate and approval of the candidate's medical file by the NATO Medical Adviser and the Organisation's insurers.

21. A written test may be held as part of the selection procedure.

L. VITIELLO
Civilian Human Resources Manager
International Military Staff

N.B. Please note that the International Military Staff at NATO Headquarters in Brussels, Belgium, is a non-smoking environment.