



# **BICES** Group Executive

Battlefield Information Collection and Exploitation Systems

## **Deputy Director**

**Office of the Director - BICES Group Executive**

Grade: **A5**

Reference Number: **A20(2013)(BRX)**

**The BICES Group Executive (BGX) is an independent NATO body. NCIA Recruitment Office is only managing the recruitment on behalf of BGX**

The Battlefield Information Collection and Exploitation Systems (BICES) Group Executive (BGX) will coordinate the implementation and operation of BICES activities and manage the common parts of the system.

The Deputy Director is responsible for the coordination and cross-Divisional synchronization of BGX activities and programmes.

The incumbent will be responsible for the oversight of BGX resource allocation (personnel and financial) to ensure an appropriate balance between development, sustainment and baseline activities. He/she will coordinate and oversight of the execution of the annual Programme of Work (POW) including financial authorization for acquisition of materials and services and reassignment of resources between projects/activities when required.

He/she will be a member of the BGX's Executive Management team and is responsible to provide appropriate functional advice to the Director, and to participate in a collegial approach to coordination and management across the BGX.

### **Duties:**

#### **Internal:**

- Implementation Authority for the BICES Domain and as the Security Officer for the BICES Core Element.
- Responsible for the oversight and management of resource allocation (personnel and finances) to synchronize projects as part of an overall programmatic approach to BICES capability management.
- Coordinating BICES activities across divisions focusing on effective resource allocation and program management including the need to oversee interdependency management and deconfliction, and to resolve differences with respect to scope and functional readiness.
- Supervising the provision of Information Assurance and Cyber Defence (IA&CD) advice to the BICES Community at-large and to the BGX specifically.
- Identifying opportunities for continuous improvement and efficiencies by systematically monitoring performance, assessing metrics, gathering data and documenting processes.
- Acting as the initial interface with potential new members of the BICES Community including discussing and negotiating terms and conditions, preparation of the appropriate Memoranda of Agreement and staffing papers to obtain BOD and NAC authority for accession of new members.
- Advising and supporting Divisions during throughout the life-cycle development, implementation, and sustainment of BICES capabilities.
- Participating in the preparation of high-level management and policy documents.

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- Through the chairmanship of the BICES Capability Management Board will lead the cross-divisional coordination of BGX activities to ensure the effective and efficient delivery of BICES Common Services to the BICES user.
- Working closely with the all other members of the Management Group to ensure the BICES objectives are met in a timely and cost efficient manner.
- Coordinating the apportionment of resources to achieve an acceptable balance between in-service and new capabilities in order to satisfy the annual priorities agreed by the BOD.
- Serving as Acting Director in the absence of the Director.

### External:

- Interfacing with the Board of Directors, Board of Governors and with senior officials (A4-A7) within BICES nations and NATO staffs and other NATO bodies and entities.
- Attending meetings of the BG and representing the BGX at other stakeholder meetings, as necessary.
- Represent the BGX at meetings of national and NATO bodies as required.
- Chairing BICES bodies when appropriate.
- Undertake the work necessary, in conjunction with BOD members and other senior national personnel, to maintain the BICES MOU and the BICES Charter.
- Oversight and direction where necessary of the implementation of the INFOSEC requirements of the Community.
- Ensuring that effective liaison and coordination is carried out with appropriate national and NATO individuals and organizations, to maintain continuous BICES operations.
- Promoting and maintaining professional relations with senior officials, both military and civilian, within nations and NATO as required.
- Guiding, directing, and managing the staff assigned to the Information Assurance & Cyber Defence Section, and other work teams as necessary.
- Leading mission-specific 'Tiger Teams' and short-term projects when designated.

### **Experience and Education:**

- University bachelor's degree in Computer Science, Management or a related degree, or an equivalent combination of education, training and experience.
- At least 10 years of relevant experience of progressive responsibility to a similar position.
- Excellent organizational, time management and problem solving skills.
- Proven ability to interrelate with others in order to ensure the efficient and effective operation of all activities, in support of the Director and the BOD.
- Proven management ability gained in a senior staff function in a national or international defense organization.
- Demonstrated leadership experience managing multi-disciplined teams in an IT or Intelligence environment.
- Demonstrated ability to establish and maintain effective working relationships within an international team environment composed of both military and civilian staff.
- Proven ability to communicate effectively orally and in writing, with good briefing skills.
- A working knowledge of NATO organization and procedures.
- Experience in chairing national, multinational, and/or NATO working group meetings.
- At least 10 years' experience as a manager in an information-centric organization.
- Practical experience managing a service-oriented environment.
- Practical experience in the development, design, implementation or support of IT systems in a complex, information-centric environment.

**Desirable experience and education:**

- Post-graduate education in business management, computer engineering, information management systems, communications, computer engineering, information technology security management, or other related specialty.
- Graduate of a national Command & Staff College or General Staff, or the NATO Defence College, or equivalent high staff studies in defence or intelligence issues.
- Previous experience with BICES and familiar with the BICES concept, technology, and security.
- Experience in IT security management.
- Familiar with national, multinational, or NATO intelligence systems.

**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 BICES Group Executive is conducted in the English language.

**Competencies or Personal Attributes:**

- Personal qualities of tact, judgment and adaptability.
- A sense of diplomacy and propriety in order to work harmoniously with colleagues, both military and civilian, from nations and NATO, as well as with staff from private scientific/industrial organizations.
- Excellent communicative skills and a particular aptitude for the polished and accurate presentation of reports and staff papers.
- Leadership and team building skills.

**Supervisory/Guidance Duties:**

Guiding, directing, and managing the staff assigned to the Information Assurance and Cyber Defence section, and other work teams as necessary.

**Working Environment:** Normal office environment.

**Travel requirements**

A certain amount of travel is required. The incumbent may be required to deploy (short-term) to active Theatres of Operations in accordance with the BG Deployment Policy and relevant NATO Civilian Personnel Regulations and policies concerning the deployment of NATO Civilian Personnel

**Security Clearance Level:** NATO Cosmic Top Secret

**Starting Salary and Contract Offer:**

- Starting basic monthly salary is 8.071.11 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the BGX. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**How to apply:**

To apply for this position, you must complete an Application Form (quoting reference "A20(2013)(BRX)") and send it to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int) by close of business:

**Thursday, 28 March 2013.**

**It is intended that the interviews will take place in May 2013.**

- 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 CI Agency application forms can be requested from [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int)

The BICES Group Executive is a non-smoking, air conditioned environment.