



NATO UNCLASSIFIED

Duty Location: **The Hague, The Netherlands**

## VACANCY NOTICE

### **Senior Scientific Assistant (Testbeds and Exercise Support Specialist)**

**Shared Resources – Battle Laboratory Service Team**

Grade: **B4**

Reference Number: **B4-BLST-1960-12-NLD**

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

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

The section of Service Coordination and DNBL in the BLST Resource Centre supports all testbeds and exercise support needed to contribute to NCIA strategic objectives;

The incumbent will be responsible for:

- Design, configuration and administration of virtualization technologies in use on NATO UNCLASSIFIED, NATO RESTRICTED and NATO SECRET testbed and exercise infrastructures
- Installation and daily administration of the Agency's Functional Area System applications on the CESS testbeds and on exercise infrastructures;

#### **Duties:**

Under the direction of the Section Head Service Coordination and DNBL, but largely on own initiative, the incumbent will carry out duties such as the following:

- Design, install and manage the BLST CESS virtualized environments based on hardware and software virtualization techniques from VMware and Microsoft;
- Install and configure the Agency's Functional Area Service applications and the collaboration tools (email, instant messaging, web portals, etc) required for the testbeds and exercise infrastructures
- Proactively monitor the virtualized infrastructures to ensure adequate resources are available to facilitate instant server provisioning;
- Generate availability reports and statistics to ensure full service provisioning visibility. Advise CESS management on corrective action or procurement action required to correct detected weaknesses in system performance or availability;
- Ensure timely deployment of server and client software updates, security patches and anti-virus updates using automated deployment technologies;
- Day-to-day monitoring and management of testbed infrastructures on multiple classification levels;
- Provide service desk support for CESS testbeds ; obtain and evaluate customer feedback and provide inputs for technical enhancements and new features in the interest of the Agency;
- Perform any other duties as may be required.

#### **Experience and Education:**

- Vocational training at a higher technical level in a relevant discipline. A higher educational qualification but less practical experience or a less formal educational background combined with particularly relevant practical experience may also be acceptable;
- At least 5 years of recent CIS experience, preferably related to systems management and server virtualization;
- Three year recent specialised experience with VMware ESX Server;

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- Three years recent specialised experience with Microsoft System Center Configuration Manager and Microsoft Systems Management Server 2003;
- Detailed knowledge and working experience of the Microsoft Windows Server 2003 and 2008;
- Good knowledge of patch management solutions and anti-virus software and deployment technologies;
- Good knowledge of TCP/IP and directory services such as Active Directory, DNS and DHCP;
- Service minded attitude with a strong interest in working directly with users.

### **Desirable Experience and Education:**

- Three years recent experience with Agency FASs
- Knowledge and working experience of VMware VSphere 5.0;
- Knowledge and working experience of Microsoft SoftGrid;
- Experience with Microsoft Exchange 2010 and Microsoft Office Communication Server 2010;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

### **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 NCIA is conducted in the English language.

### **Competencies or Personal Attributes:**

The incumbent should:

- Possess the personal qualities of tact, judgement and adaptability;
- Be an effective team worker;
- Must have a demonstrated ability to work in a customer service environment;
- Must be interested in learning and communicating new features of hardware and software;
- Must be prepared to share expertise and acquired knowledge;
- Must be proactive and committed to the assigned tasks;
- Must be excellent in personal communication skills.

### **Travel:**

- Frequent business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

### **Professional Contacts:**

The incumbent is responsible for:

- Close collaboration with colleagues on reliability, availability and maintainability matters as well as the setup and operation of the Agency FASs;
- Close collaboration with customers.

### **Supervisory/Guidance Duties:**

- Not applicable.

**Working Environment:** Normal office environment.

**Security Clearance Level:** NATO Secret

**Starting Salary and Contract Offer:**

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- Starting basic monthly salary is 3,478.33 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 Agency. 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** together with Post Requirements Form (quoting reference "B4-BLST-1960-12-NLD") and send it to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int) by close of business:

**Tuesday, 30 October 2012.**

**Initial interviews are planned for the week of 12 November 2012.**

- 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 downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>