



## **JFTC VACANCY NOTICE - 260864**

### **Database Manager**

Applications are now invited for the position of **Database Manager – Project Linked NATO International Civilian**, post number TFC ETMM 0130, NATO grade **B5/G12**, at the Joint Force Training Centre (JFTC) located in Bydgoszcz, Poland.

Applications must be completed and submitted on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

**Closing Date** for applications: **07 June 2026**

**Location:** Bydgoszcz, Poland

**Employment start date:** 01 January 2027

#### **Notes for candidates:**

The candidature of NATO redundant staff at grade **B5/G12** will be considered with priority. Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

**Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff in grade **B5/G12**, please advise JFTC Civilian Human Resources Manager no later than the closing date.

**Contract:** **Project-Linked-NIC (PLN)** This position is linked to a specific NATO project and is for a limited duration of 3 (three) years only.

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three-year definite duration contract.

**Salary:** Starting basic salary (effective 01 January 2026) is **18,666.05 PLN** per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see *NATO Terms & Conditions of Employment* on the JFTC internet website: [www.jftc.nato.int](http://www.jftc.nato.int).

For any queries, please contact the JFTC Recruitment at: [jftc.civrecruitment@nato.int](mailto:jftc.civrecruitment@nato.int).

**NOTE: Due to the significant volume of recruitment being undertaken by Joint Force Training Centre (JFTC), the processing time for applications will take longer than normal.** Once you have submitted your application, please ensure that you have received a TALEO/NTAP acknowledgement email, which is your proof that your application has been submitted. After this you will be contacted in due course by our recruitment team with further information on the status of your application, but **please note that this may not be for several weeks after the vacancy notice closes.**

If you are an experienced **Database Manager** looking to join a dynamic team working in a multi-national environment, JFTC would be interested in hearing from you!

**Post Context:**

The Joint Force Training Centre supports Warfare Development, contributing to concept development and maintenance of joint doctrine and standards while coordinating the integration of experimentation, capability development, and interoperability to improve NATO's interoperability, capabilities, and operational effectiveness.

The Training and Exercise Enabling Division (TEED) enables training and exercises, and warfare development events. Likewise, the Division provides the basis for the Joint Force Training Centre's engagement with Allied Command Transformation Doctrine validation activities. The Division also maintains the JFTC's analysis and lessons learned capability for both training/exercise/experimentation and institutional improvement.

The Command, Control, Communications & Computers and Modeling and Simulation (C4/MS) Branch ensures availability of the JFTC technical platform in support of the JFTC core business and Programme of Work (POW), to include communications and exercise support systems at JFTC and in support of the execution of static and distributed as well as single- and multi-echelon training, exercises, tests and experiments.

The Modeling and Simulation Section (MS) Section is responsible for Computer Assisted Exercise (CAX) and simulation support to combined and joint, single and multi-echelon training and exercises in a static or distributed environment for tactical and operational-level headquarters, staffs, and forces across the full spectrum of Alliance operations; and, supports testing and experimentation. This includes planning for the maintenance and improvement of the technical environment, and the delivery of the CAX infrastructure.

The incumbent is a Wargaming Database specialist, supporting the M&S Section in all wargaming simulation aspects.

**Reports to:** Section Head (M&S) - OF-3

**Principal Duties:**

The incumbent's duties are:

- a. Creates, manages and modifies CAW databases for CAW exercises and any other NATO 2030 Agenda activities supported by JFTC.
- b. Is responsible for the effective operation of databases.
- c. Leads the database development process in coordination with wargaming event planners.
- d. Liaises with the wargaming team and the training audience for parameter input, to ensure database accuracy.
- e. Maintains effective CAW databases of units and performance parameters.
- f. Configures the database building tools with relevant data.
- g. Trains database tool operators in the use of tools.
- h. Leads wargaming database review and validation sessions with wargaming planners and force providers.
- i. Co-ordinates with systems engineers – wargaming planners, the conduct of wargaming database validation sessions.

- j. Is responsible for a timely database delivery.
- k. Monitors simulation during the CAW events and implements coordinated modifications.
- l. Maintains a library of CAW databases of units and performance parameters.
- m. Assists in the documentation of CAW databases as required by training audiences and exercise control staff.
- n. Co-ordinates the CAW database requirements and tool developments with modelling and simulation service providers.
- o. Co-ordinates with systems engineers – wargaming planners on the use of new releases of simulations.
- p. Provides wargaming planning support to event project teams.
- q. Acts as the knowledge base within JFTC for wargaming databases-related issues in support of NATO 2030 activities.

Decision Authority - Authorized to make decisions regarding the work priorities of supporting staff

assigned to specified initiatives. Authorized to adjust the day to day work priorities of the staff in order to ensure it is line with Commander, Deputy Commander/Chief of Staff, DH's, and the higher HQ's.

### **Special Requirements and Additional Duties:**

Lessons Learned (LL) is an integrated part of all activities. LL requests, planning, creation, collection, staffing and handling in accordance with the NATO LL Process as an integrated part of any activity.

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

- a. Flexibility Clause: In order for the command to deal with emergent requirements, the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time).
- b. Annual TDY Requirement: The incumbent may be required to undertake Temporary Duty (TDY) and/or travel within and outside NATO's boundaries for up to 65 days per year.
- c. Represent the JFTC in NATO and International Modelling and Simulation related working groups' meetings, conferences, workshops and events.
- d. Attends training courses/seminars to maintain functional and professional competence in the field of Modelling and Simulation, Information Technology and Management.

Personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC) and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

## **ESSENTIAL QUALIFICATIONS**

### **Professional Experience:**

- 1) Four years' experience in relational data base management systems.
- 2) Four years' experience in software design or computer programming in a high level language.
- 3) Four years' experience in developing technical policy level documents.
- 4) Four years' experience in common Internet protocols and management and diagnosis software (ftp, telnet, etc.) and simulation concepts for time representation, entity representation, data management and interoperability and the design of simulation verification and validation processes.

**Education/Training:**

Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related experience.

**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.

**DESIRABLE QUALIFICATIONS****Professional Experience:**

- 1) Five years of relevant experience.
- 2) Knowledge of NATO IS and networks.
- 3) Two years' experience in the preparation and execution of computer assisted exercises.
- 4) Two years' experience in creating, managing, and modifying databases for constructive military simulation systems, preferably Joint Conflict And Tactical Simulation, Joint Theatre Level Simulation and Virtual Battle Space models.
- 5) Knowledge of military functions, units, systems and modes of operation at the tactical and operational level of warfare.
- 6) Supervisory experience in a technical field. Up-to-date knowledge of emerging Modelling & Simulation technologies.
- 7) Knowledge of the theory, methodology and technologies pertaining to computer assisted exercises.
- 8) Previous relevant experience in an international organization, preferably NATO.

**Education/Training:**

- 1) Masters' degree in computer science, operations research, or related subject.
- 2) To meet the organizational requirements, the incumbent attends training courses/seminars to maintain or achieve functional qualifications in the subject field of service.
- 3) NCI Academy Course: 3123 PostgreSQL Administration

**ATTRIBUTES/COMPETENCIES:****• Personal Attributes:**

1) The incumbent must be able to work as a team member with broad technical skills. A proactive approach will be important to assess, identify and address problems within the modelling & simulation environment before they critically impact users. The incumbent should possess a capacity to analyse the training requirements and translate those into modelling & simulation requirements. They must be able to work under pressure and still produce high quality results.

The ability to communicate effectively orally and in writing with good briefing skills is a must.

2) Will be required to act as a modelling and simulation expert within the JFTC and provide advice on this function to other staff. They will attend ad hoc project and planning meetings. As required, will contribute to assigned modelling and simulation projects.

• **Professional Contacts:** The incumbent is responsible for the coordination and cooperation of work with the other section of the branch, and other divisions of JFTC. Regular contact with staff concerned with related or similar efforts in headquarters and agencies such as ACO, ACT, NCI, national simulation centres and private scientific and industrial organizations.

• **Contribution To Objectives:** Indirectly impacts the ability of JFTC staff to achieve overall objectives. This post contributes significantly to the availability and accessibility of Modelling & Simulation systems in use at remote (from the JFTC).

• **Supervisory Responsibilities:** Supervises and monitors the input/output of all assigned augmentee activities directly related to wargaming design initiatives, projects, and programs.

There are no reporting responsibilities.

**NOTE ON PLAGIARISM AND AI USAGE BY CANDIDATES IN RECRUITMENT:**

NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of reference documents without proper quotes (plagiarism), or any tools available on internet, including but not limited to translation facilities, or generative artificial-intelligence (AI) tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such tools will be rejected without further consideration, and NATO reserves the right to take further steps in such cases as appropriate.