NATO COMMUNICATIONS & INFORMATION SYSTEMS GROUP
B-7010 SHAPE, BELGIUM

TALEO Post Number: 190639

Vacancy Number: A24/0719

Post Number: OCG CXRC 0070

Job Title: Analyst/Expert (Intelligence Systems)

NATO Grade: A-2

Basic Monthly Salary (12 x per year): 5,467.45 €, tax free

Closing Date: 11 November 2019

NATO Communications and Information Systems Group HQ (NCISG HQ) is looking for an Analyst/Expert to perform engineering tasks related to Deployable CIS systems. If you are experience in the management of Functional Systems and enjoy the challenges of frequent deployments, this post is for you.

GENERAL BACKGROUND:
The NATO CIS Group conducts CIS operational planning and provides deployed/deployable CIS services and support in support of NATO military operations and exercises. The NATO CIS Group is located at the Supreme Headquarters Allied Powers Europe (SHAPE) the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO).

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km South of Brussels (Belgium)

Division: J2/6

POST CONTEXT/POST SUMMARY
The J2/6 Division is the technical coordination authority for Deployable Communication Information Systems (DCIS) and is responsible for the operational integration, coordination, direction and provision of required technical services for the NATO Communications Information Systems Group HQ (NCISG HQ) and NCISG NATO Signal Battalions (NSB). The Technology and Service Management Branch is responsible for DCIS Technical and Service Management coordination and provides operational integration, operations and exercise architectures, support and guidance to NCISG HQ and NCISG NSBs. The post of COI/FAS Analyst/Expert (Intelligence) is responsible to the Head DCOI/DFAS Section for executing functions of business processes analysis, coordination between ACO, ACT and other requirements holders as well as the management of the operational requirements baseline for Intelligence Systems Support (Intelligence FS).

PRINCIPAL DUTIES
The incumbent's duties are:

1. Responsible for the co-ordination, collation and validation of operational requirements for Functional Services for Intelligence Support. Liaise with ACO OPS and Intel Support Directorates, ACT C4I, NATO C&I Agency, NATO HQ and subordinates commands regarding the definition of Intelligence FS requirements and the provision of Intelligence FS capabilities for deployed operations and exercises.
2. Oversee exercise/operation lessons learnt analysis for the identification of Intelligence FS capability shortfalls and initiate appropriate actions to address them.
3. Co-ordinate and raise initial requirements for new FS development, amendments to existing requirements and projects.
4. Co-ordinate and raise initial requirements for Urgent Requirements Requests (URR) and Project Submission Requests (PSR).
5. Co-ordinate and provide inputs concerning Intelligence FS to ACO operational concepts and plans.
6. Contribute to the capability development process and associated programmes of work.
7. Contribute to Intelligence FS system development and associated programmes of work including current operations programmes (e.g. PSR programmes).
8. Contribute to the design and implementation of intelligence systems architectures in support of operations and exercises.
9. Provide focal point for representing the Commander NATO CIS Group concerning all Intelligence FS requirements (urgent to long-term; static and deployable) at NATO and other international and national headquarters, commands, agencies, Conferences, working groups, and boards inside and outside SHAPE.
10. Ensure compliance of ACO Intelligence FS requirements with applicable NATO and/or civilian standards and architectures including security requirements.
11. Provide assessment of COI/FAS Data Migration impact on operational level.
12. Analyse new requirements (e.g. Information Exchange Requirements (IER), Business Processes) for interoperability compatibility reasons and their enhancement (more rapid dataflow).
13. Perform functional analysis, and evaluation of the definition and the design of assigned systems or subsystems to achieve required effectiveness within planned schedules.
14. Determine the adequacy of the subsystems and their systems integration and systems interoperability with other systems.
15. Perform design reviews (not code reviews) and monitor the configuration management process.
16. Survey external emerging developments, and evaluate new technologies, standards and methodologies that will have a positive impact on the quality of service.
17. Provide coordinated guidance within his domain of expertise.

**SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The employee may be required to act as Head of a Deployable Network Operating Center during exercises or other operational deployments.

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.
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**

**A. Professional/Experience**

1. Minimum 4 years of experience in the operational business processes of Intelligence FS.
2. Minimum 4 years of experience managing office communication and information systems.
3. Minimum 4 years of experience in requirements analysis and engineering.
4. Minimum 4 years of experience in managing, supporting and/or deploying Command and Control communication and information systems.
5. Demonstrable knowledge of NATO CIS (or other international Organization CIS) and its concepts, policies, and architectures.
6. Practical demonstrable experience in the use of modern concepts for project management, configuration management and/or quality assurance and testing.
7. Intermediate to Advanced knowledge of MS Office.
8. Proven ability of writing technical documentation (concepts, SOPs, reports, etc).

**B. Education/Training**

University Degree in business administration, engineering, economics, public administration, operations research, business process engineering or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

**C. 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**

**A. Professional Experience**

1. Demonstrable evidence in maintaining knowledge of advances in Software Systems technology.
2. Experience as Senior Software Engineer/Requirements Analyst.
3. Sound knowledge of the principles and practical application of Software Engineering and resources planning, source identification, implementation of Automated Information Systems (AIS) solutions to plans and programmes and monitoring changing requirements of operational systems.
4. Experience in resourcing AIS requirements in support of consultation, command and control (C3).
5. In depth experience in requirements analysis and operational testing of software systems used in military operations.

**B. Education/Training**

1. ITIL v3.
2. PRINCE II.

**ATTRIBUTES/COMPETENCIES**
A. **Personal Attributes**
The incumbent must possess good interpersonal and communication skills and tact. He/she will be asked to interpret NATO Resource and Technical policies, criteria, standards, to provide his/her judgment at Strategic Command level in the development of Functional Systems requirements. The incumbent originates the CIS Group inputs, including initial concept and procedures, and detailed requirements in support of NATO operations and exercises. Good health, stress tolerance and ability to work long hours when required. Some travel on temporary duty may be required.

B. **Professional Contacts**
Frequent (daily) internal contacts with system management and operational staff (A3-A4/OF3-OF4 level) to discuss and resolve system issues (operational, technical, and support) and to represent CIS Group for the functional area systems at formal meetings. Frequent external contact (weekly) with engineering and operational staff at other NATO headquarters to resolve problems related to supported systems. This requires a high degree of tact, perseverance and persuasion to influence the discussions and ensure that technically sound decisions are made. Regular contacts with other agencies such as C&I Agency and its contractors, etc. to discuss supported systems and future FS requirements.

C. **Contribution to Objectives**
Provides technical support essential to ensuring maintenance and continuity of AIS crucial to mission accomplishment. If the tasks of this post are not properly performed the Intelligence FS perspective on current NATO operations and exercises would not be developed and represented.

This post reports to OCG CXRC 0010 Section Head (DCOI SS).

D. **Supervisory Responsibilities**
Dependent on requirements, the incumbent may be required to direct and supervise the work priorities of an ad hoc or permanent team within the functional area. There are no first-line reporting responsibilities.
There are no reporting responsibilities.

**REMARKS:**
Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

**HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:**
Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) ([https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en](https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en)). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment.

**Essential information must be included in the application form.** Particular attention should be given to Education and Experience section of the application form. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English (preferably) or in French.
Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

Tests and interviews with shortlisted candidates are expected to take place at SHAPE, Mons, Belgium on the 9th and the 10th of December 2019.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:
A) Only nationals from the 29 NATO member states can apply for vacancies at SHAPE.
B) Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.
C) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy’s closing date.
D) Candidates’ individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.