TALEO Job Number: 200617
Vacancy Number: A11/0820
Post Number: OCG PIIX 0050
Job Title: Administrator (DCIS Analyst)
NATO Grade: A-3
Basic Monthly Salary (12 x per year): 6,854.04 €, tax free
Closing Date: Wednesday 23 September 2020

NATO CIS Group is looking for an Administrator that will provide analysis and advices on DCIS capabilities. Do you have previous experience in DCIS and are you looking to work in an international environment? Then 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: J5

Post Context/Post Summary
The J5 Division is responsible for the development of NCISG overall internal Concepts and Policies, the J5 Division will support DCIS Capabilities developments and will lead NCISG activities regarding Implementation and Improvement of delivered DCIS capabilities.

The Capabilities Development/Implementation and Improvements Branch is responsible for the improvement of the DCIS Structure and for direct coordination with ACO, ACT, NCIA, NSPA, NATO HQ IS and IMS, and Host Nations on the development and implementation of Capabilities related to DCIS.

The Implementation and Improvements Section is responsible for ensuring the continuous improvement of the DCIS Capabilities.

The incumbent works as a DCIS Analyst.
Principal Duties
The incumbent's duties are:
1. Analyze and execute the direction from the Branch Head.
2. Provide continuous analysis and advice on DCIS capabilities to the NATO CIS Group HQ and other stakeholders, which may involve an inspection regime.
3. Responsible for the creation and management of plans to improve the NATO CIS Group mitigation capability.
4. Develop the implementation of Capabilities assignment plans for the NCISG, maintaining a project overview of the status of the implementation of new or changed capabilities.
5. Provide continuous analysis on DCIS capability status & project execution relevant matters.
6. Coordinate all the activities (test, security, training, logistics, etc.) required to implement new DCIS Capabilities within NCISG acting as a single coordination point with NCIA and NSPA.
7. Analyze and provide visibility on the status of the DCIS structure.
8. Provide direct support the Operational Planning Branch to ensure delivery of DCIS capabilities (trained manpower and serviceable equipment) to meet operational requirements.
9. Coordinate provision of input from NSBs as required for DCIS capabilities development and improvement.
10. Develop plans so that resources are prioritised to resolve problems in the most appropriate order.
11. Provide analysis, design, implementation and monitoring of procedures and business processes to optimize the management and availability of DCIS Capabilities.
12. Co-ordinate and resolve operational and logistics NSBs related issues for the Branch.
13. Co-ordinate with NCISG Divisions and NSBs to ensure required resources are in place for take over of new systems by maintaining a project overview of the status of the implementation of new or changed capabilities, and reporting timely problem areas to the Section Head.
14. Track and monitor project progress against plans and requirements, to include the liaison with counterparts on all aspects and during all phases of development and implementation.
15. Act as POC in the NATO CIS Group to ensure the full required support in DCIS equipment.
16. Provide inputs and track the enhancements and rationalization of NATO CIS Group assigned deployed CIS.
17. Contribute to and verify the analysis of training requirements for new equipment to be assigned to the NATO CIS Group.
18. Execute co-ordination of deployable communications and information systems related matters with other NATO CIS Group elements in the HQ and NSBs, and support such co-ordination with other elements such as SHAPE J6, C&I Agency and Support Agency, as deemed necessary.
19. Provide inputs to the Planning Policy Branch with respect to development and amendment of NATO CIS Group formal agreements, SLAs and Operating and Support Instructions (OSIs).
20. Provide reports, briefings, position papers and presentations to senior management, decision making bodies as well as to any other stakeholders, on progress and other relevant aspects as required.
21. Active member of several working groups and committees to represent NATO CIS Group position on the projects under responsibility of the Branch.
22. Provide timely recommendations for the replacement of existing systems or components as necessary.
23. Develop and maintain related DCIS plans, processes documentation and directives.
24. Track and monitor the evolution process of DCIS.
25. Develop and maintain the NATO CIS Group Capability Implementation Plan.
26. Maintenance of the General Issue Register, General Risk Register, Project-Specific Issue Register (Excel), Project-Specific Risk Register (Word), and Implementation Roadmap (Excel).
27. Identify and analyze arising problems related to the current DCIS structure and capability status, develop and propose options, implement solutions and monitor results as directed by Branch Head.

Special Requirements and Additional Duties
The incumbent may be required to deploy on operational tasks, or to undertake TDY assignments elsewhere.
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. Experience with Engineering and Maintenance of Deployed CIS.
   2. Previous Staff experience at large military or governmental organization or major private companies.
   3. Experience in management of equipment/system projects.
   4. Knowledge of the development of requirements for DCIS projects by gathering operational user’s Information Exchange Requirements (IER) in a deployed environment and translating these into technical specification.
   5. Operational experience with Deployable CIS.
   6. Operational experience in planning, directing and supervising the operational acceptance of DCIS by the operational users (OA).

b. Education/Training
   University Degree and 4 years post related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 7 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. 3 years Plans Staff experience.
   2. 3 years experience with coordinating staff work of a CIS organization.
   3. 4 years working experience in a CIS Office of an international organization/ national environment or military Headquarters.
   4. Extensive knowledge of NATO Organization related to CIS Support.
   5. 4 years experience with NATO DCIS Engineering and Maintenance.

b. Education/Training
1. NATO CIS ORIENTATION OFFICER provided by NATO - Communications and Information Systems School (NCISS).
2. RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE provided by NATO - School Oberammergau (NSO).
3. NATO Staff Officer Orientation Course provided by NATO - School Oberammergau (NSO).
4. Bi-SC COMMAND AND CONTROL COURSE provided by NATO - School Oberammergau (NSO).

c. Language – N/A

**Attributes/Competencies**

a. Personal Attributes
The incumbent will need to display a high degree of professionalism and technical expertise in performance of his/her duties. The rapidly changing NATO environment, the delineation of responsibilities between different NATO HQs and Agencies, and the growth of the number and the complexity of user requirements creates a requirement to solve numerous complex problems and challenges, which shall require the incumbent to draw upon a comprehensive ability to reason, analyze, act with persuasion and diplomacy. Many of the arising problems will require the ability to analyze complex problems considering varied timelines of the evolution of user requirements and availability of DCIS capabilities. The incumbent’s analyze of these problems, and his resulting actions, will impact the delivery of DCIS capability to meet SACEUR’s operational tasking on a principal and long-term timeline.

b. Managerial Responsibilities – N/A

c. Professional Contacts
Works collaboratively with colleagues to achieve organizational goals. Frequent contacts with ACO J6, ACT, NSB’s, NCIA, NSPA, and other NATO HQ’s and Commands. Works with host nations, as required, for implementation of projects and improvements and interfaces to existing NATO CIS and associated national networks/systems/networks

d. Contribution To Objectives
The incumbent will be personally responsible for the implementation of DCIS projects, including managing improvements, O&M, preventative maintenance inspections, and related activities for DCIS systems operated by NCISG. He will be responsible to ensure high-level user requirements are met and that C&I agency provides appropriate services. He will consider operational requirements for information systems as well as associated interoperability and security requirements, configuration/baseline requirements to manage day-to-day assignment and maintenance of DCIS systems.
This post reports to OCG PIIX 0010 - Section Head (Implementation and Improvements) - OF-3.

e. Supervisory 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.
Given the COVID-19 situation the selection process for this post will proceed in phases at dates to be fixed according to the evolution of current limitations. On-line testing might be considered.

**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.

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 30 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.