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 and is responsible for the operational integration, coordination, direction and provision of required technical services for the NATO Communications Information Systems Group and NATO Signal Battalions. The Technology and Service Management Branch is responsible for Deployable Communication Information Systems (DCIS) Technical and Service Management coordination and providing operational integration, operations and exercise architectures, support and guidance to NATO Communications Information Systems Group and NATO Signal Battalions. The incumbent is responsible to the Head Deployable Community of Interest Service (DCOI) Services Engineering Unit for the COI Services engineering and advisory tasks in the specific domain of Command & Control and Operations services.

Principal Duties
The incumbent's duties are:

1. Acts as COI Services Engineer/Analyst and technical advisor for NCISG in the specific domain of Command & Control (C2) and Operations services.
2. Leads the COI Services (C2 and Operations) architecture planning during operations and exercises.
4. Develop and execute the exercise/operation lessons learnt analysis for the identification of C2/Operations capability shortfalls and initiate appropriate actions to address them.
5. Co-ordinate and provide inputs concerning DCOI services for Operations to ACO operational concepts and plans.
6. Ensure compliance of ACO Operations COI requirements with applicable NATO and/or civilian standards and architectures including security requirements.
7. Provides overall technical direction and guidance on C2 issues related with Operations services to engineers and technicians in NCISG HQ and subordinate Battalions.
8. Analyzes and evaluates the definition and design of assigned C2/operations systems to achieve required effectiveness within planned schedules.
9. Analyzes and evaluates the definition and design of assigned C2/operations systems to achieve required effectiveness within planned schedules.
10. Co-ordinates COI Services engineering aspects of current operations with external entities, including NATO C&I Agency and nations.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES
Mandatory Deployment Post. 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 work is normally performed in a Normal NATO office working environment / Secure office environment with artificial light and air (e.g. Bunker).
Normal Working Conditions apply.
The risk of injury is categorised as: No Risk

ESSENTIAL QUALIFICATIONS
A. Professional/Experience
1. Experience in the operational business processes of Command & Control / Operations systems/services.
2. A minimum of five years’ experience in Web platforms and database management.
3. A minimum of five years’ experience in Application Support.
4. A solid knowledge in Service Management.
5. A solid knowledge of Core Information Systems.
6. Good knowledge of system interoperability, LAN/WAN and network concepts.
7. A minimum of three years’ experience deploying and managing server virtualization technologies.
8. A solid knowledge of incident and change management procedures.
9. Practical experience in creating system documentation and status reports.

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. Experience in CIS planning on NATO exercises.
2. Project management skills, and ability to handle multiple projects at a time.
4. Experience in the development/management of DBMS (SQL Server, Oracle, Postgres)
5. Experience in Web development, management of MS SharePoint and Apache IIS.
6. Experience in the use of UNIX/Linux systems.

B. Education/Training
1. MCSA or MCSE Certification.
2. COBIT 5 Foundation.
4. NATO Comprehensive Operations Planning Course provided by NATO - School Oberammergau (NSO)
5. NATO CIS ORIENTATION OFFICER provided by NATO - Communications and Information Systems School (NCISS)
6. NATO EXERCISE PLANNING COURSE provided by NATO - School Oberammergau (NSO)
7. NATO Staff Officer Orientation Course provided by NATO - School Oberammergau (NSO)

ATTRIBUTES/COMPETENCIES
A. Personal Attributes
Highly competent and skilled engineer, with broad experience on support to command & control (C2) COI systems on operations and exercises.
- Engineering and analyst technical duties.
- A high level of independent judgement is required.
- A high degree of initiative, as he can be deployed commanding as DCOI Head within the DNOC on any NATO operation, mission or exercise.

B. Professional Contacts
Regular professional contacts with others inside and outside NCISG on CIS and COI functional matters. Solicits/gives information and provides advice/guidance to ACO, ACT and NATO and external agencies.

C. Contribution to Objectives
The work involves the analysis and research of a complete task with recommendations affecting the plans and management of the organisational element.

D. Supervisory Responsibilities
May act as Head of DCOI Services in a Deployed Network Operations Centre (DNOC) for operations and exercises.
This post reports to OCG CRCE 0010 - Cell Head (DCOI Services Eng)/Senior Engineer - OF-3.
There are no reporting responsibilities.

REMARKS:

Given the COVID19 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. Technical tests are expected to take place on 25 November 2020. Interviews are expected to take place on 1 December 2020.

The candidature of NICs who are redundant / unplaced from NCS-A will be given priority consideration provided their CHRM notifies SHAPE Recruitment Section by not later than the vacancy’s closing date.

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). 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.