



INTERNATIONAL MILITARY STAFF

ETAT-MAJOR MILITAIRE INTERNATIONAL



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**STAFF VACANCY 210044**

**DIVISION:** International Military Staff  
NATO HQ C3 Staff  
Spectrum and C3 Infrastructure Branch (SC3IB)

**TITLE:** Assistant (Communication Services/Spectrum Management)

**GRADE:** B-5

**Please note that the final competition for this post will take place on-line and is provisionally scheduled for the month of June 2021.**

1. **Post Context.** The NHQC3S is an integrated staff composed of members of the International Military Staff (IMS) and the International Staff (IS) responsible for analysis, advice, and actionable recommendations to Nations and NATO Bodies that will lead to the delivery of C3 capabilities and C3 support to other related systems. Led by the Director NHQC3S, the Staff supports the different NATO committees and in particular, the Military Committee, the C3 Board and the Cyber Defence Committee. It functionally operates under the coordinated executive management authority of the Director General of the IMS (DGIMS) and the Assistant Secretary General (ASG) for Defence Investment (DI).

The Spectrum and C3 Infrastructure Branch (SC3IB) acts as the Staff lead for communications, (combat) identification and navigation capabilities; ensures spectrum resources and provides a frequency management service for the commonly agreed NATO brands.

Reporting to the Principal Engineer (Spectrum Management), the post holder is the primary Frequency Assignment Technical Expert for the management of parts of the Radio Frequency Spectrum in ITU Region 1 for which the daily management has been delegated to SC3IB by the NATO Nations and relevant Partner Nations (PNs), as well as for all the information stored in the Spectrum Management Information Repository (SMIR). These spectrum resources include, but are not limited to, parts of the HF, VHF, and UHF frequency ranges, TACAN Channels (Air/Ground/Air and Air/Air), SATURN Net-Numbers and Mode S Interrogator Codes.

## 2. **Principal Duties.**

- Utilising spectrum engineering to account for communication equipment characteristics, transmission media, extent of use, and the electromagnetic environment;
- Coordinating in a back-up role with NATO Nations and Commands and, as required, with PNs on all frequency assignment requests;
- Applying various spectrum management tools to many aspects of managing the radio frequency spectrum. These tools include, but are not limited to, the Central Integrated Frequency Assignment System (CIFAS) and the SMIR On Line (SMIROnLine);
- Updating, maintaining and quality controlling the NATO SMIR Database containing all frequency management related information registered by NATO Commands and Nations;
- Performing SMIR Database updates and normalisations as required in support of NATO spectrum management policy and doctrine decisions;
- Overseeing regular updates of the SMIR Database content by the Nations and Commands and performing additional SMIR Database transactions and analysis as required;
- Conducting telephonic and e-mail exchange of radio frequency management data among all NATO and PN National Radio Frequency Management agencies (NARFAs) and associated spectrum users;
- Providing spectrum management operational advice (e.g. on Frequency Hopping, Mode S) to NATO Nations, Commands and organisations, as required;
- Assisting in the preparation of the NATO Civil/Military Spectrum Capability Panel (CaP3) and CaT meetings, workshops, and contributing to the review and update of NATO documents on spectrum management policy and procedures;
- Assisting in the maintenance of the NATO Frequency Management Handbook and Allied Spectrum Publications;
- Performing IT-related radio frequency management activities such as providing advice from an operator's view in the development of new software tools, evaluating new software tools and training NATO users on NATO approved software tools and applications;
- Providing and/or supporting training on NATO approved software tools and applications for SC3IB-tailored workshops, training sessions and seminars at NATO Headquarters as well as the NCIA Academy for NATO and PN users;
- Maintaining and updating the SMIROnLine on-line tutorial and user's database;
- Mentoring and providing back-up to the other Frequency Assignment Technical Experts;
- Performing other duties as may be directed by the Branch Head through the Principal Engineer (Spectrum Management).

## 3. **Special Requirements and Additional Duties.** The incumbent may be required to:

- Perform additional related duties, albeit in a different organisational element to which the individual normally works;
- Travel both within and outside of NATO boundaries;
- Attend as directed additional training and specialised courses relevant to the aforementioned duties;
- Work irregular hours and overtime whenever necessary.

#### 4. **Essential Qualifications.**

##### **Professional/Experience.**

- Proven experience in operational, national and/or international-level radio frequency spectrum assignment and management;
- Specific experience in:
  - Operation of military C&E systems in a field environment;
  - Antennas and propagation;
  - Frequency-hopping and spread spectrum systems;
  - Frequency management assignment algorithms;
  - Modulation methods;
  - Strategic/operational/tactical military implementation of radio frequency spectrum.
- Experience with applications such as local and central databases using Structured Query Language, graphics, project management and local area networks.

##### **Education/Training.**

- Higher secondary education (majoring in Physics, Maths) coupled with at least 5 years of proven experience in the aforementioned essential duties (at least to ISCED level 3, category 35 subcategories 3/4);
- Spectrum Management for NATO – NCIA Academy
- NATO Deployed Spectrum Management for Operations and Exercises or comparable experience (NCIA Academy);
- SMIROnLine Spectrum Management Web App Tool for NATO (NATO HQ);
- Spectrum Management Tools for NATO Operations – NCIA Academy.

**Languages.** Candidates must have a very good command of spoken and written English. The working language in the IMS is English and therefore candidates will be required to pass a one-hour multiple-choice computer-based test in English at the required level as well as to demonstrate their abilities in the written test and interview.

**Information Technology (IT) Knowledge.** Use of MS-Office applications is crucial to the effective and successful execution of daily duties. Advanced user experience with Word, Outlook, Excel, PowerPoint and web applications and database programs.

#### 5. **Desirable Qualifications.**

##### **Professional/Experience.**

- Previous experience in radio frequency spectrum management in a NATO environment;
- Previous experience in Local Area Network (LAN) system administration;

##### **Education/Training.**

- NATO C4ISR Orientation Course for NCOs – NCIA Academy;
- NATO NCO Orientation Course – NSO;
- NATO C3 Course – NSO;

- Non-specified training that will allow the incumbent to remain current or gain new skills associated with existing or emerging requirements of the post.

**Languages.** An intermediate level of spoken and written French.

6. **Personal Attributes.**

- Thoughtfulness, maturity and tactfulness;
- Ability to prioritise work;
- Ability to work with minimal guidance;
- Initiative;
- Punctuality;
- Sound judgement to be able to work effectively.
- Candidates must demonstrate the following competencies:
  - **Analytical Thinking:** Sees multiple relationships;
  - **Flexibility:** Acts with flexibility;
  - **Organisational Awareness:** Understands organisational climate and culture;
  - **Impact and Influence:** Takes multiple actions to persuade;
  - **Initiative:** Is decisive in time-sensitive situations;
  - **Teamwork:** Cooperates.

7. **Managerial Responsibilities.** Takes over the managerial responsibilities of the Principal Engineer (Communications Services / Spectrum Management) in his/her absence.

8. **Professional Contacts.** Maintains professional contacts and is able to negotiate technical solutions for frequency management-related issues with NCIA, NATO IMS, NATO and PN Nations' NARFAs and the NATO Command Structure.

9. **Contribution to the Objectives.** Works primarily on tasks and objectives in direct support of Radio Frequency Management and Assignment activities in support of the NATO SC3IB, the NHQC3S and the C3Board in particular the CaP3 as reflected in the CaP3 Lines of development. This includes support to Radio Frequency Spectrum Management and Assignments in support of NATO and National Exercises and Operations.

10. **Remarks.**

- Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
- Multinational environment and work with groups where members represent sovereign Nations;
- Work Environment – Normal office environment.

11. **How to apply.**

Applications must be submitted by **11 April 2021** (23:59 Brussels time) using one of the following links, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

12. **Additional Information.**

The successful applicant will be offered a three-year definite duration contract which may be renewed. If the successful candidate is seconded from a national administration, public institution or the armed forces of a NATO member state, he/she will be offered a three-year definite duration contract which may be renewed for a further period of up to three years. The maximum time of service in post for seconded staff is six years. Serving NATO international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Appointment will be subject to the deliverance of a NATO SECRET security clearance by the national authorities and approval of the medical file by the NATO Medical Adviser.

A written test will be held as part of the selection procedure.

Due to an ongoing revision of the IMS structure, NHQC3S will probably undergo an organizational review in the near future, which might have an impact on its structure and on this post.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

NATO as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector.

Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

Please note that the IMS at NATO Headquarters in Brussels, Belgium is a non-smoking environment.