Description

1. SUMMARY

The BICES Group Executive (BGX), a NATO entity, is the executive body of the BICES Group (BG). The BG exits to enable the sharing and exchange of Intelligence/Information between and amongst the NATO nations and with NATO, and also with other non-NATO nations and Organizations.

This post for and Information/Data Architect is a new position and represents an important opportunity for the successful candidate to shape BICES’s overall approach to the collection, exploitation, analysis and use of Intelligence, Intelligence-related information and/or global data. The incumbent will work in a team with the BGX Information Manager and the BGX Content Manager to provide the required input to the BICES Enterprise Architecture with regards to data sources/types, data analytics and data policy issues.

S/he will help to provide a coordinated approach for BICES to the new challenges of the 21st century. S/he will serve as the BICES focal point for data science and innovation.

2. QUALIFICATIONS AND EXPERIENCE

2.1 Essential

The incumbent must:

- possess a university degree in Data Science, Mathematics, Statistics,
Computer Science, information technology or relevant field from an institute or of recognised standing, military academy or equivalent qualification;

- have at least 5 years’ experience in the field of data science, or related field, including dealing with policy issues concerning data;
- have experience in data science tools to support data analytics, current techniques, visualization and metrics;
- be able to draft quickly, clearly and concisely and give convincing presentations;
- possess the following minimum levels of NATO’s official languages (English/French): V ("Advanced") in one; I ("Beginner") in the other.

2.2 Desirable

The following would be considered an advantage:

- experience with Big Data ecosystems; with state-of-the-art data science, analytics, data-lakes and data integration tools and/or programming languages; with statistical packages;
- professional experience in similar work from in a national administration, or international organisation or specialised body in the context of information sharing solutions in support of Joint Intelligence, Surveillance and Reconnaissance (JISR) and Command and Control (C2) processes;
- certified project and/or programme management skills (e.g. Prince2, ITIL);
- knowledge of Information Management policies, procedures and related activities.

3 MAIN ACCOUNTABILITIES

Policy Development

Support the drafting and development of actionable and technically rigorous policies to enable BICES to draw value from data generated by BICES nations and NATO, with a focus on NATO and Coalition operations and missions.

Expertise Development

Support the effort to ensure that BICES fully understands and can implement relevant standards on data science, and is able to play a part in broader discussions beyond the organization on the use of data. Support decision makers in understanding the potential and limitations of data science to support data-analytics based intelligence and advise on general questions with regards to data science.

Project Management
Act as an adviser on data issues to multiple stakeholders, helping them understand how best to take a data driven approach to achieving their objectives, to include helping establish and design high-level programmatic objectives.

Under the guidance of the AD ISS, work towards the achievement of the BGX objectives through successful preparation for and execution of projects and programmes with regard to data science. Proactively identify potential obstacles, associated technical and other issues, and develop courses of action aimed at resolving them. Recommend appropriate allocation of resources in support of on-going and planned programmatic activity.

**Knowledge Management**

Develop, manage and track projects and activities, concept or options papers and strategies in the area of data science and prepare items to be discussed at the BICES Board of Directors and subordinate groups and committees.

**Stakeholder Management**

Support the establishment of resilient and robust working relationships with key stakeholders who are already working on data management issues, including NATO bodies and national Agencies. Collaborate and coordinate work very closely with all identified stakeholders across BICES as well as with NATO, bringing leadership and ensuring coherence of BICES’s efforts.

**Representation of the Organization**

Contribute to discussions relating to data science, including by making presentations, providing briefings, and by representing BICES at conferences and symposia, as requested and deemed appropriate. Prepare briefing materials for the BGX Director, AD ISS, and write speeches and articles in her/his area of expertise in particular in the area of Research, Trends and Innovation.

**Information Management**

Support and foster BGX Information Management team activities and cross division collaboration. Analyse ongoing and completed projects and programmes, identifying innovations to improve working practices, procedures and performance. Coordinate and collaborate every day with the team, improving workflow, enhancing coordination and harmonising the different aspects of work. Perform any other related duty as assigned.

4. **INTERRELATIONSHIPS**
The incumbent reports to the AD ISS. S/he will maintain close relations within the BGX and with officials in NATO and BICES capitals, as appropriate. The incumbent will work in close coordination with other 2 stakeholders in the Information Management team and 3 stakeholders in other divisions for Enterprise Architecture. S/he will also maintain good working relations in her/his field of competence with other International Organisations.

Direct reports: N/a
Indirect reports: N/a.

5. COMPETENCIES

The incumbent must demonstrate:

- Analytical Thinking: Makes complex plans or analyses;
- Clarity and Accuracy: Checks own work;
- Conceptual Thinking: Applies learned concepts;
- Customer Service Orientation: Takes personal responsibility for correcting problems;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Is decisive in a time-sensitive situation;
- Organisational Awareness: Understands organisational climate and culture;
- Teamwork: Solicits inputs and encourages others.

6. WORKING ENVIRONMENT

Normal office environment.

7. TRAVEL REQUIREMENTS

The incumbent may be required to undertake operational deployments and/or travel duty assignments both within and outside of NATO’s boundaries. These duties are established by the AD ISS.

8. LANGUAGE PROFICIENCY

Must be fluent orally and in writing in English; a working knowledge of French, the other official language of the Organization, is desirable (e.g. English SLP 4443 – Listening, Speaking, Reading and Writing).

NOTE: The work, both oral and written in this post and in this organisation as a whole, is mainly conducted in English.

9. CONTRACT
The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 5 years. The incumbent may also apply for conversion to an indefinite contract during the period of renewal and no later than one year before the end of contract.

If the successful applicant is seconded from the national administration of one of NATO’s member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 5 years subject also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is eight years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

10. RECRUITMENT PROCESS

Please note that we can only accept applications from nationals of NATO member countries.

Applications must be submitted using e-recruitment system, 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

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate’s medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment, can be found at our website (http://www.nato.int/cps/en/natolive/recruit-hq-e.htm)

11. ADDITIONAL INFORMATION:

NATO as an equal opportunities 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.

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.

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.

The organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

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