



**JOINT SUPPORT ENABLING COMMAND**  
**89081 Ulm, Germany**

**Primary Location:** Ulm, Germany  
**NATO Body:** JSEC  
**Schedule:** Full-time  
**Salary (Pay Basis):** € 7242.23 Euro Monthly  
**Grade:** NATO Grade G15  
**Clearance Level:** NS  
**Contact Email – External:** [hqaircom.recruitment@nato.int](mailto:hqaircom.recruitment@nato.int)

**Description**

**The vacancy:**

Job Title:	Engineer (CIS Operations)
Post Number:	OJC RCCX 0060
NATO Civilian Grade:	NATO Grade 15
Duty Location:	Ulm, Germany
Post filling date:	1 September 2025
Closing date for applications:	12 June 2025

**Organisation Summary and Post Context:**

Headquarters JSEC provides a resilient operational-level Joint Headquarters, capable of supporting 24/7 operations to coordinate enablement (at the operational level) and, on order, the execution of reinforcement by forces (RbyFo) and sustainment flow in order to contribute to the Alliance's ability to project and sustain combat power into, across and from the Area of Responsibility (AOR), and, if required, into a Joint Operations Area (JOA).

The Support Directorate (SPT) is responsible for providing cross-functional expertise in Supply and Services, HNS Military Engineering (MILENG), Medical Support, Maintenance, CIS, Human Resources (HR) matters and Logistics Information Management.

The J6 Division is responsible for developing and implementing policy, plans and procedures for CIS and Information Assurance (IA).

The Communications and Information Systems Branch is responsible for providing CIS as well as service status, spectrum and network management, implementing CIS engineering requirements for exercises and operations.

The incumbent supports Staff Officer (CIS Management), OJC RCCX 0030 on all matters relating to CIS operations for JSEC exercises and contributes to the situational awareness and common operational picture of the HQ JSEC. The incumbent is also responsible for managing the CIS budget.

This post reports to OJC RCCX 0010 – Branch Head (CIS), OF-4

**Main responsibilities:**

- Collects, evaluates and implements all CIS requirements in support of JSEC exercises
- Takes part in exercise planning meetings as directed by the Branch Head
- Contributes with own expertise to the requirements for CIS related service level agreements (SLA);
- Monitors the availability and quality of services of JSEC CIS provided by the host nation CIS coordination center (HQ Base Support, CIS cell);
- Assigned as CIS SME to JOC, when requested;
- Edits information and provides input to the situational awareness briefing as well as to the common operational picture;
- Prepares and submits the compiled CIS SITREP of HQ JSEC to SHAPE;
- Manages asset tracking and accounting procedures for JSEC's CIS equipment;
- Coordinates with Finance Directorate (J8) and the respective users the timely provision of procured CIS;
- Ensures that the assigned budgets are developed and justified for the following fiscal year, and that current fiscal years are executed in accordance with the budget allocation and plan;
- Assesses and provides advice on cost effectiveness of J6 related requests;
- Ensures close relationship with the J8 staff to facilitate processing of relevant budget-related financial requirements;
- Manages delegated funds in his/her area of responsibility.

The incumbent acts as Fund Manager for the J6 Budget. Specifically, the incumbent:

- is responsible to their respective Division Chiefs for the management of specific allocations of funds from within the HQ JSEC's budget.
- advises their Chief of Division of funding and related requisitions.
- validates requirements submitted by authorized requestors/originators and prioritize/de-conflict requirements.

Additionally the incumbent acts as a Deputy Authorized Requestor. Specifically, the incumbent:

- will, on behalf of their Division/Organizational Chief, validate and endorse the originator request and submit the requests to the Fund Managers.
- is responsible for tracking the status of requirement through the procurement cycle and is for developing technical specifications that will be clear and complete to enable the Contracting Officer to conduct solicitations and maximize competition.
- holds the final technical responsibility on certifying the Minimum Military Requirement (MMR).

**Qualifications:**

University Degree in information technology, computer science, computer networking and communications, 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 is required.

Demonstrated experience in Command and Control Support (Cyberspace Operations).

Knowledge in communications and equipment maintenance.

Successful completion of the following NATO courses is desirable:

- NATO C4ISR Orientation for Officers (CCC-SM-22206) provided by NATO Communications and Information Academy (NCI Academy)

- NCOP User (CCC-CI-25482) provided by NATO Communications and Information Academy (NCI Academy)
- Functional Areas Services (FAS) Operational Usage Overview (CCC-CI-37006) provided by NATO Communications and Information Academy (NCI Academy)
- Resource Management Education Programme (RMEP) Course (ETE-FI-2708) provided by NATO - School Oberammergau (NSO)
- NATO Orientation Course (ETE-MW-3834) provided by NATO - School Oberammergau (NSO)
- LOGFAS Fundamentals and Data Operator Course (LOGFAS FDO) (LOG-LG-26938) provided by NATO Communications and Information Academy (NCI Academy)

**Language skills:** (Listening, Speaking, Reading, Writing)

English - NATO Standard Language Proficiency 3333 is essential.

NOTE: The work in this post and in this Headquarters is conducted mainly in English.

### **Personal Attributes and Competencies:**

Personal Attributes: The duties require clarity of thought, sound consistent judgement, good interpersonal and communication skills and often a creative approach to bridge the challenge of the diverse application of varying standards on CIS/Cyber. The incumbent must possess creativity and originality, and ability to deal with projects with confidentiality. Must be a mature articulate individual possessing tact and sound judgment. Must be able to work with limited or no supervision taking due and appropriate note and guidance from established NATO documents. The incumbent may be required to work outside normal office hours

Professional Contacts: Maintain regular professional contacts at the high managerial level with senior representatives of NATO nations, other NATO Agencies and Bodies, national entities, and staff at NATO Agencies and NATO HQ, which result in agreements requiring military commitments.

### **Contribution to the Objective:**

As the SME CIS/Cyber, the incumbent contributes to the development and establishment of a JSEC position on CIS/Cyber issues and budget related major activities, operations, and exercises of ACO commands. The majority of issues addressed are of precedent-setting nature and can involve the commitment of considerable effort and resources, to include significant efforts, by ACO HQs, and the NATO nations. Optimize knowledge on NATO CIS/Cyber within Nations and NATO command structure. With the end result: enables the timely and effective planning, implementation and maintenance of CIS/Cyber for NATO in wartime, crisis and peacetime posture.

### **Special Requirements**

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 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 incumbent may also be directed to undertake operational duties supporting JSEC's role in enablement, the execution of reinforcement by forces (RbyFo), and sustainment flow in order to contribute to the Alliance's ability to project and sustain combat power into, across and from the Area of Responsibility (AOR), and, if required, into a Joint Operations Area (JOA). Personnel may also be directed to support such activities.

### **Security Clearance**

The successful applicant will be required to apply for and receive a NATO SECRET Security Clearance prior to final confirmation of contract and commencement of employment.

### **Contract**

In accordance with current policy, newly recruited staff will be offered a three year contract which may be extended, subject to a satisfactory recommendation, to an indefinite duration contract. Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The successful selected candidate must complete a NATO medical examination and have a NATO security clearance before an employment offer will be released.

### **Recruitment process**

To apply, submit an Application electronically using the NATO Talent Acquisition Platform (NTAP): <https://nato.taleo.net/careersection/2/jobdetail.ftl?job=250858&lang=en>

Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

A Selection Board will assess the information provided in the application form including the answers to the pre-screening questions. Essential information must be included in the application form. **Particular attention should be given to the Education and Experience sections of the application form.** Each section should be answered completely. Expressions such as “please see attached CV” or invitations to follow links to personal webpages are not acceptable and will be disregarded.

Assessments and interviews are foreseen to take place June-July 2025 in Ulm Germany.