Applications are now invited for the post of Staff Assistant (Data & Tools Administration) – TSC FEOX 0140, NATO Grade B-5 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made on line: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en

Closing date for applications: 22 March 2020

Location: Norfolk, Virginia, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade B-5 will be considered before any other candidates.

- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade B-5, please advise the HQ SACT Civilian HR Manager no later than the closing date.

**Contract:** Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

**Salary:** Starting basic salary (effective 1 January 2020) is USD 5979.27 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int
Staff Assistant (Data and Tools Administration) - TSC FEQX 0140

NATO Body: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

Schedule: Full-time

Basic Salary: 5979.27 USD per month.

Grade: B-5

HQ SACT vacancy notice 200166

Are you a Systems Administrator? If so, this position offers you a unique opportunity to support the NATO Alliance at its Warfare Development Command.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO’s posture, military structures, forces, capabilities and doctrines.

The Capability Development Directorate (CAPDEV) comprises two Divisions—Requirements and Capabilities. The Directorate supports SACT in his Capabilities Requirement Authority (CRA) role. It is responsible for a holistic through lifecycle Capability Development approach that infuses innovation and transformative efforts that are an integral part of the Warfare Development. This includes responsibilities for elicitation, development, capture and collection, quality review, traceability and visibility of capability requirements.

The Requirements Division executes requirements management for NATO capabilities. It develops capability requirements, provides traceability and quality assurance of capability requirements, performs gap analysis and supports interoperability and implementation options across the DOTMLPFI spectrum.

The Requirements Traceability and Quality Assurance Branch supports Requirements Management Teams and Capabilities Programme Directors to maintain the quality of the capabilities requirements and traceability throughout the lifecycle of the capability. The Branch produces and ensures bi-directional traceability among all requirements, from the Operational Requirements, Capability Requirements, and other high-level requirements down through the technical requirements and specifications. Branch members may be assigned to lead Requirements Management Teams.

He/she is a Staff Assistant in the Requirements Traceability and Quality Assurance Branch who manages and administers the requirements management data and
tools. He/she also provides training and support to Requirements Division staff and Capability Programme Directors.

**Reports to:** Section Head (Principal Reqs Traceability Analyst)

**Principal Duties:** He/she will

a. In support of Requirements Management Teams, provide requirements management tool technical guidance for the design, structure, implementation of tool workspaces and data links.

b. Assist with setting up and administering the organization’s workflow and requirements management toolset.

c. Provide technical guidance to Requirements Management Teams and Capability Programme Directors related to maintaining requirements data using the tool.

d. Support the development and maintenance of the organization’s requirements repositories.

e. Establish, configure and support requirements management and workflow management Tools.

f. Create, configure and customize requirements projects, managing user roles and permissions, managing project baselines, and utilizing project templates.

g. Design, configure, customize and implement tool workspaces, data links and workflows and document and maintain logical data models for implementation across different toolsets.

h. Import, export, migrate, link, merge data, and design/implement SQL and JQL query/scripting and complex queries across different tools.

i. Design, implement and maintain complex visual and tabular reports based on the data contained in business toolsets, and dedicated user front-ends to facilitate data capture.

j. Support ongoing efforts to improve NATO’s Requirements Management processes and resolving requirements management issues.

k. Provide expert support to business analysts (including traceability analysts, quality assurance analysts and requirements managers), communicate and share knowledge, and be able to manage multiple responsibilities within tight deadlines.

l. Be passionate about teaching and learning, support organizational process improvement and enjoy working in a highly collaborative environment.

m. Be generally self-sufficient and able to perform with limited assistance from peers, product documentation or vendor support services.
n. Be highly motivated, flexible, organized and detail oriented.

o. Provide tool products to support branch traceability analysis.


q. Maintain configuration control of the requirements traceability matrices throughout the capability life cycle.

**Essential Qualifications**

a. Higher Secondary education and completed higher vocational training in computer science, management information systems, or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

b. 5 years’ experience of system Administration of workflow and requirements management tools, preferably JIRA/Confluence or DOORS NG, in a complex requirements management environment.

c. 3 years’ experience of designing, configuring, customizing and implementing tool workspaces, data links, workflows, scripting and complex queries.

d. Experience in:

1. Providing technical and system administration expertise in workflow and requirements management tools.

2. Designing, implementing and maintaining user front ends, and complex visual and tabular reports to facilitate data capture and organizational reporting.

3. Supporting the development and maintenance of requirements and architecture repositories.

4. Maintaining concurrent configuration control over data in requirements repositories.

5. Performing system administration duties to manage user roles and permissions, ensure the availability, integrity and confidentiality of tools and repositories.

6. Providing expert support and training to practitioners related to maintaining requirements data, and in using tools to support the requirements management life cycle.

e. Excellent analytical, problem solving and verbal and written communication skills.
Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

Desirable Qualifications

Professional Experience

a. Microsoft SQL Server or MySQL Database administration skills.

b. LDAP integration experience.

c. Strong analytical skills.

Education/Training

a. ACP-100 JIRA System Administrator.

b. ACP-200 Confluence Administrator.

c. ACP-500 Atlassian System Administrator.

d. ACP-600 JIRA Project Administrator.

e. IBM Certified Specialist – Rational DOORS Next Generation.

Attributes/Competencies

Managerial Responsibilities: He/she might be called to manage project teams which include military and civilian staff members from different organizations as well as contracted resources. He/she may be called to oversee contracted resources.

Professional Contacts: He/she should be able to liaise effectively both within and outside the HQ with military and civilian personnel. Outside contacts may include officials in NATO HQ, NATO agencies and research centres, and national government agencies and industry.

There are financial implications and also significant cost savings for NATO and nations if solutions are cost-effective and efficient and if the implementation of these solutions are successful.

Work Environment

He/she will be required to work in a normal office environment.

Contract

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Notes for Candidates
The candidature of NATO redundant staff at grade B-5 will be considered with priority.

Notes for NATO Civilian Human Resources Managers

If you have qualified redundant staff at grade B-5, please advise the HQ SACT Civilian HR Manager no later than the closing date.

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