



Due to the significant volume of recruitment being undertaken by Joint Force Training Centre (JFTC) the processing time for applications will take longer than normal. Once you have submitted your application please ensure that you have received a TALEO/NTAP acknowledgement email, which is your proof that your application has been submitted. After this you will be contacted in due course by our recruitment team with further information on the status of your application, but please note that this may not be for several weeks after the vacancy notice closes.

JFTC VACANCY NOTICE 241394

Staff Assistant (Database Administrator - INTEL IM / FAS Spt) – Project Linked NATO International Civilian

Applications are now invited for the position of **Staff Assistant (Database Administrator - INTEL IM / FAS Spt) – Project Linked NATO International Civilian**, post number TFC TTWK 0230, NATO grade **B-5/G12**, at the Joint Force Training Centre (JFTC) located in Bydgoszcz, Poland.

Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing Date for applications: **20 October 2024**

Location: Bydgoszcz, Poland

Employment start date

Not earlier than 01 January 2025.

Notes for candidates:

The candidature of NATO redundant staff at grade G12 will be considered with priority.

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.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade B-5/G12, please advise JFTC Civilian Human Resources Manager no later than the closing date.

Contract: Project-Linked-NIC (PLN) - This position is linked to a specific NATO project and is for a limited duration of 3 (three) years only.

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 01 January 2024) is **17,632.02 PLN** per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For

further details see *NATO Terms & Conditions of Employment* on the JFTC internet website:
www.jftc.nato.int.

For any queries, please contact the JFTC Recruitment at: civ.recruitment@jftc.nato.int

If you are an experienced **Staff Assistant (Database Administrator - INTEL IM / FAS Spt)** looking to join a dynamic team working in a multi-national environment, JFTC would be interested in hearing from you.

Post Context

The Joint Force Training Centre supports Warfare Development, contributing to concept development and maintenance of joint doctrine and standards while coordinating the integration of experimentation, capability development, and interoperability to improve NATO's interoperability, capabilities, and operational effectiveness.

The Training and Exercise Division (TREX) ensures the ability to deliver combined and joint training and exercises, mainly static and distributed as well as single- and multi-echelon, for tactical and operational level headquarters, staffs and forces over the full spectrum of NATO operations, from Pre-Deployment Training for current operations, Corps and Army level exercise at the Operational level and Joint Force Command Level Exercises.

The Exercise Execution Branch ensures the ability to deliver mission specific training and exercises in support of the JFTC mission.

The Subject Matter Expertise (SME) Section ensures the ability to provide Training Teams for NRF/NFS training and other mission specific training, in support of the JFTC mission. This includes guiding exercise core functionalities with assigned SMEs and coordinating external SME support to deliver products and training.

Within the Exercise Execution Branch the incumbent's main responsibility is to functionally administrate all the Intelligence Functional Area Systems and tools required to be used in support of all Phases of JFTC-held exercises and training events, and to functionally manage Exercise Intelligence System Architecture in cooperation with Intelligence System Administrators.

Reports to: Section Head (SME) - OF-4

Principal Duties: The incumbent's duties are:

a. functionally administrates exercise Intelligence Functional Area Systems (INTEL-FS, TOPFAS SAT, BICES, HUMINT Management and Reporting Tool (HMART), SIGINT COINS etc.) databases, develops and coordinates development of their contents, controls updates to them and assures coherency of exercise Recognized Intelligence Picture (RIP) by their contentious synchronisation;

b. enables and controls Intelligence data / information / reporting exchange between Intelligence Functional Area Systems, Intelligence Tools and other Functional Area Systems (iGeoSIT, NCOP, JTS etc.);

c. functionally administrates all available Intelligence Functional Area Systems, provides related support to all exercise Intelligence staff and manages Intelligence Functional Area Systems user accounts in support of Intelligence cycle of EXCON Intelligence staff;

d. develops and manages exercise Intelligence System Architecture (ISA) and coordinates and guides JFTC C4 and NCIA system administrators' support in terms of software installation, software upgrade, system configuration and administration, and technical database maintenance requirements;

e. requests and coordinates SHAPE J26 ACO Intelligence systems support (ISS) to development of suitable exercise Intelligence System Infrastructure;

f. delivers and facilitates Intelligence Functional Area System user training and user support to JFTC Intelligence staff officers and EXCON Intelligence staffs;

g. operates Intelligence Requirements Management/Collection Management (IRM/CM) Module of INTEL-FS, in order to process training audiences' "RED" RFIs requiring EXCON and JFTC response assistance and updates the JFTC Red RFI Tracking System;

h. provides functional support to training audiences' Organizational Node Administrators of Intelligence Functional Area Systems;

i. consults and advises the Scenario Chief on Intelligence scenario production timelines and distribution requirements;

j. develops and documents Lessons Learned and updates JFTC SOPs/SOIs from Intelligence database functional administration, Intelligence information management and Intelligence Functional Area System support perspective.

The position will have no legal authority or responsibility.

The position will have no authority over budgets and other financial matters.

The position will have decision authority in committing training audiences to actions pertaining to functional and organizational administration of Intelligence Functional Area Systems with regard to aspects affecting cohesion of the overall exercise Recognized Intelligence Picture.

Special Requirements and Additional Duties

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

a. Flexibility Clause: In order for the command to deal with emergent requirements, the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time).

b. Annual TDY Requirement: The incumbent may be required to undertake Temporary Duty (TDY) and/or travel within and outside NATO's boundaries.

Personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

Essential Qualifications

1. Trained and experienced in intelligence operations and analysis;
2. At least 3 years of strategic and/or operational experience working in Intelligence analytical and/or Intelligence Knowledge Management-related posts;
3. At least 3 years (recent 6 years) of experience on posts responsible for coordination of Intelligence aspects of NATO exercises, for functional management of Intelligence databases and for functional administration of Intelligence tools and Functional Area Systems;
4. University Degree in one or more of the following areas: criminology, police, defence, public or business administration, administration of justice, criminal law, comparative general management, political theory, behavioral or social psychology or related discipline.
5. Intelligence Functional Service (INTEL-FS) Power Users Training Course.
6. ACT Advanced Systems Analysis (TOPFAS SAT) Training Course.
7. Basic Intelligence Systems Core Training (BISCT) (INT-SU-36875) provided by BICES GROUP EXECUTIVE

Education/Training

University Degree in criminology, police, public or business administration, administration of justice, criminal law, comparative general management, political theory, behavioural or social psychology 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.

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

Professional Experience

1. Knowledge of exercise preparation processes and roles of exercise planning team members;
2. Knowledge of military intelligence disciplines, functions, ISR units, systems and assets and their modes of operation at strategic and operational level of warfare;
3. Previous relevant experience in an international organization, preferably NATO.

Education/Training

1. NATO Imagery and IMINT Staff Course (NI2SC) (INT-IM-3815) provided by NATO - School Oberammergau (NSO)
2. NATO Open Source Intelligence Course (INT-AS-3859) provided by NATO - School Oberammergau (NSO)
3. (Inactive) NATO SECURITY COURSE (NS) (LSR-LC-1038) provided by NATO - School Oberammergau (NSO)
4. NATO Intelligence Functional Systems Training (NIFST) (INT-SU-16797) provided by NATO Communications and Information Academy (NCI Academy)
5. Functional Areas Services (FAS) Operational Usage Overview (CCC-CI-37006) provided by NATO Communications and Information Academy (NCI Academy)
6. Intelligence Functional Service (INTEL-FS) Essentials (INT-SU-36994) provided by NATO Communications and Information Academy (NCI Academy)

Language

None specified

Attributes/Competencies

Personal Attributes: The incumbent must be able to work as a member of a team of broad technical skills. A proactive approach will be important to assess, identify and address problems with Intelligence Functional Area Systems and Tools before they critically impact on users. Incumbent will require a capacity to analyze the Intelligence training requirements and translate those requirements into respective action items to be completed during exercise planning phase. The incumbent must be able to work under pressure and still produce high quality results. Should be flexible, possess ability to communicate effectively both orally and in writing and ready to work if necessary outside normal office hours.

Managerial Responsibilities: The incumbent plans most daily work within set priorities and supervises indirectly work of up to 20 training audience INTEL-FAS/Tool Functional Administrators and EXCON INTEL SMEs. The incumbent might be required to supervise also contractors if manning situation dictates that and required INTEL augmentees cannot be sourced. The incumbent has no financial responsibility nor responsibility for technical resources.

Professional Contacts: The incumbent has professional contacts with others inside and outside the organization / provides advice and may be required to negotiate. The incumbent is responsible for the coordination and cooperation of work with the other sections of the branch, and other divisions of JFTC. The incumbent maintains regular contacts with staff concerned with related or similar efforts in other headquarters and agencies.

Contribution To Objectives: Indirectly impacts the ability of JFTC staff to achieve overall objectives. This post contributes significantly to the availability, accessibility and smooth function of requested Intelligence Functional System and Tools in support to JFTC-hosted Exercises and Training Events.

There are no reporting responsibilities.

Work Environment

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