



JWC VACANCY **NOTICE 240213**

This vacancy notice is for a NATO-2030 agenda project-linked NATO International Civilian (PLN) post.

This post is limited to a three year definite duration project. It will be filled as soon as possible.

In view of the urgency of this project, qualified candidates who hold or have recently held a valid NATO or National security clearance will be given priority consideration.

Job Title: Staff Officer (2030 Setting Data Manager Lead)

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time

Salary (Pay Basis): 88,458.00 NOK Monthly

Grade: G15 / A-2

Clearance Level: NATO Secret (NS)

Application Deadline: 15 September 2024

Description

The Joint Warfare Centre (JWC) is looking for an experienced and pro-active Setting Data Manager to align JWC exercise setting data with the changes to our processes, systems, and technology and to provide subject-matter-expert advice, manage the development, storage, refinement, and delivery of JWC's 2030 exercise production data. The successful candidate will have strong interpersonal skills and an ability to communicate effectively with good briefing skills.

SUMMARY

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness.

The Exercise Production Division is responsible for the efficient integration, tasking, and mutual support of the five branches, to deliver its functions, and specified or implied outputs.

The Scenario Branch is responsible for developing and delivering the settings, baseline, exercise scenarios, and geospatial products to support all stages of planning and delivery for NATO exercises.

The Scenario Management Section is responsible for managing and coordinating the requirements that support parallel development and delivery of multiple exercise scenario/settings.

The incumbent will act as the Exercise Production Division's 2030 Setting Data Manager, responsible for the acquisition, organization, storage, and maintenance of the setting database, the management of surge contractors and ensuring that the appropriate changes to exercise production processes, systems, and technology are implemented efficiently, effectively, and with minimal disruption to the JWC exercise delivery programme. The 2030 Setting Data Manager will, in particular, work closely with the 2030 Temporary Team, Exercise Production Division and other stakeholders to understand all aspects of setting data delivery. In addition, the incumbent will provide recommendations on potential improvements to both organizational structure and ways of working in an efficient and effective way.

REPORTS TO

Manager (Setting/Scenario Development)

PRINCIPAL DUTIES

The incumbent's duties are:

- Provide subject-matter-expert advice, manage the development, refinement, and delivery of JWC's 2030 setting data.
- Monitoring and measuring the effectiveness of 2030 change plans and provide recommendations on potential improvements to JWC's structure and ways of working, in relation to setting data.
- Develop and implement data management policies and procedures, ensuring data accuracy, completeness, and consistency through data quality checks and data cleansing activities.
- Manage data storage, backup, and archiving processes.
- Develop and maintain data dictionaries and metadata repositories.
- Work with ExProd Staff to understand data needs and requirements, and provide guidance on data management best practices.
- Collaborate JWC staff to integrate data from a variety of sources into the setting database.
- Communicating with EXProd Div Head, Technical Director to keep the projects aligned with their goals.
- Performing quality control on the project throughout development to maintain the standards expected; and adjusting schedules and targets on the project as requirements for the project change.

- Contributes to the design, development, production and delivery of Exercise Production processes across the full PMESII (Political, Military, Economic, Social, Infrastructure & Information)-spectrum of the required strategic and operational levels, in accordance with applicable command guidance.
- Provides 'subject matter expert' advice and assistance on 2030 programme development, delivery, and management aspects, as required; contributes to project-specific lessons-learned and review activities.

Acts as COTR and in co-ordination with the ExProd contract management process, provides oversight and planning for contract delivery.

ESSENTIAL QUALIFICATIONS

Professional/Experience

- Database management: Experience and strong technical skills in managing and administering databases, including the design, implementation, optimisation, monitoring and maintenance of databases. Working knowledge of computer networks, hardware configurations and software integration.
- Practical experience of managing database technologies and its storage in a NATO or national equivalent environment. Examples include Microsoft SharePoint Portal, Microsoft Active Directory, Java, HTML, CSS, JavaScript, MS SQL database management, TCP/IP.
- Database development: Experience in database development, including creating and modifying database schemas, writing SQL queries, stored procedures, triggers and functions. Develop and maintain data dictionaries and metadata repositories.
- Data Modeling: Understanding of data modelling principles and the ability to design efficient and scalable database schema.

Education/Training

University Degree in business administration, engineering, economics, public administration, operations research 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 – Upper Intermediate/Advanced

DESIRABLE QUALIFICATIONS

Professional/Experience

- Experience in Project and/or Programme Management methodologies (e.g. APMP/Agile/Scrum led projects) and tools for planning, executing and monitoring change. This should include experience of successfully delivering/leading complex project from initiation to completion, leading cross-functional teams.
- Experience in delivering Change Initiatives related to process improvement, technology improvements, organisational restructuring and cultural transformations.

- Experience with the following NATO Functional Systems (INTEL FS, BICES and JEST).
- Experience with software such as: IIS, SharePoint Designer 2007/2010, DreamWeaver, Photoshop, MS Access, SQL and VBA, extended MS Office tool suite.
- Knowledge and experience of the operational planning process at national, international or NATO levels.
- Understanding of the structures and principles of the NATO Training and Exercise portfolio.

Education/Training

- Master's Degree or equivalent in data science, computer science, information management or related discipline.
- A qualification in a formal project management methodology. (e.g. APMP/Agile/Scrum) and 3 years post related experience, which includes 1 years function related experience.

ATTRIBUTES/COMPETENCIES

- Personal Attributes: Considerable maturity and professional judgement is required to make decisions on to ensure seamless provision of high quality support to the JWC and supported Training Audiences. High level of organisational and coordination skills. Excellent managerial, interpersonal, and communication skills with a visionary view to evolving requirements to meet future challenges. Able to cope with stress, and possessing good health. Must be able to work as a member of a team in a multi-national environment. An analytical, systematic and pro-active approach is important. The duties will require a capacity for original thought, including the incorporation of emerging concepts. The incumbent should be self-motivated and capable of working under pressure.
- Managerial Responsibilities:
Plan most daily work within set priorities may supervise one or more people.
- Professional Contacts: Have regular professional contacts at higher level – requiring explanation, discussion, persuasion and approval actions.
- Regular exchange of information within JWC, external agencies and Higher Headquarters ACT Staff. Contacts require explanation, persuasion and approval action. May represent the JWC at high level meetings with external stakeholders as required; ACT, ACO, NATO Nations, NATO COEs (Centre of Excellence). Presents and defends the JWC position/view at other various meetings and conferences called by ACT and other NATO agencies.
- Contribution to Objectives: Work involves a major task directly affecting plans/management/policy and objectives of the HQ. Directly impacts on JWC mission. This post ensures that scenario development projects deliver required results and outputs on behalf of JWC. The projects must meet the current and future (2030) exercise requirements. Also this post contributes significantly to the introduction, in a controlled and professional manner, of emerging 2030 concepts that are incorporated into exercise scenarios.

- **Supervisory Responsibilities:** Provides advice based on the corporate knowledge to Staff and associated project teams, which may include contracted subject matter experts. Advises on the work of the Content Development as well as temporary 2030 development teams. Coordinates and monitors the execution and development of contracted content support services. Executes project management duties, thus ensuring that projects are de-conflicted and completed on time and within budget, fulfilling a Contracting Officer Technical Representative (COTR) role with direct supervision of up to 10 contracted employees.

WORK ENVIRONMENT

The work is normally performed in an office environment.

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

HOW TO APPLY FOR A NATO CIVILIAN POST AT JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed or re-submit the application.

Applications will not be accepted after the deadline.

Remarks:

Notes for candidates: The candidature of NATO redundant staff at grade G15 / A-2 will be considered before any other candidates.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade G15 / A-2, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

Contract:

This project post is limited to a definite duration of three years. There is no guarantee that the post will continue beyond that period. The successful applicant will be offered a three year definite duration employment contract. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Salary:

Starting basic salary is NOK 88,458.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions.](#)

For any queries, please contact the Joint Warfare Centre Recruitment Team at civ.recruitment@jwc.nato.int