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 200147
Staff Officer (C4 Main Planner) - Team 1

Applications are now invited for the position of **Staff Officer (C4 Main Planner) - Team 1** NATO grade **A-2**, 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: **06 March 2020**

**Location**: Bydgoszcz, Poland

- **Notes for candidates**: The candidature of NATO redundant staff at grade A-2 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers**: if you have qualified redundant staff at grade A-2, please advise JFTC Civilian Human Resources 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 01 January 2020) is **16,518.46 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 Team at: civ.recruitment@jftc.nato.int
If you are an experienced Command, Control, Communications and Computers (C4) Main Planner, 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, contribute 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 Division (TD) ensures the ability to deliver combined and joint training, both 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 Training Support Branch ensures availability of the JFTC technical platform in support of the JFTC Programme of Work (POW), to include communications and exercise support systems at JFTC and in support of the execution of static and distributed as well as single- and multi-echelon training, tests and experiments.

The Command, Control, Communications and Computers (C4) Section is responsible for the overall Communication Information Systems (CIS) and Information Management (IM) support for static and distributed as well as single- and multi-echelon trainings and exercises. This includes planning the development, execution, and improvement of these systems in support of JFTC activities.

The incumbent’s main responsibility is to ensure that all C4/CIS related exercise requirements are collected, acknowledge and after consultation with all involved stakeholders efficiently transferred for execution to external partners (e.g. NCIA, NCISG).

**Reports to:** Section Head (C4)

**Principal Duties:**

Staff Officer and engineer required to lead on the planning and delivery of C4 services to support execution of joint training / exercises at JFTC. Supporting the Exercise Concept and Specification Development, Exercise Planning and Product Development in accordance with Bi-SC 075-003, which includes the following tasks:

He/she will:

a. Be the exercise Core Planning Team (CPT) member with primary responsibility for IM and participate in all planning activities: responsible for the development an IM framework, enforcement of JFTC IKM framework and IM-related exercise procedures, and coordination/provision/implementation of IM training and Electronic Working Practices (EWP) in each exercise or Event.
b. Lead the exercise Information Management Team (IMT).

c. Co-operate closely with NCIA CSU personnel and JFTC CIS Planners in building the event/exercise-specific technical IM environment; e.g. SharePoint Server (SPS), Document Handling System (DHS), Tasker Tracker Enterprise (TTE). This includes prioritizing which elements are built first to ensure their availability for exercise MEL-MIL scripting, Crisis Response Planning (CRP) and exercise execution; identifying and resolving of technical problems during the (re-)build phase, and ensuring that the interdependencies within the electronic environment are replicated to ensure the Training Audience (TA) have a realistic user experience.

d. Coordinate creation of EXCON and (when applicable) TA user accounts on all networks required for event execution (to include personal & group mailboxes, distribution lists, security groups). Requirements for EXCON accounts, mailboxes, distribution lists and security groups must be coordinated with the Chief MEL-MIL and MEL-MIL Manager to ensure that exercise injects via JEMM are sent to the proper location. TA accounts, mailboxes, distribution lists and security groups must be built based on the anticipated TA staff organization, developed by the Manning Coordinator and validated by the Event Managers.

e. Develop IM Exercise Plans and contribute to C4 Support Plans for all IM relevant exercise phases. Responsible to gather and process all Information Exchange Requirements (IER) related to JFTC events into the combined Exercise Plan.

f. Generate and implement an EXCON common file structure, with access rights; and be responsible for the management and administration of all information between EXCON and the TA, during the execution of an exercise or event, ensuring correct levels of access to protected information within the electronic environment.

g. Coordinate the IM support for EXCON elements deployed to remote locations during exercises, ensuring that these staff elements have the required local access to services where they are and that they have access to services at JFTC.

h. Coordinate basic and additional training on IKM required by EXCON and associated entities as a whole or as elements before or during EXCON training events.

i. Supervise and coordinates updates of the electronic environment for key changes in processes that occur between data capture/scripting and event execution to ensure that current processes can be used within the exercise to facilitate the SME led training model. Analyse training audience performance and provide feedback for follow-on and future IM and EWP training requirements.

**Essential Qualifications**

1. University Degree in library, information science, management information systems, computer science 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.

2. At least 5 years of experience dealing with a wide range of digital and analogue CIS equipment and C4 (Command, Control, Communication, Computers) systems.
3. At least 5 years of experience in the CIS network and information Systems Arena.

4. At least 4 years of experience as a manager in a defence related information management environment.

5. At least 3 years of experience in providing high level customer support in an information management environment to a wide range of stakeholders.

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. At least 4 years of experience as manager in C4 management environment.

2. At least 3 years of experience in providing customer support in C4 management environment to a wide variety of stakeholders.

3. At least 1 year of experience in planning, developing and implementation of C4 projects in support of NATO exercises or training events.

4. At least 1 year of experience in C4/CIS domain within NATO Command Structure, NATO Force Structure or NATO mission.

5. Previous experience of working in a multinational military environment.

Education/Training

• NATO CIS ORIENTATION OFFICER (CII-CS-1-101) provided by NATO - Communications and Information Systems School (NCISS)

• NATO EXERCISE PLANNING COURSE (NU) (ETE-EX-3055) provided by NATO - School Oberammergau (NSO)

• RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE (NU) (LSR-LC-3030) provided by NATO - School Oberammergau (NSO)

• NATO STAFF OFFICER ORIENTATION COURSE (NU) (ETE-ET-1032) provided by NATO - School Oberammergau (NSO)

Attributes/Competencies

• Personal Attributes:
  a. Good interpersonal skills. The incumbent must be able to work as a member of a team.
b. Broad technical understanding.

c. A pro-active approach will be important to assess, identify and address system, specifically network, weaknesses before they critically impact on operational users. Incumbent shall have a capacity to analyse and resolve complex problems, particularly those related to both organisational processes and information systems/computing networks.

d. Good health. The incumbent must be flexible and be able to work under pressure and still produce high quality results.

e. The incumbent must also be prepared to deploy on JFTC exercises.

- **Professional Contacts:**

  a. Regular contacts with a wide range of internal JFTC and NCIA staff using and administering information systems

  b. Regular contacts with the CIS support personnel at remote locations participating in JFTC training

  c. Regular contacts with agencies and external organizations such as NCIA / NCISG. Irregular meetings with commercial vendors providing service support to JFTC’s CIS

- **Contribution To Objectives:** Indirectly impacts the ability of JFTC staff to achieve the overall training objectives. This post contributes significantly to availability and accessibility of information systems in use at JFTC and remote locations, thereby ensuring that connected sites fully participate in training and exercise events.

- **Supervisory Responsibilities:** Directs and supervises the work priorities of a team in JFTC, providing professional guidance and instruction to the staff of the organizational element. Provides general guidance and advice within the assigned sub-functional area. Dependent on requirements may be required to direct and supervise the work priorities of one or more JFTC multifunctional teams.

- **Contracting Duties:** Contracting Duties: Fulfilling all Contracting Officer Technical Representative (COTR) tasks related to direct subordinated contractors and technical delivery, this includes ensuring the completion and recording of COTR cost estimates, invoices, final accounts and project reports on contracted support to give JFTC the basis for payment.

There are no reporting responsibilities.

**Work Environment**

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