Job/Post Number: OLC RCOE 0040
Title: Staff Officer (CIS Exercise Engineer)
Division: G6 Directorate
Clearance Level: NATO SECRET
Salary (Pay Basis): 18,632.25TRY*
Grade: ABCL grade A-2 / NATO grade 15
NATO Body/Post Location: ACO / Land Command Headquarters, Izmir (TUR)
Closing Date: 28.10.2020

Salary value as per 2020. Subject to future adjustments in accordance with North Atlantic Council decisions.

1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The Support Directorate is responsible for providing LANDCOM with organizational structures, personnel, logistics, communications and information systems and base support.

The G6 Cyberspace Division plans and monitors the provision of communication and information services by the NATO CIS Agency (NCIA) to LANDCOM, it also plans and executes Communications and Information Systems infrastructure and defensive cyberspace operations.


The Communications and Information Systems (CIS) Future Plans & Exercise Section supports the exercise planning and execution especially the CIS annexes to the Exercise Plan.

The incumbent is a technical subject matter expert for Functional Area Service (FAS), Firewall configuration requirements and overall configuration management.
2. Principal Duties

The incumbent's duties are:

1. Provides CIS planning and execution support for assigned LANDCOM exercises assigned to the Exercise Planning Team in support of ACO and NFS forces. Actively participates in LANDCOM G7 exercise planning and execution activities as the CIS SME, to include exercise planning conferences and exercise related Core Planning Team (CPTM) meetings.

2. Supports G7 with CIS expertise for Exercise Control (EXCON) and Higher Control (HICON) requirements in support of higher, lateral and NFS exercises.

3. Works on development of the CIS portions of the exercise plan (EXPLAN), Information exchange requirements, CIS Service Matrix and floor plans for exercises assigned to the Exercise Planning Team.

4. When directed provides CIS operational planning support to NFS units.

5. Coordinates with SHAPE J6, NATO C&I Agency and NATO CIS Group for communication assets to support assigned exercises.

6. Actively participates in CIS conferences with NATO CIS Group (NCISG), Communications and Information Agency (C&I Agency) and other relevant CIS organizations in the development and implementation of systems architecture for assigned operations and exercises. This includes, but is not limited to, communications, core services and Functional Services.


8. When directed supports Combat Readiness Evaluation of Land HQs & Units (CREVAL) and Operational Capabilities Concept (OCC) requirements that exceed the capacity of the G6 Doctrine & Policy Branch.

3. 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.

The operational deployments will be for a maximum of 6 months, unless otherwise agreed with the Nation concerned.

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

4. Essential Requirements
a. Professional/Experience

(1) Command and Control Support (Operational Planning - Information Services)

Activities that provide for effective Information services to support the exercise of command and the exchange of essential information and to advise the commander of information system capabilities and limitations for the operation plan and its execution: performance, capabilities, supported operational processes, facilities and personnel.

Skill Level (Initiate or influence)

Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes. Influences customers, suppliers and partners at account level. May have some responsibility for the work of others and for the allocation of resources. Participates in external activities related to own specialism. Makes decisions which influence the success of projects and team objectives. Work includes a broad range of complex technical or professional activities, in a variety of contexts. Investigates, defines and resolves complex issues. Selects appropriately from applicable standards, methods, tools and applications. Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets. Rapidly absorbs new information and applies it effectively. Maintains an awareness of developing technologies and their application and takes some responsibility for driving own development.

Experience
- Previous Staff experience in CIS planning for operations at tactical or operational level is required.
- Experience in web content management is required.

(2) Information management

The overall governance of how all types of information, structured and unstructured, whether produced internally or externally, are used to support decision-making, business processes and digital services. Encompasses development and promotion of the strategy and policies covering the design of information structures and taxonomies, the setting of policies for the sourcing and maintenance of the data content, and the development of policies, procedures, working practices and training to promote compliance with legislation regulating all aspects of holding, use and disclosure of data.

Skill Level (Enable)

Understands and complies with relevant organisational policies and procedures, taking responsibility for assessing and managing risks around the use of information. Ensures that information is presented effectively. Ensures that effective controls are in place for internal delegation, audit and control and that the board receives timely reports and advice that will inform their decisions.

b. Education/Training

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.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

c. 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.

5. Desirable Qualifications

a. Professional Experience

Microsoft or Cisco professional certification. Specific Experience: Knowledge of NATO CIS and its concepts, policies and architectures.

Experience as an Information Manager in a medium to large size organization. Experience as a CIS Staff Officer in a deployed environment.

b. Education/Training

- Graduate of national Command and General Staff College.

• NATO Comprehensive Operations Planning Course (JPL-OP-3555) provided by NATO - School Oberammergau (NSO)

• ACO Combat Readiness Evaluation (CREVAL) Course for Land Forces (ETE-EV-3801) provided by NATO - School Oberammergau (NSO)

• Electromagnetic Operations Course (LOP-LO-32376) provided by NATO - School Oberammergau (NSO)

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

• NATO Expeditionary Operations Course (NR) (N-3-58) provided by NATO - School Oberammergau (NSO)

• NATO Staff Officer Orientation Course (ETE-IT-2834) provided by NATO - School Oberammergau (NSO)

c. Language

None specified.
6. Attributes/Competencies

This post reports to
• OLC RCOE 0010 - Section Head (CIS Future Plans and Exercise) - OF-4

There are no reporting responsibilities.

CONTRACT
The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract.

HOW TO APPLY:
Allied Land Command uses NATO Talent Acquisition Platform.
In order to apply for this vacancy, please visit the platform at:
https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en and search for vacancies within Land Command HQ.
Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

EMPLOYMENT PRE-REQUISITES:
Candidates are invited to submit their applications only if:

• They are nationals of a NATO member country
• They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Notice for candidates: LANDCOM is undergoing a reorganisation that might affect the job description of this post.