

	NATO	NORTH ATLANTIC TREATY ORGANIZATION INTERNATIONAL STAFF
	OTAN	ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD SECRETARIAT INTERNATIONAL

VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

System Integrator-220378

Primary Location Belgium-Brussels
NATO Body NATO International Staff (NATO IS)
Schedule Full-time
Salary (Pay Basis) : 5,735.66Euro (EUR) Monthly
Grade NATO Grade G15-G17

Description:

1. SUMMARY

The BICES Group Executive (BGX), a NATO entity, is the executive body of the BICES Group (BG). The BG exists to enable the sharing and exchange of Intelligence and Information between and amongst the NATO nations, with NATO and with other non-NATO nations and Organizations. The BGX, under the leadership of the Director, is comprised of the following pillars: Intelligence and Enterprise Services (IES) Division, Programmes, Engineering and Maintenance (PEM) Division, Operations and Security Services (OSS) Division and Intelligence, Surveillance and Reconnaissance (ISR) Cell.

The core mission of the PEM Division is to provide the primary expertise to manage the BICES Programme including to develop, execute, implement and maintain related plans for the development and improvement of IT capabilities, including their lifecycle management. PEM is championing all IT aspects with integrated expert team members from other BGX Divisions. The PEM Division is directed by the Deputy Director for PEM and is composed of three Branches in direct support of the mission: Programme and Project Management, Engineering and Enterprise Architecture, and Maintenance and Implementation.

The Engineering and Enterprise Architecture (EEA) Branch is led by the Head Engineering and Enterprise Architect. The EEA Branch is responsible for the functions of Engineering, Service Ownership and Enterprise Architecture. The Engineering function entails the development and integration of IT based solutions to stated business requirements in the areas of intelligence and information services, technical, network and communication services, as well as infrastructure services. The Service Ownership entails the lifecycle management in combination with continual service improvement of one or more implemented IT based services, within a team of technical and operational staff and industry. The Enterprise Architecture function links business and IT and provides evolutionary improvements of the BICES architecture.

The System Integrator supports both of the functional areas of Engineering and Service Ownership. Under the guidance of the Branch Head, the incumbent will lead the technical execution of assigned

engineering projects and manage assigned services as Service Owner. S/He will coordinate with experts within the PEM Division, with other Divisions within the BGX for matters such as policy, user perspective, security and finance, and will manage external experts and contractors to achieve engineering and service lifecycle management tasks.

2. QUALIFICATIONS AND EXPERIENCE

Essential

The incumbent must:

- have a University degree or an equivalent level of qualification in Information and Communications Technology (ICT);
- have minimum 3 years' experience in business, information, application, technology and system architecture and integration planning, with practical experience in projects on design and implementation/integration of ICT in an existing Communications and Information System (CIS);
- be experienced with IP based network communication systems;
- possess good experience with VMware based deployments;
- have extended experience with integration of commercial software into operational CIS;
- possess a good understanding of software development lifecycle;
- have experience and strong ability to lead the development and integration of IT solutions on business requirements including the required technical, security and user documentation and testing activities;
- have experience and strong ability to develop clear and detailed contractual documents such as, Statements of Work and Specification Requirements to support the acquisition process for implementation and support expertise services;
- possess the ability to monitor and plan the operational parameters of assigned ICT services, within the context of a CIS;
- demonstrate strong verbal and written communication skills to address both IT and non-IT/business audiences, including team members, senior management and international audiences;
- possess level V (Advanced) of the English language.

Desirable

The following will be considered an advantage:

- knowledge and expertise in applying/tailoring ITIL practices, in particular for service management;
- ability to motivate and coordinate team members of different expertise to achieve a common goal;
- experience in CIS governance, policy making and standardisation;
- experience in programming or adopting software and/or software modules;
- experience with meta-languages, like XML and HTML;
- experience in security certification and accreditation for classified CIS within NATO and Multinational programmes;
- familiarity with the NATO civilian and military structure and responsibilities;
- familiarity with BICES systems and procedures;
- experience in multinational programmes and cooperative developments;
- experience in the implementation of standards in information services and systems to achieve interoperability.

3. MAIN ACCOUNTABILITIES

Expertise Development

Consider options and provide recommendations for continued improvement. Improve own ICT skills on a continuous basis and stay informed on evolution and opportunities coming along with new technologies. Improve own skills to train colleagues on new technology and IT administration aspects and provide guidance. Support colleagues and managers in operating and managing services and developments. Improve knowledge of BICES governance structure and NATO civil and military bodies, especially in the area of ICT standards. Identify and propose initiatives, aimed at improving efficiency and effectiveness across the EEA Branch as well as service ownership, maintenance and operation.

Financial Management

Oversee the administration of allocated financial resources for specific developments and assigned existing services. Support the planning of necessary financial resources for future developments and the operation and maintenance costs of assigned existing services.

Knowledge Management

Maintain development and service owner documentation and processes within an agreed taxonomy. Support the Branch Head with improvements to engineering and service owner documentation. Identify and maintain relevant service key performance indicators to keep management overview of the lifecycle of implemented services. Support the Branch Head in achieving a coherent services management framework supporting functional, administrative, security and financial aspects. Draft concise decision memos on assigned tasks. Ensure relevance and clarity of documentation and maintain updated, as required. Ensure latest versions of documents are published and accessible on the relevant repositories. Filter and store relevant data and documents ensuring quality control. Update internal NATO platforms used for coordinating intelligence policies and capability development.

Planning and Execution

Lead, plan and supervise the work of service ownership supporting and helping the technical experts. Develop, maintain and supervise the implementation plans and necessary documentation to support the assigned engineering and service owner tasks, including design documents, technical guides/procedures, and support further user and security relevant documentation. Maintain service accuracy for implemented services, keeping track of key performance indicators, supporting technical expert level for troubleshooting, and planning updates/patches/upgrades and financial resources. Support troubleshooting activities on identified incidents or measures to prevent potential incidents. Support nations with the development of their implementation plans.

Project Management

Lead, plan, conduct and supervise the work of development and implementation activities for assigned projects. Support and work with the Programmes and Project Management Branch on assigned development tasks. Maintain full understanding of assigned project and programme plans, identify and monitor project implementation risks, provide expertise and leadership in the resolution of exceptions and issues.

Stakeholder Management

Establish good working relationships with all divisional staff and with relevant stakeholders inside the BGX, within the BG and with NATO bodies and offices, such as the NATO C3 Staff, the Supreme Headquarters Allied Powers Europe (SHAPE) and the NATO Communications and Information Agency (NCIA).

Perform any other duty as required.

4. INTERRELATIONSHIPS

The incumbent reports to the Head, Engineering and Enterprise Architecture Branch. S/He will mainly interact with BGX staff responsible for engineering, project, programme, policy, finance and operation as well as BGX decision boards. S/He will also support the Branch Head in engaging with government and military personnel within the BG and NATO.

Direct reports: N/A

Indirect reports: N/A

5. COMPETENCIES:

- Analytical Thinking: Sees multiple relationships. Links causes and consequences at increasingly complex levels. Relates information objectively to reach logical conclusions and develops solutions.
- Flexibility: Adapts to unforeseen situations. Maintains personal effectiveness and efficiency in unexpected situations. Makes small or temporary organizational changes to meet the needs of a specific situation. Adapts tactics to fit the situation or the person.
- Impact and Influence: Takes multiple actions to persuade. Carefully prepares information and supporting arguments in anticipation of others' reactions. Adapts a presentation or discussion to appeal to the interests and work environment of others. Calculates the impact of actions, words etc. on the audience and selects language and examples, which are appropriate to the situation and level of staff, dealt with.
- Initiative: Is decisive in a time-sensitive situation. Acts quickly and decisively in a crisis or other time-sensitive situation. Is unafraid to propose and/or take action when the norm would be to wait, study the situation and hope the problem will resolve itself.
- Organizational Awareness: Understands organisational climate and culture. Is aware of the unspoken limitations of the Organization, what is and is not possible at certain times or in certain situations. Adapts one's approach to the Organization's culture in order to bring about the optimal result.
- Teamwork: Cooperates. Participates willingly in the team, doing his/her share of the team's work. Shares information and knowledge freely, offering support and cooperation.

6. CONTRACT:

Contract to be offered to the successful applicant: Definite duration contract of three years; possibility of renewal for up to a further six years in 3-year increments; possibility of an indefinite duration contract thereafter.

Contract clause applicable:

The maximum period of service foreseen in this post is 9 years. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 6 years, in 3-year increments which may be followed by an indefinite duration contract.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 6 years, in 3-year increments, subject also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is nine years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

NOTE:

Irrespective of previous qualifications and experience, candidates for twin-graded posts will be appointed at the lower grade. Advancement to the higher grade is not automatic, and will not normally take place during the first three years of service in the post.

Under specific circumstances, serving staff members may be appointed directly to the higher grade, and a period of three years might be reduced by up to twenty four months for external candidates. These circumstances are described in the IS directive on twin-graded posts.

7. RECRUITMENT PROCESS:

Please note that we can only accept applications from nationals of NATO member countries.

Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: www.nato.int/recruitment

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment, can be found at our website (<http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>). Please note that the BICES Group Executive is not a NATO HQ International Staff (IS) subordinated body and some of the policies applicable to IS members might differ.

8. ADDITIONAL INFORMATION:

The BICES Group Executive is a NATO body. NATO as an equal opportunities employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply. Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

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. The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The BGX offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the BGX, located at NATO Headquarters in Brussels, Belgium is a non-smoking environment.