

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

**VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE**

**Team Lead and Operations Coordinator, Intelligence, Surveillance and Reconnaissance Development Centre (ISRDC)-220502**

**Primary Location** Germany-Ramstein-Miesenbach

**NATO Body** NATO International Staff (NATO IS)

**Schedule** Full-time

**Salary (Pay Basis)** 7,068.58Euro (EUR) Monthly

**Grade** NATO Grade G17-G20

**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 ISR Cell is established and funded by the BICES ISR Community through the BICES ISR Working Group (BISRWG). The mission of the BISRWG, which is primarily carried out through the ISR Cell, is to coordinate and direct the establishment of a BICES integrated capability for multinational federated ISR Processing, Exploitation and Dissemination (PED), ensuring interoperability and integration with NATO capabilities in support of national, NATO and non-NATO operations.

The Cell is located in the BGX at NATO Headquarters in Brussels, Belgium, and the BICES ISRDC in the European Partner Integration Enterprise (EPIE) at Ramstein Air Base, Germany.

The ISRDC is a forward detachment of the BICES ISR Cell and the ISRDC team will work alongside EPIE to coordinate BICES ISR Nations' efforts to conduct federated Tasking Collection and PED (TCPED) and to develop future operational and technical capabilities. The team will coordinate with NATO Air Command (AIRCOM), the 603rd AOC, and DGS-4 to contribute to NATO and multinational Joint ISR and federated PED activities, and for the development of agreed standards, Concept of Operations (CONOPs) and Tactics, Techniques and Procedures (TTPs).

The incumbent serves as the deputy of the ISR Cell Chief at the ISRDC. S/He leads the implementation of the ISR Operations line of effort. S/He supports the mission of the ISR Cell to coordinate and direct the establishment of a BICES integrated capability for

multinational federated ISR PED. The incumbent will ensure interoperability and integration with NATO capabilities in support of national, NATO and non-NATO operations by focusing on the ability to effectively conduct ISR operations on the BICES network. S/He coordinates and schedules the operational and technical implementation for the establishment of an enduring BICES-enabled ISR capability, focused on functional intelligence and ISR capabilities. Furthermore, the incumbent leads operational tests and demonstrations to validate and implement CONOPs and ensure the effectiveness of BICES-enabled ISR capabilities.

## **2. QUALIFICATIONS AND EXPERIENCE**

### **Essential**

The incumbent must:

- have a University degree in a relevant technical (i.e., information technology or engineering) or social science field (e.g. military science, international relations, strategic studies);
- have at least 5 years' experience in ISR operations, with a focus on operational airborne ISR;
- possess extensive experience with TCPED cycle activities, with specific focus on airborne ISR operations at the national or NATO level, including NATO operations.
- have excellent communication skills and proven ability to communicate effectively orally and in writing with very good briefing skills;

### **Desirable**

The following will be considered an advantage:

- Masters of Arts degree in International Affairs, or equivalent;
- familiarity with BICES systems and procedures;
- experience in the MAJIIC project, the NATO Communication Information Agency Joint ISR Service Line, or with STANAG 4559 Coalition Shared Dataservers;
- familiarity with geospatial intelligence management tools, both for imagery tasking and exploitation;
- familiarity with US ISR organizations such as U.S. Air Forces in Europe (USAFE), EPIE and Distributed Common Ground/Surface System (DCGS) Enterprise CONOPs;
- familiarity with national and/or NATO ISR doctrine and intelligence systems;
- knowledge of intelligence collection and exploitation organizations and systems, concept, technology and security, such as BICES;
- knowledge of Automated Data Processing (ADP) systems;
- experience in participating in national, EU and/or NATO Working Groups;
- awareness of systems security issues;
- certification in Project Management (PRINCE2 Practitioner or equivalent).

## **3. MAIN ACCOUNTABILITIES**

### **Expertise Development**

Apply knowledge and experience to support the ISR Cell Chief in the management of the ISRDC. Present clearly, concisely and effectively to senior NATO and national officials. Support the ISR PED activities of BICES nations working through the US EPIE and other

similar multinational or national organizations within the BICES construct. Support, resolve and prioritize national ISR efforts within BICES, by addressing multiple scenarios as well as incorporating the NATO Joint ISR (JISR) initiative efforts.

### **Financial Management**

Contribute to the development of financial plans and the annual budgets of the ISR Cell and ensure that funds allocated to the ISRDC are used as directed by the ISR Cell Chief and in compliance with the BGX Financial Regulations.

### **Knowledge Management**

Oversee the development of programmes of work, concepts, strategies and food for thought papers and prepare items to be discussed at the BISRWG. Communicate with nations to assist with the development of their national implementation plans. Provide content for publication on the ISR SharePoint portal in accordance with the processes and procedures of the ISR Cell and in coordination with the Information and Knowledge Manager of the ISR Cell.

### **Organisational Efficiencies**

Challenge staff to develop creative solutions and implement improvement initiatives. Implement a flexible use of human resources in order to ensure the efficient operation of the ISRDC. Review job descriptions and duties of staff annually as part of objective setting and ensure the ISRDC is functioning optimally and supporting the BISRWG mission.

### **People Management**

Lead and oversee the staff of the ISRDC to ensure the ISR development centre and BICES ISR working group missions are achieved. Ensure that all staff under her/his responsibilities are clear on organisational objectives. Provide regular and fair feedback on performance informally as appropriate and via the Performance Review and Development (PRD) system. Enable the professional development of staff and provide coaching/guidance, as required. Cultivate a motivating and effective workplace.

### **Planning and Execution**

Oversee the development, planning, implementation and assessment of the ISR programmes and activities for the ISRDC. Support the ISR Cell Chief, BISRWG Chair and Secretary in the performance of their duties. Provide appropriate inputs to both the Programme of Work (POW), Medium Term Plan (MTP) and Strategic Plan of the ISR Cell via the ISR Cell Chief. Coordinate testing schedules to ensure coherence with overall implementation plans.

### **Policy Development**

Coordinate the production, by the ISR Cell and with the support of the US EPIE, of all relevant ISR CONOPs, Standard Operating Procedures (SOPs) and TTPs required in the BICES multinational environment, ensuring they are coherent with the relevant NATO standards such as the Allied Joint Publication (AJP) 2.7, Allied Intelligence Publication (AIntP) 14 and AIntP 16.

## Project Management

Lead the implementation of the ISR operations lines of effort at the ISRDC. Support the mission of the ISR Cell to coordinate and direct the establishment of a BICES integrated capability for multinational federated ISR PED, ensuring interoperability and integration with NATO capabilities in support of national, NATO and non-NATO operations by focusing on the ability to effectively conduct ISR operations on the BICES network.

## Stakeholder Management

Be the main point of contact for the ISR Cell Chief and BICES ISR nations with EPIE. Work closely with the other ISR Cell personnel and EPIE to ensure BISRWG and BICES objectives are met in a coordinated, timely and cost-effective manner.

Perform any other duty as required.

## 4. INTERRELATIONSHIPS

The incumbent reports to the ISR Cell Chief. S/He supervises the staff of the ISRDC. Additionally, the incumbent coordinates and interacts with other ISR and BGX staff, in particular from the OSS and PEM Divisions.

Direct reports: 2

Indirect reports: N/A

## 5. COMPETENCIES

- **Achievement: Creates own measures of excellence and improves performance.** Keeps track of, and measures outcomes against self-imposed standards of excellence (i.e. not imposed by others such as management or customers). Makes specific changes in the system or in own work methods to improve performance. Proactively seeks out changes in work assignments to increase personal effectiveness.
- **Analytical Thinking: Sees multiple relationships.** Links causes and consequences at increasingly complex levels. Relates information objectively to reach logical conclusions and develops solutions.
- **Clarity and Accuracy: Monitors others' work for clarity.** Monitors quality of others' work. Checks to see that procedures are followed.
- **Conceptual Thinking: Applies learned concepts.** Uses knowledge of theory or trends to examine current situations. Evaluates work concepts, methods and tools and then applies or adapts them appropriately to the situation.
- **Customer Service Orientation: Makes things better for the customer, addressing underlying customer needs.** Considers the underlying needs of the customer when offering products or services. Works to understand and anticipate the customer's current and future requirements beyond those currently expressed.
- **Impact and Influence: Uses indirect influence.** Pursues indirect as well as direct lines of influence: "get A to show B, so B will tell C and..." Influences audiences at more than one level or forum, with each step adapted to the specific audience. Uses experts or third parties to help the influencing process.
- **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.

- **Teamwork: Solicits inputs and encourages others.** Displays willingness to learn from others, including subordinates and peers. Solicits ideas and opinions to shape specific decisions or plans. Publicly credits the team rather than taking credit for self.

## 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 ([link](#));
- For all other applications: [www.nato.int/recruitment](http://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>).

Appointment will be subject to receipt of a **security clearance** (provided by the national Authorities of the selected candidate), approval of the candidate's **medical file** by the NATO Medical Adviser and the successful completion of the **accreditation** and notification process by the relevant authorities.

## **8. ADDITIONAL INFORMATION**

The BICES Group Executive (BGX) is a NATO body. NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations, 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 post is located in Ramstein, Germany and is a non-smoking environment.

For information about the NATO Single Salary Scale (Grading, Allowances, etc.) please visit our website. Detailed data is available under the Salary and Benefits tab.