

VACANCY NOTICE
SSC 02-12

Applications are now invited for the post of Senior Analyst/Programmer, NATO grade A-3, at the North European Command – Command and Control Information System – System Support Centre ([NEC CCIS SSC](#)) located in Kolsås, Norway. The selection for this post will most likely be undertaken on 14-15 November 2012.

Applications must be made on the [JWC application form](#). The JWC application form and additional information is available on the JWC internet website: www.jwc.nato.int. Please quote vacancy number SSC 02-12 and send the application by email in Microsoft Word format to civ.recruitment@jwc.nato.int no later than 30 September 2012.

Curriculum Vitae or resumes alone will not be accepted. The application forms may be supported by up to three one-page attachments providing copies of the most relevant educational or vocational training certificates required for this post. Candidates should not send any additional documentation (such as letters of appreciation, etc.) until requested to do so. Receipt of applications will be acknowledged by automatic return e-mail. Should you not receive an automatic electronic acknowledgement within three working days of submitting your application, please resubmit the application. Only applications from nationals of NATO member states can be accepted.

Applications must be submitted by email to: civ.recruitment@jwc.nato.int

Closing Date for applications: 30 September 2012

Location: Kolsås, Norway

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-3 will be considered before any other candidature.
- **Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade A-3, please advise JWC CPO no later than the closing date.

Appointment: The successful applicant will be offered a definite duration contract with expiration date no later than 31 December 2015, and which, subject to satisfactory performance, may be followed by a further definite duration contract. The NEC CCIS SSC is a legacy organisation. Currently it is planned that this post will be deleted in 2016. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Salary: Starting basic salary is NOK 68,615 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see NATO Terms & Conditions on the JWC internet website : www.jwc.nato.int

[Applications not submitted on the JWC Application Form will not be taken into consideration.](#)

Summary of duties and required qualifications for the post of Senior Analyst/Programmer (System SW)

Job Title	Senior Analyst/Programmer (System SW)
PE Post Number	ZSC OKS 0030/OSC OKS 0020
Rank/Grade	A-3
Service	System Software Section
Schedule	Full-time
Duty Location	Kolsås (NOR)

The NEC CCIS System Support Centre (SSC) is responsible for the development and maintenance of the Northern European Command, Command and Control Information System (NEC CCIS). The SSC performs perfective, adaptive and corrective maintenance of NEC CCIS to ensure compliance with NATO and national operational and technical requirements. The SSC also provides CCIS support to NATO and national units during live operations and exercises. The System Software Section has the responsibility for maintenance and development of all parts of the NEC CCIS server software including transaction handling, Special Application Programs (SAPs), special interfaces with other systems, and message processing functionality. The section is also responsible for design and maintenance of the NEC CCIS operating environment to include operating systems, networking, LAN and WAN design, name and directory services and the provision of ACE ACCIS core capabilities for NEC CCIS.

Primary Duties or Responsibilities

- Responsible for Windows and Unix operating systems and network infrastructure on which the NEC CCIS operates.
- Keeps up with technological changes and the emerging standards in this area. Based on this and on the NATO strategy for future information systems interoperability, proposes the evolutionary path for the NEC CCIS operating environment infrastructure.
- Monitors, configures and maintains operating systems and associated utilities and file management systems.
- Conducts tests and error analysis of operating system software.
- Prepares and maintains NEC CCIS operating environment documentation as changes are implemented.
- Performs system integration between standard system software, office automation tools, WAN GroupWare and the NEC CCIS.
- Configures the software system security features to adhere to the Common Criteria certification and NATO security settings
- Creates automated configuration and installation processes for Operating systems and Application SW at sites.
- Responsible for the System Administration of all development and test environments and the NEC CCIS Network.
- Provides support to NEC CCIS operational sites to solve technical problems.
- Responsible for development and maintenance of the NEC CCIS software release environment and the actual production of NEC CCIS software releases and documentation by compiling the products of other sections of the SSC into coherent software builds to be installed at the operational sites.
- Develops NEC CCIS installation scripts, procedures and documentation.
- Collects input, designs, builds and programs the Online Help functionality.
- The post additionally provides senior systems engineering support to the System Engineering and Implementation Section including advises on integration with other CCIS systems on the technical level.

Additional Duties or Responsibilities

Regularly attends training courses/seminars to maintain functional and professional competence in the field of Information Systems/Technology.

The incumbent may be required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.

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 work is normally performed in a typical Office environment. Normal Working Conditions apply.

The risk of injury is categorised as: No risk / risk might increase when deployed

Reports to Section Head/Senior DB Administrator (ZSC OKS 0010)

QUALIFICATIONS

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.

Education/Training

University degree in computer technology or similar field, and at least four years of relevant experience, or higher secondary education, coupled with advanced vocational training in computer technology or similar field, and at least seven years of relevant experience.

Professional/Experience

At least five years experience in a position with responsibilities for systems analysis, programming and data processing.

Detailed knowledge of operating systems, to include real-time processing.

Good knowledge of transaction-oriented systems, relational databases and data communications. Practical experience of modern office automation applications.

Security Clearance

NATO COSMIC TOP SECRET

DESIRABLE QUALIFICATIONS

Professional/Experience

In depth knowledge of Command & Control Systems.

Experience in an international organisation, preferably NATO.

Knowledge of Microsoft Exchange and its use in large enterprise environment.

Knowledge of automated installation methods for Windows (RIS) and Solaris (Jumpstart)

Membership of a professional institution in the fields of Information Systems(IS) /Information Technology

Education/Training

Advanced university degree in computer science or similar field

CIVILIAN POSTS

Personal Attributes

Good interpersonal and communication skills. Must be able to work as a member of a team. An innovative, analytical, systematic and pro-active approach is important. The duties will require the capacity for original thought, including the incorporation of emerging technologies and techniques, in addressing the IS implications of operational requirements. The incumbent should be well motivated and capable of working under pressure with high workload, some irregular working hours and some travel on duty.

Professional Contacts

In designated area/field the incumbent is the organisation's expert. Coordinates with and advises the NEC CCIS management on these matters. Problem solves and assists supported-sites system administrators with trouble-shooting. Such support is done by phone, by remote login, or occasionally by on-site visits. Participates in technical working groups to establish strategy, solutions, standards and protocols for system interfaces and integration. Maintains contact with commercial IS service providers and contractors. Assists the NEC CCIS Accreditation Board with technical expertise.

Contribution to the Objectives

This post contributes significantly to availability and performance of CCIS systems in operation.