STAFF ASSISTANT (RELEASE AND DEPLOYMENT MANAGEMENT)
Post Number: IJC SISCMS 0030
Application Closing Date: 11 Mar 2013

International Security Assistance Force (ISAF)
Location: Kabul International Airport (KAIA), Afghanistan
Post - International Civilian Consultant (ICC) Grade - IIA

** Only nationals of NATO member countries and ISAF Troop Contributing Nations are eligible to apply for this post **

Post Description:
Headquarters International Joint Command (HQ IJC) is responsible together with Afghan National Security Forces (ANSF) for neutralizing the insurgency in specified areas in order to protect the Afghan people and provide a secure environment. Deputy Chief of Staff Operations (DCOS Ops) Support is responsible for planning and execution of the Combat Support and Combat Service Support. DCOS Ops Support is responsible for oversight of the execution of Combat Support functions. Sector ISAF is responsible for providing single Enterprise Service Management to the ISAF Area of Operation (AOO). Sector ISAF Command Staff Group (SISCSG) – is responsible for delivering a Coalition, Command, Control, Communication, Computers, Intelligence Surveillance and Reconnaissance (C5ISR) service to support operational requirements. The Change Management Section is responsible for introducing and updating systems without disrupting CIS Services. The incumbent is responsible for the management of Releases onto the Afghanistan Mission Network (AMN).

Principle Duties:
Create and manage Releases into the live environment, working in close conjunction with Change Management and Service Asset and Configuration Management (SACM).
Manage and operate the Release and Deployment Schedule (and plan)
Reviews changes to ensure Releases include appropriate content.
Splits the requirements of releases into logical groups that can be handled efficiently by change coordinators.
Conducts site acceptance reviews for new systems being implemented in-theatre and reports outstanding issues back to C&I Agency.
Prepares a business case for a new release when additional funding is needed for its implementation.
Organises and conducts post-implementation meetings to collect improvement suggestions for future releases.
Carry out management and releases of Patches in coordination with Change Management & SACM.

Additional Duties:
The incumbent of the post may be required to perform other related duties and/or TDY assignments as directed.

Essential Qualifications:

Professional/Experience:
Experienced RDM Manager at Expert level with a deep understanding of RDM in large organisations that are geographically diverse and a multi-cultural environment.
Very good understanding of Change Management and SACM.
Information Technology Infrastructure Technology (ITIL) Service Transition/lifecycle qualified

Education/Training:
CIS Vocational training
Higher education with vocational training in a related field

Language:
English: Good level of written and spoken language skills.

Standard Automated Data Processing (ADP) Knowledge: Working Knowledge

Desirable Qualifications:

Professional/Experience:
Project management experienced
Bachelor degree or equivalent experience in an IT/CIS role in a multinational environment

Education/Training:
PRINCE2 qualified
Analytic mind-set with attention to detail
Quality documentation and report writing ability

Personal Attributes:
Must be able to work in an international environment with varied cultural differences.
Must be a team player with an ability to be flexible with working hours and job requirements.

Managerial Responsibilities:
Must be able to direct team players both subordinate and superior when required to fulfil the assigned tasks. Must have sound leadership abilities.

Contribution to Objectives:
Must be able to think and act under stress. The candidate will need to be able to collaborate with others both in person and remotely in order to accomplish most tasks. This will require the ability to construct complex ideas in a way that is communicative to others.

Work Environment:
Fast-paced, multinational environment. Living conditions may be deemed austere. Lodging is arranged on the military compound.
Duties are performed on a military base in hazardous and extreme conditions

Applications should be sent to vacancies@hq.isaf.nato.int

Additional Remarks:
Only applications from candidates meeting essential requirements will be taken into consideration. The successful applicant is required to be proactive in fulfilling the pre-employment conditions. This includes medical examinations and security clearance certificates. Applicant must be able to obtain or to be issued a North Atlantic Treaty Organisation recognized national Secret Security Clearance certificate. An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, ISAF posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the contractual period.

Benefit Package:

Monthly salary of € 5,473.00 (Tax free in the host country).
Daily Allowance of € 82.93 while working in Afghanistan.
Installation allowance equal to one-month salary (50% to be reimbursed if not completing two consecutive years of service).
Free accommodation.
Meals of good quality available to purchase.
Laundry service at nominal charge.
Two days of annual leave per month.
Start of Tour & End of Tour paid transportation.
7 days "Leave from Theatre" plus reimbursement of ticket - up to € 1.000 for every 6 months spent in the theatre.
Medical Insurance, small fee charged.
24/7 Death and Disability coverage.

If interested, please apply in accordance with the General Information for applicants provided through the following link:

http://www.isaf.nato.int/images/stories/File/General_Information_ApplicantsCH1.pdf