

TECHNICIAN (REPAIR / EXCHANGE)

Post Number: IJC S26DEP 0060
Application Closing Date: 02 Mar 2013

International Security Assistance Force (ISAF)
Location: Kabul International Airport (**KAIA**), Afghanistan
Post - Local Civilian Hire (LCH) Grade - 6

Post Description:

The Headquarter ISAF 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. Deputy DCOS Ops Support is responsible for oversight of the execution of Combat Service functions. Sector ISAF is responsible for providing single Enterprise Service Management to the ISAF Area of Operation. 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. Depot 26 provides depot level supply and maintenance for CIS systems under the NATO Communication and Information Agency (NCIA), Joint Force Command Headquarters (JFC HQ) Brunssum and ISAF HQ and IJC CJ6 guidance to meet COMISAF priorities of CIS supply, repair and asset distribution. Depot 26 is the authority and is responsible for supply operations. Receipt, storage, maintain, repair, delivery, track through ICTS (ISAF Consignment Tracking System), write off, and proper accounting of the NATO CIS equipment throughout the CJOA-A. All new equipment must be received in the theatre through this Depot in order to maintain accurate accountability of NATO owned CIS equipment. The TECHNICIAN (REPAIR / EXCHANGE) is responsible for managing the broken NATO owned CIS property within the Depot 26 Area of Responsibility (AOR) by using the NATO Depot Support System (NDSS).

Principle Duties:

Responsible for Repair/Exchange of all ISAF owned Communications and Information System (CIS) property at Depot 26 AOR in accordance with NCIA rules and regulations.
Performs all tasks related the correct warehousing of depot stock, accurate labelling of the equipment and locating material on shelves.
Responsible to conduct periodic inventory (counting) of depot stocks.
Responsible for the correct receipt, storage, issue, ordering and stock control of the total supply inventory including repairable and non-repairable communications equipment within the AOR.
Responsible for the tracking of all equipment submitted to the repair cycle.
Responsible for the accurate input of information to the NATO depot Support System (NDSS) in order to have NATO CIS Equipment Maintenance and Requisition Requests (EMRR) Processed in accordance with current procedures.
Responsible for the correct allocation of broken equipment to either the internal Depot 26 maintenance shop or to external contract repairs via the TOMW procedure.
Supervises the operation, care and servicing of material handling equipment.
Responsible for preparing shipments, shipment manifests, coordination with Joint Movement Theatre Centre (JMTS), CLD Brunssum, CATO, HSG Transport and NSPA.
Responsible for liaising with cargo transport department (CATO – Combined Air Terminal Ops) on the required camp to enable a flow of cargo from the CATO terminal area to Depot 26 and vice versa.
Update the Interim Consignment Tracking System (ICTC) using the RFID tags to enable accurate tracking of NATO CIS cargo throughout NATO.
Loads and unloads all supply property within the warehouse.

NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

Performs routine and non-routine cleaning of the warehouse.
Will be required to perform at a basic level all other depot positions as necessary.
Provides customers with up to date Property Accounting Balance lists when the Capital Control Specialist is not available.
When required, performs routine inventories of all CIS equipment and non-CIS equipment used by the Depot 26 staff.

Additional Duties:

Performs other duties as directed by STAFF ASSISTANT (WAREHOUSE SUPPLY STOCK) or by her/his chain of command.
May be required to travel for official duty within and outside ISAF JOA.

Essential Qualifications:

Professional/Experience:

Must have a minimum of 2 years' experience in the operation of a warehouse.
Must have a minimum of 2 years' experience with automated supply control procedures.
Must have a national drivers licence.
Must have a forklift licence.
Be competent in the use of Microsoft Outlook application.

Education/Training:

Full secondary education.

Language: English: Very Good

Desirable Qualifications:

Professional/Experience:

Minimum of 3 years' experience in the operation of a warehouse.
Minimum of 3 years' experience with automated supply control procedures.

Education/Training:

Regional Depot Supply Systems (RDSS), Stock Management, Maintenance Control and Management System (MCMS), Property Accounting Module (PAM), NATO Depot Support System (NDSS) utilities courses. They may be completed after hire as well.

Personal Attributes:

Highly motivated with excellent interpersonal and communication skills.
Ability to take a logical and analytical approach to problem solving.

Professional Contacts:

Military and civilian personnel.

Contribution to Objectives:

Pivotal to the effectiveness of CJ6.

Work Environment:

Work is performed on the military compound.
Subject to recruitment authority.

We only accept ISAF Application Forms and they should be sent to vacancies@hq.isaf.nato.int

PLEASE NOTE: ONLY THE OFFICIAL LCH ISAF APPLICATION FOUND ON OUR WEBSITE WILL BE ACCEPTED. ALL COVER LETTERS, CV'S, AND RESUMES SENT WITHOUT THE OFFICIAL LCH ISAF APPLICATION FORM WILL NOT BE ACCEPTED.

Additional Remarks:

Only applications from candidates meeting essential requirements will be taken into consideration. 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.

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/ISAF-Jobs/general%20docs/General%20Information%20for%20Applicants.doc>