Duty Location: **Mons, Belgium**

VACANCY NOTICE

Engineer (UHF SATCOM Operations & Maintenance)

Grade: **A3**

Reference Number: **A08(2013)(MON)**

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO);

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

System Management Division (SMD) is responsible to Director of Operations for managing, planning and providing system support and integrated engineering support for all NCIA CIS systems.

COMMUNICATION AND NETWORK BRANCH (CNB) is responsible to Head System Management Division for managing systems support and integrated engineering support for the Communication and Information Systems (CIS) and networks and other stand-alone systems assigned to NCIA. SATCOM and Transmission Media Section is responsible to Head Communications and Network Branch for performing all transmission related services, which includes VLF MSK, SATCOM, Radio and Digital line of site systems (DLOS).

NATO's UHF network is a set of complex systems put together to enable NATO in their bid to provide a secure tactical radio satcom network to all of its Areas of Responsibilities (AOR's). The UHF SATCOM capability is used to support NATO Land, Sea and Air operations (on-the-move, on-the pause and static) using both DAMA and SCPC channels as required, providing secure voice and data capabilities.

A critical component of the UHF DAMA services is the UHF DAMA Control Capability (UDCC). It consists of two DAMA Control Stations, two DAMA Control Centres and a deployable Controller. DAMA Control Stations provide fully redundant channel control, including radio frequency (RF) and antenna functions, of up to eight satellite communication (SATCOM) channels simultaneously on UHF satellites.

The other major part of the UHF network is the deployable asset that utilizes the services that are generated from the UDCC. NATO currently has a high number of deployable UHF Satcom assets available to supports its on-going commitments. These UHF user assets are seen as mission critical in NATO bid to support the war fighter.

The incumbent is responsible for O&M engineering of the overall NATO UHF DAMA Tactical Satellite units and control capabilities.

Duties:

Under the direction of Section Head (SATCOM & Transmission Media Section), the incumbent will perform duties such as the following:

- Is responsible for O&M management of NATO UHF DAMA Controllers and UHF satellite radio assets & software programmable Tactical Satellite (TACSAT) units supporting current operations (ISAF, KFOR, OOS, EUFOR,etc) and standing missions (maritime, air, NRF, Training, etc.) throughout their in-service life.

- Configuration, set-up and maintenance of VNCC, OAM and Spectrum Monitoring facilities in relation with the UHF DAMA capability.

- Provides second level operational and technical support to NATO personnel operating DAMA controllers and deployed DAMA controller.

- Implements the approved new UHF DAMA net, subnet and pre-assigned services requests in terms of defining the controller's configuration and establishing Network/channel & MODEM Data-bases for the new nets and maintains these database entries in the system. Related with this requirement is the need to program each net TACSAT terminal using system specific programming application tools. RPA files will be send via the NS WAN to each theatre of operations POC which requires direct and open lines of communications to all NATO Theatres of Operations, maritime, air etc.

- Establishes, publishes and maintains a DAMA Terminal Base Address (TBA) database for NATO Deployed users. The published TBA directories become a de facto telephone directory of sorts, so a given end user knows this TBA and those of other in his/her communications net he/she may wish to contact.
- Prepares and maintains Operational Manuals for the UHF DAMA Controllers and TACSAT satcom terminals
- Provides technical expertise for UHF DAMA Radio On-The-Move installations, on both land and maritime platforms, when required.
- Carries out incident, fault and trend analysis and develops engineering change proposals, also liaise with NCIA CD on new CUR and PSR's.
- Provides technical expertise in staffing of configuration change proposals, system enhancement suggestions and relevant configuration control actions related to UHF DAMA equipment and associated test equipment.
- Coordinates TACSAT equipment movements in conjunction with SHAPE CIS group.
- Maintains user and equipment inventories for the DAMA system and TACSAT terminals.
- Participates in studies on depot support rationalization and rationalization of resources in support of the UHF Satcom systems and associated management systems and TACSAT terminals
- Interfaces with end users in all NATO Deployed Area of Operations and respond to UHF space segment satellite access request (SARs) i.e. staffing satellite access authorizations (SAA) through SHAPE for approval. Send out UHF satellite access authorizations (SAAs) or satellite access denials (SADs), as appropriate, once a SAR has been formally staffed through SHAPE.
- Participates in identifying UHF Satcom budget requirements (O&M and operational support) in conjunction with the System Manager
- Provides technical expertise for the CPs related to UHF Satcom when required.
- Participates in the technical portion of inspections and JFAI as new systems arrive and conducts follow-up actions on the clearance of deficiencies.
- Writes technical standards as directed and maintains the interface and configuration control documentation and procedures. Maintains a record of all sites where non-NCIA equipment has been approved for interface to NATO systems and ensures compliance with the associated MOU/MOA/MWA and procedures.
- Provides or arranges for emergency intervention on-site. Monitors the status of hazardous condition (HAZCON) and coordinates emergency support as required.
- 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.
- Performs other duties as may be required.

Experience and Education:

- A university degree in a relevant discipline, preferably equivalent to a Master's, and supplemented by relevant postgraduate qualifications. Exceptionally, the lack of a university degree may be compensated by the demonstration of particular abilities or experience of interest to the Agency.
- At least 5 years' relevant experience to include:
  - Experience in on-line performance, accounting, fault, security and configuration management of digital and analog networks and associated transmission systems to include switching systems in support of voice, telegraph, data transfer.
  - Experience in the operation or maintenance of UHF Satcom systems.
  - Experience in the design, development, implementation, testing and maintenance of UHF Satcom DAMA and SCPC systems as well as related spectrum monitoring and network management systems.
- Sound practical experience in the design, development, implementation, testing and maintenance of modern communications, or information systems in a LAN/WAN environment.
- Sound knowledge and practical experience with radio communication systems and techniques.
- Sound knowledge in UHF TACSAT Communication systems and requirements.
- Sound knowledge and practical experience in frequency planning and coordination for satcom systems.
- Sound knowledge and practical experience related with operation of radio systems.
- Working knowledge of MS Office suite.

Desirable Experience and Education:

- PRINCE and ITIL certification.
- Demonstrable evidence in maintaining knowledge of advances in Information Technology.
- Member of a recognized professional body or institution.
- Familiarity with military telecommunications and information systems.
- Practical experience at least of one year as a team leader.
- Knowledge of communications protocols and practical experience of using communications diagnostic test.
- Knowledge of CIS, and its concepts, policies, and architectures.
- Practical experience in the maintenance of secure computer systems.
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT;

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

Competencies or Personal Attributes:

- Drive for Result - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- Priority Setting - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- Planning - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Interpersonal Savvy - Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even hightension situations comfortably.
- Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interested and yet be fair to other groups; can solve problems with peers with a minimum noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers;

Travel:

- The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.
- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices.

Professional Contacts:

- Works daily with the Network and/or CIS Control Centres and NCIA-SP Divisions and Sectors for sustaining operations and support of the assigned CIS and associated networks for end-to-end user services.
- Works with host nation, as required, for defining the engineering standards for networking, and integration and interfacing of new automation and/or CIS equipment to the existing NATO CIS and associated networks.
- Works with the other System Managers for timely provisioning of the required system support, training, maintenance, logistic and supply, funding manpower, procedures, security measures and configuration documentation.

Supervisory/Guidance Duties:

- Gives guidance to the Technicians and field Engineers at all levels throughout NATO, in performing on-line network management to include fault, performance accounting, and configuration and security management aspects of the assigned CIS.
- Directs and oversees the technical services necessary to sustain operations and maintenance of the assigned CIS network with their management and control systems.
- Where required produces technical instructions in support of system management and technical specifications in support of project management.
- Represents the Section Chief at meetings, boards, and exercise and crisis management operations, in support of the assigned systems and associated networks.
- Manages contractor support resources and accepts contractor services where applicable.

Working Environment: Normal office environment.

- Slightly Undesirable Conditions apply. The risk of injury is categorized as: Light Risk of Injury.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 5,997.17 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** (quoting reference "A08(2013)(MON)") and send it to recruitment@ncia.nato.int by close of business:

Thursday, 28 February 2013

It is intended that the interviews will take place in the week of 15 April 2013.

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.

- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration.   NATO CI Agency application forms can be downloaded from the internet at http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx