

Duty Location: **Mons, Belgium****VACANCY NOTICE****Deployable Satellite Terminal System Engineer**Grade: **A2**Reference Number: **A09(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).

The incumbent is responsible for management of the NATO Deployable and Transportable satellite ground assets including DARTs, DSGTs, TSGTs, VSATs, SkyWANs and Inmarsat terminals.

Duties:

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

- Contributes to the planning of interfaces/gateways to SATCOM operating in tactical communications networks and their interoperability and also provides SATCOM support for NATO Mission's.
- Contributes to planning of SATCOM networking in support of changing operational requirements, exercises, missions and crisis management.
- Manages the O&M coordination of all NATO mobile SATCOM assets : TSGT, DSGT, DART, Ku, VSAT, inmarsat, etc.
- Coordinates the O&M of Ku SkyWAN hub and remote satcom terminals.
- Contributes to management of the system and network configuration of SATCOM and system security where applicable.
- Carries out incident, fault and trend analysis and develops engineering change proposals, also liaise with NCIA CD on new CUR and PSR's.
- Supports development of MOU/MOA/MWA with other nations and or international agency's for interconnection and utilization of SATCOM.
- Provides technical expertise in staffing of configuration change proposals, system enhancement suggestions and relevant configuration control actions related to SATCOM RF/Baseband equipment and associated test equipment.
- Issues the necessary operating and maintenance instructions and procedures and assists with creating training development and assessment with manufacturers and Latina school as well as OSI's and other documentation.
- Attends the NCIA morning briefs on behalf of the SATCOM section.
- Assists the SATCOM O&M Manager in validating the accuracy and consistency of the data in the databases within NNCS2 system and other related shared databases.

NATO UNCLASSIFIED

- Assists in verifying availability of required service with system managers and service providers- analyse the technical requirements of requested services and technically validate the service request.
- 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, or equivalent combination of appropriate qualifications and experience.
- At least 2 years' relevant experience.
- Sound knowledge in the design, development, implementation, testing and maintenance of SATCOM network management and control systems;
- Sound knowledge about satcom systems / terminals operating in L, C, X and Ku bands;
- Sound knowledge and practical experience in satcom testing and test equipment;
- Sound knowledge and practical experience in web and database development and management;
- Knowledge about the software tools related with and practical experience in satellite loading analysis and link budget calculations;
- Knowledge about the tools and software related with spectrum monitoring and frequency coordination matters.
- Working knowledge of MS Office suite;

Desirable Experience and Education:

- Working experience with SATCOM systems/equipment involving RF Equipment, Modems, bandwidth managers, switches and routers.
- 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:

- 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.
- Decision Quality - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- 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;
- 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.

NATO UNCLASSIFIED

- 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.

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 Satcom O&M Manager 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 Cosmic Top Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 4,860.48 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 "A09(2013)(MON)") and send it to recruitment@ncia.nato.int by close of business:

N A T O U N C L A S S I F I E D

Thursday, 21 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>