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Duty Location: **Brussels, Belgium**

## VACANCY NOTICE

### Executive Officer

Office of NCIA Air C2 program Office

Grade: **A3/4**

Reference Number: **A18(2013)(BRX)**

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.

The Executive Officer (EXO) is responsible for the provision of support to the NCIA AirC2 Programme Director (PD) in his day-to-day management of the Office and for the direction of those projects/programmes that are centralised within the Office of the PD.

#### **Duties:**

Under the direction of Programme Director/Deputy Programme Director, the incumbent is responsible for:

##### Office Management:

- Process on-going activities and actions within the Programme Office and incoming and outgoing correspondence to ensure that the necessary steps are being taken and that all involved staff are being kept appropriately informed;
- Coordinate and harmonise AirC2 internal accommodation plans;
- Monitor, in coordination with NCIA HR, the proper management of in-out processing procedures for all AirC2 PO staffs, consultants and temporary staffs;
- Process, coordinate and monitor, inside AirC2 PO, the correct application of the Performance Management Programme in line with the NCIA General Manager policy, HR directives and Programme Director instructions;
- Coordinate and organize the Admin assistants of the PO in order to guarantee the proper level and the continuity of service.

##### Support of Programme Director:

- Prepare Programme Director for key internal and external events and issues;
- Coordinate the activities of the AirC2 PD and the preparation of scheduled meetings;
- Oversee and on daily basis supervise the activities of the PD principal assistant;
- Filter and reviewing of material submitted to the PD from within the PO for consistency, completeness and clarity;
- Prepare the visits of the PD/DPD to external military or civilian organizations
- Draft correspondence for the PD/DPD, and assist in the preparation of reports, written briefs and background material as appropriate;

##### External Relations:

- Represent the AirC2 PD on NCIA meetings or outside NCIA, when delegated,
- Draft media communications on AirC2 subjects as requested by PD or NCIA Communication Manager.
- Act, as-required, as committee secretary, producing summaries/minutes and monitoring subsequent staff actions relating to meetings and conferences chaired by the PD/DPD.
- Maintain an overall update picture of the main NATO events and activities with particularly attention to the domain of the AirC2;

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Task and Project Management:

- Prepare the proper communications and procedures to disseminate decisions and instructions of the Programme Director;
- Coordinate tasking to the Branch Chiefs, either directly or upon PD/Deputy PD (DPD) request;
- Direct centralised project activities for the Office of the PD, including in particular support and coordination with appointed project managers the NCI transformation process in relation to AIR C2 PO, as required ;
- Perform other duties appropriate to the incumbent's qualifications and experience, and as directed, to accomplish the tasks assigned to the AirC2 PO; this may include giving general presentations on the ACCS programme and projects to interested parties and dealing with the management of industrial support.

**Experience and Education:**

- University degree or equivalent educational qualification, and preferably be a graduate of a national civil or military staff college; or have equivalent relevant experience
- Practical staff experience of at least 8 years at a high formation level in the field of command and control;
- Previous experience with managing and co-ordinating complex activities;

**Desirable Experience and Education:**

- Military background at a staff officer level;
- Technical background, broad experience and knowledge of NATO practices and procedures, and operational experience in command and control;
- 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 perfect knowledge of English languages, both written and spoken, is essential some knowledge of French 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.
- Organizing - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
- 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.
- 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.
- Informing - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.

**Travel:**

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- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

### Professional Contacts:

The incumbent is responsible for:

- Reporting to the Air C2 coordinator for transition for projects related with NCI Agency transition process;
- Providing liaison to the NCI Agency Financial Management Office;
- Acting as the focal point and provides liaison to AirC2 NATEXs
- Providing liaison within the AirC2 PO;
- Providing liaison with NCIA GM executive office;
- Providing liaison with NCIA Directorates and if necessary with NATO Headquarters Divisions and other NATO bodies;
- Providing liaison with NCIA Communication Manager.

### Supervisory/Guidance Duties:

The incumbent may supervise, administer and give professional guidance to staff.

**Working Environment:** Normal office environment.

**Security Clearance Level:** NATO Secret

### Starting Salary and Contract Offer:

- Starting basic monthly salary is 5,997.17 Euro (A3) and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- The successful candidate 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** together (quoting reference "A18(2013)(BRX)") and send it to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int), by close of business:

**Wednesday, 27 February 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>