

Duty Location: **Mons, Belgium****VACANCY NOTICE****Engineer (System)**Grade: **A2**Reference Number: **A21(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.

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

Core Capabilities Branch is responsible to Head System Management Division for managing the life cycle system support and providing integrated engineering support for the Communication and Information Systems (CIS) and networks and other standalone systems assigned to the Core Capabilities Branch, providing central system administration and operations support for specific capabilities and Enterprise wide services, initiating and supporting the further development of central enterprise wide activities. Gateway Services Section is responsible to Branch Chief Core Capabilities for providing Interface Exchange Gateway services including all firewall, mail guard and proxy services. Within the Gateway Services Section of the Core Capabilities Branch the incumbent is responsible for administering and managing the Information Exchange Gateway services ensuring continuing availability, operations and maintenance of the assigned CIS and in particular information exchange capabilities and associated interfaces and protocols in a Centralized Enterprise/Forest environment. As a key element of service provisioning security component, incumbent has a direct impact on the Organization work and objectives. From day-to-day support to all theatre of operation, through proper analysis of arising situation he/she will enhance security posture of NATO Communication and Information system. Sound judgment will avoid inappropriate decision hindering NATO operation. Incumbent will have responsibility of making decisions committing financially, legally or operationally the organization.

**Duties:**

Under the direction of Section Head (Info Exchange Gateway Services), the incumbent will perform duties such as the following:

- Be responsible for software applications of Information Exchange gateway and ensures continuing availability.
- Perform the analysis, design, implementation and maintenance of authorised software changes, related to Information exchange Gateway structures and the integration/tailoring of vendor supplied components, following established procedures for quality, configuration control, testing, documentation and security.
- Provide expeditious support services (including technical help desk and emergency on-site assistance) to ensure key information systems remain operational.
- Assist in the maintenance of the operational and support environments for the software of all assigned systems.
- 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.
- Participates in reviews, walkthroughs and audits.
- 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 2 years' relevant experience.
- Very good experience and knowledge of Computer and Networks Security principles and procedures.
- Sound practical experience in the design, development, implementation, testing and maintenance of operating environment for modern communications, or information systems in a LAN/WAN environment.
- Strong experience of Unix and Microsoft Operating system.
- Sound technical knowledge on wide and local area networks both at the conceptual and on the components (switches, routers).
- Good knowledge of DNS, mail/web servers/proxies, mail guards and network security awareness.
- Strong knowledge and experience of Boundaries Protection Devices including firewalls installation and management.
- Good knowledge of IP network protocols and services.
- Experience in all Lifecycle aspects of Information Systems to achieve effective system development and deployment.
- Proven capability of converting evolving operational requirements into Information Systems requirements.
- Extensive knowledge of System Analysis principles to direct and guide Information Systems development.
- Broad and sound technical knowledge and experience in distributed Information Systems as they are applied to the modern management information and Command and Control Information Systems.
- Detailed knowledge of architectural design as applied to computer systems.
- Sound technical knowledge of gateway proxies and network security awareness.
- Working knowledge of MS Office suite and advanced knowledge of eMail Clients/Web Browsers.

**Desirable Experience and Education:**

- Practical knowledge of the operating system architectures and informal e-mail systems and proxy services currently used for high availability communications, or information systems, with at least three years as an Administrator.
- Experience with log management tool.
- Practical experience of systems administration.
- Practical experience in the maintenance of secure computer systems.
- Practical experience in the operation, administration, and maintenance and support of an Enterprise based on Windows Forest domain structure.
- Experience of system implementation in the NATO environment
- 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.
- 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;

## NATO UNCLASSIFIED

- 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 high-tension situations comfortably.
- 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.
- 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.
- 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.
- 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 deploy for exercises and operations both within and outside NATO's boundaries that may exceed 30 days duration and may be on short notice. By accepting the employment contract linked to this post the incumbent agrees to deploy in excess of 30 days if required.

### Professional Contacts:

The incumbent is responsible for:

- The incumbent will be involved in technical discussions or negotiation, inter personal skill must be demonstrated. Providing sound technical advices committing organization to a course of action within a strict mandate is a post requirement.

### Supervisory/Guidance Duties:

- Incumbent will have a very limited direct supervision on others, but based on assigned tasks he/she will manage the workload and technical resources needed. In a very demanding and busy support to operation once a complex task is assigned, the incumbent must plan and manage his/her workday prioritize issues, requirements with a minimal supervision.
- The incumbent may supervise, administer and give professional guidance to staff involved in major maintenance and training tasks.

### Working Environment:

- The work is normally performed in a typical Secure Facility / CIS Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: No 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 "A21(2013)(MON)") and send it to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int) by close of business (17:00 CET):

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

**Thursday, 7 March 2013**

**It is intended that the interviews will take place in the week of 22 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>