

## POST REQUIREMENTS FORM

**Post Title** Programmer  
**Reference Number** B06(2013)(MON)  
**NATO Grade** B5  
**Name**

Dear Applicant,

This form has been specifically designed to aid the NCIA Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy.

This form consists of 2 parts – Essential and Desirable Qualifications. Under column B, please provide factual information stating how you meet the respective essential and desirable criteria.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>).

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NCIA Recruitment Office ([recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int)), together with duly completed NCIA Application Form (below).

**Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.**

### PART 1 ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
<b>Education/Training</b>	
Vocational training at a higher technical level in a relevant discipline. A higher educational qualification but less practical experience or a less formal educational background combined with particularly relevant practical experience may also be acceptable	
<b>Professional Experience</b>	
At least 8 years' relevant experience	
Experience in all Lifecycle aspects of Information Systems to achieve effective system development and deployment	

<p>Proven capability of converting evolving operational requirements into Information Systems requirements</p>	
<p>Extensive knowledge of System Analysis principles to direct and guide Information Systems development</p>	
<p>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 to include experience in the design and implementation of WEB based applications</p>	
<p>Detailed knowledge of architectural design as applied to computer systems</p>	
<p>Sound technical knowledge of wide area networks and local area networks</p>	
<p>Knowledge of and practical experience with high order or object oriented programming language (e.g. Java, C++, C#)</p>	
<p>Knowledge and practical experience of Microsoft Windows and of UNIX</p>	

Practical experience in the design, development, implementation, testing and maintenance of software for modern information systems in a LAN/WAN environment	
Practical experience in the use of modern concepts for project management, configuration management, quality assurance and testing	
Knowledge of the operating systems and application development environments to include programming languages and relational database systems that are currently used for modern information systems	

**PART 2**  
**DESIRABLE QUALIFICATIONS**

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
<b>Professional Experience</b>	
Demonstrable evidence in maintaining knowledge of advances in IS engineering	
Knowledge of and practical experience with high order or object oriented programming language e.g. Visual Studio .NET, C#, Java, C++	
Knowledge of and practical experience with Web-based services	
Sound knowledge and practical experience in the design, development, implementation, testing and maintenance of software with at least 3 years hands-on programming experience, using high order language	

Sound knowledge and practical experience of the capability and features of modern software systems	
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“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NCIA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination.”

\_\_\_\_\_

Full Name (in Print)

\_\_\_\_\_

(Date)



## APPLICATION FOR EMPLOYMENT

This form, duly completed, should be sent by e-mail to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int) and can be used for applications for NCIA and NAGSMA vacancies.  
ANSWER EACH QUESTION COMPLETELY **IN ENGLISH**. IF CERTAIN ITEMS REQUIRE MORE SPACE, CONTINUE ON PLAIN PAPER.  
Information provided in this application will be controlled confidentially under principles of data protection and will be used for recruitment purposes.

Le présent formulaire dûment rempli doit être envoyé par courrier électronique au Service des ressources humaines, [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int), et utilisé pour les candidatures aux postes vacants des agences NCIA et NAGSMA. REPONDEZ EN DETAIL A CHACUNE DES QUESTIONS EN ANGLAIS. SI VOUS MANQUEZ DE PLACE, CONTINUEZ SUR UNE FEUILLE SEPARÉE.  
Les renseignements fournis dans le présent questionnaire d'emploi seront confidentiels vérifiés suivant les principales de protection des données et utilisés pour les besoins liés à la procédure de recrutement.

1. Please state reference number of the vacancy for which you are applying./Indiquez la référence du poste vacant auquel vous postulez.		How did you learn of this vacancy?/Comment avez-vous eu connaissance de la vacance de ce poste?	
2. Title / Titre	3. Surname / Nom de famille	4. Name(s) / Prénom	
5. Permanent address / Domicile permanent		6. Postal address for correspondence / Adresse postale pour la correspondance	
7. Telephone / Téléphone Home /Privé: Office / Bureau: Mobile / GSM:		8. E-mail address / Adresse du courrier électronique	
9. Gender Sexe	10. Date of birth Date de naissance	1F. Present nationality Nationalité actuelle	

<b>1G EDUCATION AND TRAINING / ETUDES ET FORMATION</b>			
<b>SECONDARY AND HIGHER-SECONDARY EDUCATION (in chronological order)/ ENSEIGNEMENT SECONDAIRE / FORMATION SUPERIEURE (dans l'ordre chronologique)</b>			
Name and location of establishment <i>Nom et lieu de l'établissement</i>	Dates attended <i>Années d'études de...à...</i>	Certificates and/or diplomas obtained and standing achieved <i>Certificats, diplômes et/ou mentions obtenu(e)s</i>	
	-		
	-		
<b>UNIVERSITY EDUCATION OR EQUIVALENT / ENSEIGNEMENT UNIVERSITAIRE OU EQUIVALENT</b>			
Name and location of establishment <i>Nom et lieu de l'établissement</i>	Dates attended <i>Années d'études de...à...</i>	Degrees obtained <i>Titres obtenus</i>	Main subjects <i>Matières principales</i>
	-		
	-		
	-		
<b>OTHER EDUCATION/TRAINING /AUTRES ETUDES ET COURS DE FORMATION</b>			
Name and location of establishment <i>Nom et lieu de l'établissement</i>	Name and duration of course followed <i>Cours suivi et nombre de mois/ans</i>	Certificates and/or diplomas obtained <i>Certificats et/ou diplômes obtenus</i>	

1H LANGUAGES / LANGUES

For each language listed, indicate level of ability (fluent, good, fair, or slight).  
 Pour chaque langue mentionnée, indiquez le niveau d'aptitude (excellent, bon, satisfaisant, faible).

Mother tongue <i>Langue maternelle</i>	Comprehension <i>Compréhension</i>	Speaking ability <i>Expression orale</i>	Writing ability <i>Rédaction</i>	Reading ability <i>Lecture</i>
Other languages <i>Autres langues</i>	Comprehension <i>Compréhension</i>	Speaking ability <i>Expression orale</i>	Writing ability <i>Rédaction</i>	Reading ability <i>Lecture</i>

11. Indicate your ability with / knowledge of the following. / *Veillez indiquer vos connaissances des systèmes/matériels ci-après et votre aptitude à les utiliser.*

11 a. Indicate PC Software (specify) / *Logiciels (préciser)*

11 b. Computer languages (specify) / *Langages informatiques (préciser)*

**EMPLOYMENT HISTORY / EXPERIENCE PROFESSIONNELLE**

Starting from your **present** or most recent position, list in reverse order **RELEVANT** employment you have had. Use a separate block for each position. Include service in the armed forces. If more space is required, attach additional pages in the same format. **Please note that it will not suffice to complete these items by simply stating 'refer to curriculum vitae', although a CV may also be enclosed.**

*En partant de votre poste **actuel** ou du plus récent, indiquez dans l'ordre chronologique inverse, les postes relevant que vous avez occupés. Utilisez une case distincte pour chacun des postes. Mentionnez aussi vos états de service dans les forces armées. Continuez au besoin sur des feuilles supplémentaires de même format. **Veillez noter qu'il ne suffit pas simplement de répondre 'voir curriculum vitae', même s'il vous est loisible d'en joindre un à votre formulaire.***

11 a. PRESENT EMPLOYMENT/MOST RECENT EMPLOYMENT / *EMPLOI ACTUEL OU EMPLOI LE PLUS RECENT*

Dates of employment <i>Durée d'emploi</i>	From <i>Du</i>	_____	To <i>Au</i>	_____
Name and address of employer <i>Nom et adresse de l'employeur</i>	_____			
Type of business of employer <i>Activité principale de l'organisme employeur</i>	_____			
Title of your position <i>Titre de votre poste</i>				Number of employees under your direct supervision <i>Nombre de personnes sous vos ordres</i>
Duties and responsibilities <i>Fonctions et attributions</i>				

Achievements accomplished in post  
*Réalisations dans le cadre de vos fonctions*

Languages used in your work  
*Langues utilisées dans votre travail*

Reason for leaving?  
*Pourquoi avez-vous changé d'emploi ?*

11 b. PREVIOUS POSITION / EMPLOI ANTERIEUR

Dates of employment/*Durée d'emploi* From/*Du* \_\_\_\_\_ To/*Au* \_\_\_\_\_

Name and address of employer  
*Nom et adresse de l'employeur*

Title of your position  
*Titre de votre poste*

Number of employees under your direct supervision  
*Nombre de personnes sous vos ordres*

Duties and responsibilities  
*Fonctions et attributions*

Achievements accomplished in post  
*Réalisations dans le cadre de vos fonctions*

Languages used in your work  
*Langues utilisées*

Reason for leaving?  
*Pourquoi avez-vous changé d'emploi ?*

11 c. PREVIOUS POSITION / EMPLOI ANTERIEUR

Dates of employment/*Durée d'emploi* From/*Du* \_\_\_\_\_ To/*Au* \_\_\_\_\_

Name and address of employer  
*Nom et adresse de l'employeur*

Title of your position  
*Titre de votre poste*

Number of employees under your direct supervision  
*Nombre de personnes sous vos ordres*

Duties and responsibilities  
*Fonctions et attributions*

Achievements accomplished in post  
*Réalisations dans le cadre de vos fonctions*

Languages used in your work  
*Langues utilisées*

Reason for leaving?  
*Pourquoi avez-vous changé d'emploi ?*

1f d. PREVIOUS POSITION / EMPLOI ANTERIEUR

Dates of employment/*Durée d'emploi* From/*Du* \_\_\_\_\_ To/*Au* \_\_\_\_\_

Name and address of employer  
*Nom et adresse de l'employeur* \_\_\_\_\_

Title of your position  
*Titre de votre poste* \_\_\_\_\_ Number of employees under your direct supervision  
*Nombre de personnes sous vos ordres* \_\_\_\_\_

Duties and responsibilities  
*Fonctions et attributions* \_\_\_\_\_ Achievements accomplished in post  
*Réalisations dans le cadre de vos fonctions* \_\_\_\_\_

Languages used in your work  
*Langues utilisées* *d t t il* \_\_\_\_\_ Reason for leaving?  
*Pourquoi avez-vous changé d'emploi ?* \_\_\_\_\_

Ff . Would you be willing to accept a post requiring travel into a NATO operational theatre? / Accepteriez-vous un poste impliquant des déplacements vers un théâtre d'opérations de l'OTAN ?

Yes, frequently / *Oui, fréquemment*  Yes, occasionally / *Oui, occasionnellement*  No / *Non*

Fġ . Do you have a disability which could affect your performance at interview and/or which could affect your capacity to carry out in full your duties shown in the vacancy notice? / Souffrez-vous d'une incapacité qui puisse être préjudiciable à la qualité de votre performance lors de votre entrevue et dans le cadre de l'exercice des fonctions décrites pour le présent poste vacant. ?

Yes/*Oui*  No/*Non*

If yes, please outline any reasonable adjustments which you might need at interview and/or to carry out the work shown in the vacancy notice. / Dans l'affirmative, veuillez nous informer des dispositions raisonnables que nous pourrions prendre lors de l'entrevue et dans le cadre de l'exercice des fonctions décrites pour le présent poste vacant.

Fġ . State any other relevant facts not covered in this application. List professional societies to which you belong, and your activities in public or international affairs. List but do not attach any significant publications you have written.

*Indiquez tous autres faits utiles non mentionnés dans ce questionnaire. Énumérez les associations professionnelles dont vous êtes membre, vos activités publiques et internationales. Énumérez, sans les joindre, les rapports significatifs que vous avez rédigés*

Fġ . I certify that the statements made by me in the foregoing responses are true, complete and correct to the best of my knowledge and belief. I understand I will be requested to supply documentary evidence in support of the statements you make in this application. I understand that any misrepresentation or material omission made on an application for employment or other document requested by the Organization will render a staff member of NATO liable to termination or dismissal.

*Je certifie que les déclarations faites par moi en réponse aux questions ci-dessus sont dans toute la mesure où je puis en être certain(e), vraies, complètes et exactes. Je prends note du fait que toute déclaration inexacte ou omission importante dans un questionnaire d'emploi ou toute autre pièce requise par l'Organisation expose un fonctionnaire de l'OTAN au licenciement ou au renvoi.*

I am aware that I will have to undergo a prescribed medical examination and that I will be subjected to a security investigation conducted by the competent authorities of the country to which I am a national prior to taking up an appointment with NCIA/NAGSMA.

*Je suis informé de ce que j'ai à subir un examen médical réglementaire et à me soumettre à une enquête de sécurité menée par les autorités compétentes du pays dont je suis ressortissant avant de pouvoir entrer en fonction à la NCIA/NAGSMA.*

Date \_\_\_\_\_ Place \_\_\_\_\_ Signature \_\_\_\_\_  
*Date Lieu Signature*

**Please remember that in order to be considered for a position, in addition to this application form, you are required to complete the relevant Post Requirements Form.**