

Duty Location: **Mons, Belgium****VACANCY NOTICE****Analyst (Logistic Support)**Grade: **A2**Reference Number: **A17(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.

LMD performs NCIA's end-to-end logistics management and establishes a logistics structure for the NCIA owned CIS and non-CIS systems to include development and promulgation of logistics procedures, property accounting, supply management, logistic planning and guidance for operations and exercises. Systems Support is responsible for developing and promulgating logistics policies and procedures for the assigned CIS and associated Non-CIS including the activities of the supporting units involved with NATO CIS Metrology and with Unified Electromagnetic Environmental Effect Protection Programme. The Policy and Analysis Section is responsible for supporting generation of concepts and directives for logistics support for NATO CIS, including logistics advice for funding and procurement process, analysis for customer ILS requirements, design, development, fielding, documentation support and maintenance of NDSS. Generating, coordinating, facilitating, and supervising the execution of the Integrated Logistics Support concepts and directives for NCIA owned CIS.

Duties:

Under the direction of Section Head (Policy & Analysis), the incumbent will perform duties such as the following:

- Contributes to the development and promulgation of supply and property accounting procedures and operating instructions and their implementation by units, divisions, agencies, or organizations belonging to or supported by NCIA.
- Supports the works of Logistics operations in the International Security Assistance Force (ISAF) theatre and future NATO operations and exercises.
- Provides advice to LMD staff officers related to the actions of CIS Logistics Depots and contractors that affect the CIS supply system, especially regarding critical items in support of exercises and operations.
- Provides advice to LMD staff officers related to the movement and supply of parts and equipment to meet current and future operational needs.
- Participates in the hand over / take over process of systems in order to safeguard completeness
- Reviews and provides advice to LMD staff officers related to NCIA maintenance capability
- Provides advice to LMD staff officers related to improvement of customer fulfilment including status notification and response time
- Provides advice to the LMD staff officers related to information and processes needed to understand and fulfil customer needs.
- Provides general guidance and advice within assigned sub-functional area.
- Provides advice related to emergency intervention for the transfer of equipment in times of crises and to overcome HAZCON situations.
- Researches and identifies CIS component items that are difficult to supply, no longer supportable and/or obsolete.
- Coordinates with operational staff from ACO SHAPE, subordinate HQs and operational units in order to resolve system problems and address CIS supply issues and provide logistics guidance to higher level operational and system management staff.

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- Will work with NCIA headquarters Divisions, the NATO Support Agency (NSPA), the NATO CIS Group, NCIA Communication Logistics Depots (CLD) and other appropriate organizations to ensure accuracy of data and integrity of the NCIA logistics database.
- With regard to the above, will prepare reports to the LMD management on any findings in order to assist LMD and its chain of command on their oversight of NCIA logistics.
- 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.
- The incumbent is the guarantor of proper implementation of logistics support services for NCIA assigned CIS. In doing so, the incumbent ensures NCIA operates in the most effective and efficient manner possible and in accordance with the established policies, procedures and service level agreements.
- 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, encompassing experience as a member of CIS programme/project team utilising the Prince 2 management methodology and experience in the ITIL focused organisation delivering the ILS to CIS.
- Experience in finance and or budget management and or procurement would be an asset.
- Advanced knowledge of MS Office suite and Web Content Management. Working knowledge of Databases and eMail Clients/Web Browsers.

Desirable Experience and Education:

- 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:

- 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.
- 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.
- 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;

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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:

The incumbent is responsible for:

- The incumbent plans the delivery of logistics support services for NATO CIS. For this he/she keeps internal - NCIA - contacts with system management and operational staff (A2-OF2/A3-OF3/A4-A5/OF4-OF5 level) to discuss and resolve logistics related CIS issues. Attends the formal meetings comprising NATO HQ meetings (IC, WGNT, MBC), meetings with NATO Agencies (NSPA, others) as well as negotiations with the contractors for delivery of CLS.

Supervisory/Guidance Duties:

None

Working Environment:

- The work is normally performed in a typical Secure Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: Light Risk of Injury.

Security Clearance Level: NATO 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 "A17(2013)(MON)") and send it to recruitment@ncia.nato.int by close of business (17:00 CET):

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>

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