



JFTC VACANCY NOTICE 180610

Engineer (Comms Operations & Maintenance)

Applications are now invited for the position of **Engineer (Comms Operations & Maintenance)** NATO grade **A-2**, post number ODP GXX 0030 at the 3RD NATO Signal Battalion (3NSB) located in Bydgoszcz, Poland. The selection for this post will be undertaken at the earliest possible opportunity.

Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing Date for applications: **31 August 2018**

Location: Bydgoszcz, Poland

- **Notes for candidates:** The candidature of NATO redundant staff at grade A-2 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade A-2, please advise JFTC Staff Officer (Human Resources) no later than the closing date.

Contract: Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered definite duration **three-year employment contract** after which a further contract of indefinite duration may be offered.

Salary: Starting basic salary is **15 987.94 PLN** per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see *NATO Terms & Conditions of Employment* on the JFTC internet website: www.jftc.nato.int.

For any queries, please contact the JFTC Recruitment at: civ.recruitment@jftc.nato.int

NATO JOB DESCRIPTION

PART I - JOB IDENTIFICATION

Job Title	Engineer (Comms Operations & Maintenance)		
PE Post Number	ODP GXX 0030	Command	Allied Command Operations
Rank/Grade	A-2	HQ	3rd NATO Signal Battalion
Nationality		Division	Command Group
		Branch	Office of the Commander NATO Signal Battalion
Job Code	523P		
		Duty Location	Bydgoszcz (POL)

PART II - PE DETAILS

A. POST CONTEXT

3rd NATO Signal Battalion provides communication and information system facilities and services for deployed NATO headquarters. COMMAND GROUP provides communication and information system facilities and services for deployed NATO headquarters.

Office of the Commander executes command authority over the 3rd NSB.

The incumbent is the principal technical advisor to the Commander on communication issues and is responsible for the development of technical solutions to foster and rationalize the service delivery process.

B. REPORTS TO

Commander (NATO Signal Battalion), ODP GXX 0010.

C. PRINCIPAL DUTIES

The incumbent's duties are:

- Assist in the development and implementation of plans and programs to improve effectiveness of the NATO Signal Battalion (NSB) by applying new IT and communications technology and techniques.
- Validate the accuracy and consistency of the data in the data bases within NNCS2 system namely CAST, SRTS, LCP and other related shared databases.
- Provide direction and technical advice to CIS user community and may provide technical supervision of personnel engaged in service implementation.
- Contributes to the implementation of new CIS components or major modifications to CIS systems/networks.
- Interfaces with contractors.
- Request resources or services covered by an existing service provision contract or MOUs.
- Develops and ensures implementation of the necessary service request and delivery procedures.
- Develop technical solutions to foster and rationalize the service delivery process.
- Check operational validation, security accreditation, user NATO budget eligibility, funding.
- Match demand with current capabilities and give timely notification of deficiencies.
- Verify availability of required service with system managers and service providers.
- Analyse the technical requirements of requested services and technically validate the service request.
- Decide upon the allocation of communications services.
- Allocate, Packet Transport, Transmission, Voice, VTC and other services as appropriate.
- Allocate capacities of circuits to and coordinate the allocation of NATO, national and commercial satellite capacities and power.

- Monitor system capacities and propose additional capacities or reconfiguration.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: - None.

There are no first line reporting responsibilities.

D. ADDITIONAL DUTIES

This is a Mandatory Deployment Post. 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.

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 work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

- Experience of, planning, implementing, operating, maintaining and administering deployable telecommunications systems.
- Experience of interfacing with digital transmission systems, including network devices.
- Experience of interfacing with cryptographic equipment.
- Experience in administering automated information systems.
- Wide experience in office communication and information systems.
- High level of personal organizational, coordination and communication skills.

Primary: 523P Telecommunication technology

The study of planning, designing, developing maintaining and monitoring electronic equipment, machinery and systems. It includes designing computers and equipment for communication. (specialisation: Telecommunication technology) [Ref: UNESCO ISCED 1997:523]

Primary Skill Level: Enable: Works under general direction within a clear framework of accountability with substantial personal responsibility and autonomy to plan own work to meet given objectives and processes. Influences team and specialist peers internally and may influence external organisations, HQs and agencies. Some responsibility for work of others and allocation of resources. Responsible to execute a broad range of complex professional or technical work activities in a variety of contexts. Plans, schedules and monitors work activities in order to meet time and quality targets and in accordance with established procedures. Selects appropriately from applicable standards, methods, tools and applications. Applies analytical and systematic approach to problem solving. Communicates and present complex information fluently to both specialist and non-specialist audiences. Maintains awareness of developing trends within the wider occupational field and absorbs new information rapidly and applies it effectively in relevant internal business areas or external agencies. [Ref: NATO adaptation of SFIA v3 2005:Generic Level]

Description]

2. Education/Training

University Degree in information technology, telecommunications, electronics, computer science, management or related discipline and 2 years function related experience, or a Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

Courses:

CII-CS-1-101 NATO CIS ORIENTATION OFFICER - NATO CIS School

CII-CS-1-104 NATO CIS PLANNING – NATO CIS School.

(To be completed within 12 months of assuming post)

3. Security Clearance

NATO SECRET

4. Language

English SLP 3333 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

5. Standard Automatic Data Processing Knowledge

Word Processing:	Working Knowledge
Spreadsheet:	Working Knowledge
Graphics Presentation:	Working Knowledge
Database:	Basic Knowledge
eMail Clients/Web Browsers:	Working Knowledge
Web Content Management:	Basic Knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

- Previous Staff experience at large HQ, Joint Command, NATO HQ or MOD.
- General background in supervision and management of an office required.
- Experience in electronic systems engineering, to include maintenance and operations of SATCOM equipment.
- Practical experience on the management, operation, routine maintenance procedures and cryptographic systems of tactical communications systems supporting deployed headquarters.

2. Education/Training

Post graduate diploma in an IS related subject.

Chartered engineer.

Member of a recognized professional body or institution.

3. Language – None.

C. CIVILIAN POSTS

1. Personal Attributes

He/she must possess good interpersonal and communication skills, as he/she often works independently, specifically in matters relating to SLAs. Uses initiative to propose solution for unexpected problems and determines which issues to refer to supervisor.

2. Managerial Responsibilities – None.

3. Professional Contacts

The duties demand frequent professional contacts with NATO CIS Group, C&I Agency, customers from deployed NATO Headquarters, Agencies and governmental or non-governmental organisations under any geographical situation. He/she as well provides guidance to subordinate Units within the NSB

4. Contribution to the Objectives

Work performed is essential for the Battalion, the NATO CIS Group and supported deployed HQ's. Leads in the planning, preparation, analysis, design, implementation, operation, and enhancement of communication systems.

5. Work Environment

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

D. REMARKS – None.