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Section Head, Business Applications-180460

Primary Location Belgium-Brussels

NATO Body NATO STANDARDIZATION OFFICE

Schedule Full-time

Salary (Pay Basis) : 6,620.31Euro (EUR) Monthly

Grade A.3

Description:

OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

STAFF VACANCY 180460

DIVISION: NATO STANDARDIZATION OFFICE

Standardization Support Branch

TITLE: Section Head, Business Applications

GRADE: A-3

Please note that the competition for this post will take place in Brussels and is provisionally scheduled for mid-September 2018

1. Post Context. The Head Business Applications Section reports to the Head of Standardization Support Branch and is responsible for the NATO Standardization Office (NSO) Business Applications and Information Management Systems. The provision of Standardization Business Applications is one of the NSO core tasks. He/she manages all aspects of the NSO Business Applications and Information and Management Systems including the Computer Information Systems (CIS) projects for maintenance and development of these systems. He/she is the NSO point of contact for NATO Communications and Information Agency (NCIA) as the main provider of CIS support for the NSO.

2. Principal Duties.

- a. Managing and coordinating with NATO International Staff (IS), International Military Staff (IMS), NCIA and Nations as required the following activities:
 - i. Maintenance and development of the NSO Business Applications databases, such as the NATO Standardization Document Database, NATO Term, Terminology Tracking File, etc.;
 - ii. Maintenance and development of the various components of the NSO Internet/Intranet web sites to support customer access to the standardization library including the mobile application, databases, news advertisements and general information.
- b. Supervising and ensuring the correct standardization based data daily exchange between the different classification environments for the flawless operation of the NSO Business Applications;
- c. Supervising software and hardware requirements for these applications and systems and liaising with NCIA, IS and IMS as required;
- d. Managing validation of new requirements for Business Applications and Information Management Systems, conducting feasibility studies from a technical and resource perspective and developing implementation plans for the development and implementation of these projects;
- e. Acting as NSO representative and technical expert in Contract Award Committees (CACs) for CIS Contractors for NSO projects;
- f. Assisting the NSO Fund Manager in the preparation of the NSO annual and multi-year CIS budget planning for

screening by the Working Group of Technical Experts and the Budget Committee;

- g. Designing and developing new proposals based on emerging technology for NSO implementation in order to stay abreast of new CIS technology;
- h. Being responsible for the implementation and control of NATO InfoSec procedures for the NSO Business Applications and websites through the provision of NSO procedures and execution of spot-checks in coordination with the NSO security officer. This includes identification of vulnerabilities and threat assessments, preparation for vulnerability assessments by NCIA, mitigating risks etc. as well as;
 - i. Performing websites, scripts and daily procedures log analysis for security and correct execution purposes, reporting malicious findings to NCIA;
 - ii. Monitoring the secure operation of the Web Application Firewall (WAF) and corresponding reverse proxy and takes the necessary security measures in case of automated threats.
- i. Being responsible for the Public Key Infrastructure (PKI) components required for the correct operation of NSO Business Applications;
- j. Developing and maintaining NSO procedural methods for the use of CIS technology in order to increase organization effectiveness, security of systems and reduce overall operating costs;
- k. Performing statistical analysis of the NSO Business tools and suggesting changes to enhance the overall operating costs;
- l. Monitoring statistically the client access to the protected sites as well as their e-mail exchange behaviour in order to fulfil the related NSO policies;
- m. Recommending IS/ADP training for NSO staff;
- n. Supporting the NSO Business Applications Specialist in the daily operations, if required;
- o. Replacing the NSO Business Applications in his/her absence.

3. Special Requirements and Additional Duties. The incumbent may be required to:

- a. Perform other related duties;
- b. Travel both within and outside of NATO boundaries and work irregular hours whenever necessary.

4. Essential Qualifications.

Professional/Experience. The incumbent must have:

- a. Three years' experience in managing all aspects of CIS projects, from initiation to completion including the maintenance and the running;
- b. Excellent knowledge of modern CIS, ADP, database, network systems and the corresponding security;
- c. Knowledge and hands-on experience in:
 - i. operating/maintaining servers, servers and web systems;
 - ii. analysis, design and development of web applications using
 - 1. legacy and latest HTML and related open source technologies, programming languages and tools;
 - 2. legacy and latest Microsoft technologies, development tools and programming languages;
- d. Excellent knowledge and hands-on experience of Microsoft and other scripting technologies;
- e. Knowledge of mobile application development and cross-platform mobile frameworks;
- f. Knowledge of WAFs, Reverse Proxies and PKIs;
- g. Understanding of NATO Standardization activities.

Education/Training. The incumbent must have a degree or equivalent qualification in computer science, information systems or similar from a recognised university or institute.

Languages. The incumbent must have a very good command of spoken and written English. The working language in the NSO is English and therefore candidates will be required to pass a one-hour multiple choice computer-based test in English at the required level as well as to demonstrate their abilities in the written test and interview.

5. Desirable Qualifications.

Professional/Experience. The incumbent should have:

- a. At least seven years' experience in developing and operating computer systems and networks with at least three years in analysis and design of electronic applications;
- b. The ability to demonstrate a good awareness of security issues and how to implement security countermeasures in a web environment;
- c. Previous experience in managing staff;
- d. Previous experience with the public sector and/or with NATO.

Languages. The incumbent should have a working knowledge of spoken and written French.

6. Personal Attributes. The incumbent must have:

- a. Strong team oriented leadership and management skills;
- b. A broad outlook with an ability to identify new needs and recommend solutions to meet them, keeping abreast of technology development in his/her area of expertise;
- c. The ability to operate on own initiative with the capacity to work harmoniously with high-level civilian and military personnel of different NATO nations where tact and diplomacy are required.
- d. The incumbent must demonstrate the following competencies:
 - i. **Achievement:** Creates own measures of excellence and improves performance;
 - ii. **Analytical Thinking:** Sees multiple relationships;
 - iii. **Change Leadership:** Expresses vision for change; Clarity and Accuracy: Monitors data or projects;
 - iv. **Flexibility:** Adapts to unforeseen situations;
 - v. **Impact and Influence:** Takes multiple actions to persuade;
 - vi. **Initiative:** Plans and acts up to a year ahead;
 - vii. **Leadership:** Keeps people informed;
 - viii. **Organizational Awareness:** Understands organizational climate and culture; Self-Control: Responds calmly;
 - ix. **Teamwork:** Expresses positive attitudes and expectations of team or team members.

7. Managerial Responsibilities. Under the responsibilities of the post, the incumbent:

- a. Must supervise the work of the Applications Systems Specialist, assigning tasks and priorities and evaluating performance;
- b. Must act as the technical expert on CACs for contractors to execute CIS projects;
- c. May have to manage a number of contracts and projects related to IT matters;
- d. May have to chair a committee composed of national representatives on the development of NSO Business Applications.

8. Professional Contacts. The incumbent maintains regular staff level contacts within NSO and with other NATO Bodies, in particular with NCIA, IMS and IS, on all matters pertaining to Information System Management. He/she represents the NSO on assigned NATO Committees.

9. Contribution to the Objectives. The incumbent is essential to the proper functioning of the NSO, which relies highly on IT to accelerate the standardization development process and provide documentation to NATO and Partner nations. The provision of the Business Applications is one of the core tasks of the NSO.

10. Remarks.

- a. Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
- b. Work Environment – Normal office environment.

11. How to apply.

Applications must be submitted by 8 July 2018 using one of the following links, as applicable:

- a. For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please

contact your local Civilian HR Manager);

- b. For all other applications: www.nato.int/recruitment.

12. Additional information.

The successful applicant will be offered a three-year definite duration contract which may be renewed. If the successful candidate is seconded from a national administration, public institution or the armed forces of a NATO member state, he/she will be offered a three-year definite duration contract, which may be renewed for a further period of up to three years. The maximum time of service in post for seconded staff is six years. Serving NATO international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Appointment will be subject to the deliverance of a NATO SECRET security clearance by the national authorities of the selected candidate and approval of the candidate's medical file by the NATO Medical Adviser.

A written test will be held as part of the selection procedure.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

The NSO at NATO Headquarters in Brussels, Belgium, is committed to providing equality in working opportunities regardless of sex, race or ethnic origin, religion, disability, age or sexual orientation.

The NSO is a non-smoking environment.

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