

NATO UNCLASSIFIED

VACANCY NOTICE

JFTC 01-12

Applications are invited for the post of **Engineer (CAX Systems)**, NATO grade **A-2**, post number TFC DDX 0030 at the Joint Force Training Centre (JFTC) located in Bydgoszcz, Poland. The selection for this post will be undertaken at the earliest possible opportunity.

Applications must be made on the JFTC Application Form. The JFTC application form and additional information is available on the JFTC internet website: www.jftc.nato.int. Please quote vacancy number JFTC 01-12 and send the application by email in Microsoft Word format to civ.recruitment@jftc.nato.int no later than **14 September 2012**. Applicants should complete an application form for each vacancy notice. Curriculum Vitae or resumes alone will not be accepted. The application forms may be supported by up to three attachments providing copies of the most relevant educational or vocational training certificates required for this post. Candidates should not send any additional documentation (such as letters of appreciation, etc.) until requested to do so by the JFTC Civilian Human Resources Office (CHRO). Receipt of applications will be acknowledged by return e-mail. Should you not receive an electronic acknowledgement within **three working days** of submitting your application, please resubmit the application. Only applications from nationals of NATO member states can be accepted.

Applications must be submitted by email to: civ.recruitment@jftc.nato.int

Closing Date for applications: **14 September 2012**

Location: Bydgoszcz, Poland

Notes for candidates: the candidature of NATO redundant staff at grade A-2 will be considered before any other candidature.

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: Duration of contract: serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). 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 **15 820.49 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](#).

Applications not submitted on the JFTC Application Form will not be taken into consideration.

NATO JOB DESCRIPTION

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ECR Details Verified

PART I - JOB IDENTIFICATION

Date 8 April 2010

Job Title	Engineer (CAX Systems)	Command	Allied Command Transformation
PE Post Number	TFC DDX 0030	HQ	Joint Force Training Centre ESPE
Rank/Grade	A-2	Division	JFTC Command Group
Nationality		Branch	Office of Chief of Staff
Service		Section	Training Support Division
Job Code	914A	Cell	Computer Assisted Exercise (CAX) Branch
		Duty Location	Bydgoszcz (POL)

PART II - PE DETAILS**A. POST CONTEXT**

- The Joint Force Training Centre serves as a focal point for NATO combined and joint operations and warfare at the tactical level in order to assist the transformation of Allied and Partner forces. The JFTC provides combined and joint training, static and distributed as well as single- and multi-echelon, for tactical level headquarters, staffs and forces over the full spectrum of Alliance operations, to include in support of Alliance current operations and the NATO Response Force, supports concept development, experimentation and doctrine development, and ensures the integration of new concepts and doctrine into training. - - The Training Support Division ensures the availability of the JFTC technical platform in support of the JFTC mission, to include communications and exercise support systems at the JFTC and in support of static and distributed as well as single- and multi-echelon training and experiments, and the ability to support Concept Development and Experimentation (CD&E). The Computer Assisted Exercise Branch ensures the availability of CAX support at the JFTC for static and distributed as well as single- and multi-echelon training and experiments. The CAX System Engineer is responsible for the configuration, set up, operation and maintenance of particular CAX and experimentation simulation networks and related computing environments for computer assisted exercises (CAX), CAX supported experiments and other CAX training deliverables.

B. REPORTS TO

Branch Head (Computer Assisted Exercise), TFC DDX 0010.

C. PRINCIPAL DUTIES

The incumbent's duties are:

1. Co-ordinates with CIS Section on the architecture for events on a given hardware and software platform, on intended connectivity arrangements and performance requirements.
2. Supports the set up and operation of C2 interfaces during the conduct of event.
3. Co-ordinates and organises the maintenance of CAX hardware, software and communications for event preparation, conduct and analysis.
4. Implements network security measures in order to protect data, software, and hardware.
5. Maintains and administers computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
6. Reviews all systems charts and programs prior to their implementation.
7. Configures and tests computer hardware, networking software and operating system software.
8. Operates master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
9. Performs routine network startup and shutdown procedures, and maintain control records.
10. Performs data backups and disaster recovery operations.
11. Diagnoses hardware and software problems, and replaces defective components in close coordination with NCSA and NC3A.

12. Monitors network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.

13. Evaluates the technology use and needs and recommends improvements, such as hardware and software upgrades.

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

1. Flexibility Clause: In order for the command to deal with emergent requirements the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time). Additionally, the incumbent may also be reassigned as directed by the Chief of Staff for up to 180 days (and where necessary in excess of 180 days with the agreement of the incumbent).

2. Annual TDY Requirement: The incumbent may be required to undertake TDY both within and outside NATO's boundaries for 15 days per year.

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

Primary: 914A Technical strategy and planning - Systems architecture

The specification of systems architectures, identifying the components needed to meet the present and future requirements, both functional and non-functional (such as security) of the business as a whole, and the interrelationships between these components. The provision of direction and guidance on all technical aspects of the development of, and modifications to, information systems to ensure that they take account of relevant architectures, strategies, policies, standards and practices and that existing and planned systems and IT infrastructure remain compatible. [Ref: SFIA v3 2005:ARCH]

- a. University degree or equivalent in computer science, engineering, or related subject.
- b. At least two years experience in systems analysis or computer programming in a high level language.
- c. Extensive knowledge and experience in LINUX or other relevant operating system administration and engineering.
- d. Comprehensive experience in operational environments working with interconnected, information processing systems.
- e. Experience in C4 architecture to include command and control information systems, data distribution, and personal computers.
- f. Detailed knowledge of integrated computer/communication networks.
- g. Experience in developing technical policy level documents; in CIS and in configuration management.
- h. Work involves implementing CIS security criteria and associated applications, assessing the effectiveness of security software, resolving problems.

2. Education/Training

University Degree and 2 years function related experience, or a Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

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:	Working Knowledge
eMail Clients/Web Browsers:	Working Knowledge
Web Content Management:	Not Required

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific Experience: a. Chartered Engineer status or membership of a professional institution in the fields of IS.

- b. Previous relevant experience in a simulation environment.
- c. Up-to-date knowledge of emerging IS equipment/ technologies.
- d. Practical experience with network configuration and management.
- e. Experience of working with cryptographic equipment.
- f. Knowledge of NATO IS and networks.
- g. Previous relevant experience in an international organisation, preferably NATO.

2. Education/Training

Courses:

NCISS-101 NATO CIS Orientation - NATO CIS School

3. Language

C. CIVILIAN POSTS

1. Personal Attributes

- a. Considerable maturity and professional judgement is required to make decisions on simulation network matters taking account of available information and guidance. Good interpersonal and communication skills. Good health and ability to cope with stress. Must be able to work as a member of a team. An analytical, systematic and pro-active approach is important. The duties will require a capacity for original thought and initiative, including the incorporation of emerging technologies, to address the network aspects of CAX related IS projects. The incumbent should be self-motivated and capable of working under pressure. Regular travel on temporary duty may be required.
- b. Capable of representing and projecting the IS policies of JFTC as well as particular configurations in a firm but tactful manner.

c. Capable of communicating IS matters in clear, easy to understand, and, when necessary, non-technical terminology to both large and small groups.

2. Managerial Responsibilities

The incumbent acts as network expert and provides advice on this function to other JFTC staff and management and to the Training Audience. He chairs project and planning meetings. Executes project management duties for assigned CAX related IS projects and ensures that these projects are completed on time and within the budget.

3. Professional Contacts

Frequent working level contacts with NCSA, NC3A, ACT, JWC and any Polish agencies dealing with CIS assets used by JFTC. Represents JFTC position/view at various meetings and conferences.

4. Contribution to the Objectives

Indirect impacts on JFTC mission. This post is of paramount importance in ensuring that simulation networks in operation at JFTC meet the exercise requirements. Also this post contributes significantly to the introduction, in a controlled and professional manner, of emerging technologies that are incorporated into the JFTC.

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

Locally imposed or unique requirements (Comments and notes by requesting HQ):

This Job Description (JD) contains text forced by the NATO Establishment Review Tool (ERT) based on the Rank/Grade and NATO Occupational Code (NOC) assigned to the post. The ERT forced text appears primarily in the Essential Qualifications Section of the JD, this text should be regarded as generic guidance relating to the skills and experience required by the post holder. These requirements are not mandatory for the purposes of recruiting NATO International Civilian Posts. For further information regarding the text concerned please contact Manpower Section.

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