

NATO - JOB DESCRIPTION

**HQ JFC Naples Civilian Human Resources
Management Office Vacancy**

Job Title: Senior Communications and Information Systems (CIS) Engineer

Vacancy Number: JFC/001/2011

NATO Equivalent Grade: A-3

Location: Naples

Length of contract: Three-month renewable consultant contract

Applications Reception Deadline: 28 January 2011

PART I - JOB IDENTIFICATION

DATE: 9 April 2009

JOB TITLE: Senior Communications and Information Systems (CIS) Engineer

PE POST NUMBER: N/A

Rank/Grade: N/A

Nationality: N/A

Environment:

Job Code: IS06

HQ: JFC HQ Naples

Division: Command Group

Branch: ODCOSS

Section: Project Management Office

Duty Location: Bagnoli, Naples (IT)

PART II - PE DETAILS

A. POST CONTEXT

HQ JFC is the Headquarters at NATO's operational level command that is capable of commanding a Major Joint Operation. COMMAND GROUP is to provide and sustain command and control capabilities, in terms of support, coordination, management, administrative service, and specialists' advice to COM, DCOM and COS, in order to meet the HQs' mission. OFFICE OF THE DCOS SUPPORT is a Branch that is responsible to COS for monitoring and co-ordinating the support staff functions. Assists and advises COS on policy matters and in the execution of his responsibilities and duties regarding all support activities. The JFC Naples HQ Relocation Project - Project Management Office (PMO) is responsible for the conduct and completion of the Architecture and Engineering (A&E) and CIS designs for the new JFC Naples HQ at Lago Patria and for assisting MOD (Ministry of Defence) Italy during the construction works for the new HQ. The incumbent of this post is responsible for analysis of all Communications and Information Systems (CIS) works, production of inputs regarding CIS engineering and design-related issues, and direction of CIS project implementation activities and to resolve related problems in the JFC HQ Naples Relocation Project.

B. REPORTS TO

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Director, PMO

C. PRINCIPAL DUTIES

1. Analyzes and coordinates CIS architectures, equipment and system technical specifications to meet JFC requirements. Provide technical solutions proposals for the development of CIS architecture in the move from the present HQ location to the new HQ location.
2. Coordinates requirements and technical issues with JFCNP J6, CC-Maritime HQ Naples (CC-MAR), STRIKEFORNATO, Host Nation, CIS provisioning organizations and contractors through the PMO and HQ Relocation CIS Technical WG (CIS WG).
3. Inspects installations to monitor progress and ensures adherence to contractual technical specifications.
4. Provides engineering evaluations and recommendations in the CIS design of existing communications and network equipment, and provides advice and assistance to resolve technical problems related to operational and systems integration aspects.
5. Determines technical adequacy and evaluates cost effectiveness of CIS solutions, utilizing sound engineering principles and equipment standardization guidelines.
6. Participates in steering and review meetings with NCNP, SHAPE, NC3A and other CIS organizations in JFC HQ Naples. Participates in the CIS WG for review of technical issues, and briefing of decision and outcomes from participating agencies.
7. Supports the development of CIS policy and guidance for configuration management of JFC Relocation CIS Transition Plan.
8. Administers the CIS System Defining Study contract of the JFC HQ Naples Relocation Project on behalf of PMO Director.
9. Provides inputs to the PMO Director, JFCNP J6 and CIS WG as the JFC HQ NAPLES CIS Quality Assurance representative during the construction phase of the project as regards the CIS.
10. Negotiates the JFC Naples position, with respect to CIS works and design matters, with senior staff counterparts at SHAPE, NATO International Staff, JFC Naples, JFC Naples Co-located Commands, and MOD Italy.
11. Coordinates decisions regarding technical issues within scope of Phase III documentation, contracts and meeting minutes.
12. Acts for the PMO Director, when designated, at inspections and prepares subsequent reports and recommendations.
13. Writes technical staff papers associated with the project.
14. Develops, monitors, and maintains the project related schedules, and tracks the overall project implementation schedule for CIS works.
15. There are no first-line reporting responsibilities.

D. ADDITIONAL DUTIES

The incumbent may be required to:

1. Co-ordinate and monitor the preparation of project documentation for the CIS element of the project.
2. Determine the requirement for technical studies and agreements relating to the CIS element of the project.

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3. Draft the contractor Statement of Work (SOW) for CIS related space studies, requirements/systems definition and design studies, and feasibility studies.
4. Participate in conferences and meetings and assists the PMO Director in the day-to-day matters concerning JFC HQ Naples Relocation Project CIS Works and design matters.
5. Direct and supervise the work priorities of an ad hoc or permanent team within own functional area.
6. Perform like duties elsewhere in the Headquarters, in accordance with the exigencies of the service.
7. Undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.

PART III - QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

IS06: Information Systems Engineering and Maintenance – General Experience in all Lifecycle aspects of Information Systems aimed at achieving effective system development and deployment. Sound technical knowledge on wide area networks and local area networks. Broad and sound technical knowledge and experience in distributed Information Systems as they are applied to modern information management and Command and Control Information Systems. Detailed knowledge of architectural design as applied to computer systems.

Three years of experience of modern Telecommunication Technology, such as PABX, BME, DLOS, VTC, MODEM, etc., Systems, and Networks.

Three years of experience in the development and use Information Technologies (Servers, Router, WEB Portals, Crypto equipment, etc.). Both the above must include the range of activities involved in planning, planning, organizing, directing, coordinating, controlling, and evaluating the use of men, money, materials, and facilities to accomplish assigned functions and tasks.

Experience in applying System Analysis principles to the development of Information Systems.

Experience in the management of large CIS projects.

2. Education/Training

A university degree in electronic engineering, information technology, or a related discipline and 6 years of post-related experience

Alternatively, a higher secondary education and completed advanced vocational training in electronic engineering, information technology, or a related discipline leading to a professional qualification or accreditation, with 10 years of post-related and 2 years of function-related experience

3. Security Clearance

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4. Language

English: SLP 3434 (Listening, Speaking, Reading, Writing) – Very Good

Host nation: SLP 3322 (Listening, Speaking, Reading and Writing) – Good / Fair

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NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English. The incumbent of this post interfaces with host nation authorities.

5. Standard Automatic Data Processing Knowledge

- a. Word Processing: Working Knowledge
- b. Spreadsheet: Working knowledge
- c. Graphic Presentation: Working Knowledge
- d. Database: Basic Knowledge
- e. eMail Clients/Web Browsers: Working Knowledge
- f. Web Content Management: Working Knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific experience in project management

Knowledge of NATO CIS, and its concepts, policies, and architectures

Knowledge of NATO in-service and planned Information Systems

Experience in converting evolving military operational requirements into Information Systems requirements

2. Education/Training

Specializations:

Advanced University degree or Post Graduate Diploma in a CIS related discipline

Microsoft Certified System Engineer (MCSE)

Demonstrable evidence of maintaining knowledge of advances in CIS technology

Member of a professional body or institution

3. Language

Host nation: SLP 4433 (Listening, Speaking, Reading and Writing) Host Nation – Very Good

C. OTHER QUALIFICATIONS

1. Personal Attributes

Based upon general NATO rules, using own professional experience and with minimal supervision, required to track and evaluate communications projects to ensure successful implementation. Is required to follow and interpret technical and procedural guidance contained in NATO STANAGs, ACO and JFC Naples Directives. Good inter-personal and communication skills. Good health, maturity, poise, tactfulness, firmness and persuasion. Considerable professional judgment is required to make decisions on technical matters within the general framework of available procedural guidance. Must be able to travel regularly on temporary duty. Must be capable of maintaining a high workload, and accomplishing tasks and projects with short deadlines.

2. Managerial Responsibilities

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As directed by Director PMO chairs technical Working Groups and meetings. The ability to organize concurrent work on different projects simultaneously is of critical importance. There are no first line reporting responsibilities.

3. Professional Contacts

Regular contact with NATO and national authorities involved in the implementation of CIS projects. Routinely contacts with commercial communications and information system companies. Occasionally participates in NATO working groups and committees to support the defense of JFC HQ Naples projects.

4. Contribution to the Objectives

The incumbent contributes significantly to the timely and efficient execution of the CIS projects in moving forward the mission of the JFC Naples PMO.

5. Work Environment

The work is normally performed in a typical Office environment at JFC Naples or within PMO facilities at the Lago Patria site. As the construction and HQ re-location progresses, the CIS Engineer must be available for extended periods on the construction site to monitor works and CIS technical implementations. During site preparations and CIS implementation phases, the CIS Engineer may be required to work full-time on the new HQ site. During work within the normal office environment, the risk of injury is categorized as: No Risk. During extended outdoor construction activity the risk of injury could involve moderate exposure to danger.

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