

# Vacancy Notice

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| Vacancy Numbers:  | 11013+11014   |
| Grade:            | B-4   |
| Title:            | Senior Technician (Radio)   |
| Division/Office:  | ATC Radio Maintenance Section, Ground Radar/Radio Maintenance Branch, Airfield Services Squadron, Operations Wing |
| NATO Body:        | NAEW&CF E-3A Component<br>Geilenkirchen   |
| Country:          | Germany   |
| Closing Date:     | 04 October 2011   |
| Point of Contact: | Mr. R. Gülpen, 02451-632340<br>Mr. J. Simon, 02451-632343   |

## 1. GENERAL:

Applications are invited for the posts listed above. These posts are due to be filled as soon as possible.

Applicants are required to strictly adhere to the instructions on how to apply (paragraph 10) in order to ensure that their applications receive full and proper consideration.

Please note that only applicants who succeed in the initial screening will receive a response. In order to follow the status of a vacancy please refer to our web site [www.e3a.nato.int](http://www.e3a.nato.int).

In principle, applications will only be accepted from nationals of the following countries which contribute to the budget of the E-3A Component: i.e. Belgium, Canada, Czech Republic, Denmark, Germany, Greece, Hungary, Italy, Luxembourg, Norway, Poland, Portugal, Romania, Spain, The Netherlands, Turkey and the United States of America. **Note:** The only exception to the above is when applications are received from NATO International Civilian serving staff members.

Due to prevailing circumstances, potential candidates are herewith informed that this recruitment process may well have to be curtailed prematurely at any point in the future, depending on the nature of ongoing developments and decisions regarding organizational, structural, or financial issues or for any other valid reasons. Consequently there can be no guarantee that selected candidates will actually be appointed to these posts.

The E-3A Component reserves the right to select personnel for future identical vacancies from among the candidates who apply on account of this advertisement.

Any future employment at the E-3A Component may be affected by possible changes to the establishment and/or new NATO Civilian contract policy.

In accordance with current NAEW&CF E-3A Component contract policy, the selected candidate will, in general, be offered a one-year initial/reassignment/definite duration contract, depending on the status of the selected candidate.

Normally the Civilian Personnel Selection Board will only consider the applications of candidates fully meeting all the essential qualifications of the job description. When no candidates apply who meet all the essential qualifications, the board **may** decide to

consider candidates not possessing all of the essential qualifications. If such candidates are selected, they will be appointed at a lower grade and their employment contract will stipulate the conditions under which the grade attached to the post can be granted and the employment contract confirmed.

## 2. POST CONTEXT:

The Operations Wing is responsible to the E-3A Component Commander for the management, assessment and currency of all operational personnel to ensure the most effective performance of missions. The Airfield Services Squadron provides air traffic control, meteorology, fire/crash/rescue and ground radar and radio maintenance services. Ensures that interface between Airfield Services Squadron elements and the operational units of the E-3A Component are maintained at a high level to ensure mission success. Responsible for the identification, staffing, documentation, validation and presentation of the ground radio communications requirements of the E-3A Component MOB and the FOBs/FOL. The Ground Radar/Radio Maintenance Branch maintains all ATC radar, ATC communication consoles, ground navigation and ground radio equipment, weather radar and the H/F station at the MOB. Maintains HF and VHF/UHF equipment at the FOBs/FOL. The ATC Radio Maintenance Section maintains and repairs radio and navigation equipment used for air traffic control and the base management radio system, provides a deployable Radio Set.

The Senior Technician (Radio) in the ATC Radio Maintenance Section of the Branch accomplishes a variety of electronic maintenance functions on different types of equipment like standard VHF/UHF transmitter, receiver and antenna systems, recording technology, instrument landing systems, communication systems and satellite technology.

## 3. REPORTS TO:

Branch Head, or designated supervisor.

## 4. PRINCIPAL DUTIES: Responsible for:

Performing scheduled and unscheduled equipment maintenance, inspections, evaluations, troubleshooting, testing, modification, replacement and operation of ATC VHF/UHF communication transmitter and receiver, instrument landing, recording and base management radio systems including appropriate related peripheral and support equipment;

Maintaining and operating various pieces of test equipment and special tools;

Acting as System Administrator for the Digital Trunked Radio Network;

Maintaining inspection and maintenance records;

Assisting in the conduct of On-the-Job (OJT) training programmes;

Operating motor vehicles and support equipment.

## 5. ADDITIONAL DUTIES: Responsible for:

Performs other related duties as assigned;

May be required to undertake operational deployments and/or TDY both within and outside NATO's boundaries;

For operational or other valid reasons, the incumbent may be required, at the discretion of the responsible supervisor, to carry out a similar range of duties in any organizational element of the headquarters, at the same grade, without necessitating a change to the employment contract. This situation could continue for an unspecified period during which

the aforementioned operational or valid reasons prevail. NB: For this purpose, the responsible supervisor is defined as the head of the organizational element within which both ranges of duties are located;

Required to participate in exercises, contingency and emergency operations. In this connection, will be required to wear protective clothing/equipment unless exempted for medical reasons. During these periods, may temporarily be required to perform duties outside the normal scope of this job description to support mission accomplishment; Responsible to maintain a level of personal fitness appropriate to the assigned duties and responsibilities;

Attends, as directed, additional training courses/programmes relevant to the mentioned duties.

The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

## 6. ESSENTIAL QUALIFICATIONS:

### a. Professional/Experience:

Very good knowledge of the theory of electronics, transistors, solid state components and digital techniques acquired through at least 3 years post related, current professional experience.

### b. Education/Training:

Higher Secondary education and vocational training in the electronic field, or Secondary education and vocational training in the electronic field with at least 1 additional year post related, current professional experience. Driving license equivalent to European Class B.

### c. Security Clearance:

NATO SECRET

### d. Language: Standard NATO Language Profile (SLP).

The 4-digit SLP refers to **listening, speaking, reading** and **writing** in that sequence; the level number stands for: 1–Elementary; 2–Fair (limited working); 3–Good (minimum professional); 4–Very Good (full professional); 5–Excellent (native/bilingual)

English 3322

German 3333

Note: The work, both oral and written, in this post and in this headquarters as a whole, is conducted mainly in English.

### e. Standard Automated Data Processing (ADP) Knowledge:

The four NATO standards of ADP Knowledge are: No Knowledge, Basic Knowledge, Working Knowledge, and Advanced Knowledge.

Word Processing: Basic Knowledge

Spreadsheet: Working Knowledge

Graphics Presentation: No Knowledge

Database: No Knowledge

E-Mail Client/Web Browser: Working Knowledge

Web Content Management: No Knowledge

### f. Physical/Medical Prerequisites:

Must fulfill medical prerequisites of occupational health code as specified in the E-3A Component's Occupational Health Examination Programme. Good physical constitution. Ability to lift heavy objects and to work at heights, in cramped enclosed areas and in uncomfortable conditions/positions.

## 7. DESIRABLE QUALIFICATIONS:

### a. Professional/Experience:

Previous NATO assignment. Experience working in an international/military environment. Good knowledge of computer systems as they apply to radio systems/navigation aids. Experience as a technician in an ATC environment.

### b. Education/Training:

Training/courses in ATC Communication Systems and/or Instrument Landing Systems. Driving license equivalent to European Class CE.

### c. Language: Standard NATO Language Profile (SLP).

The 4-digit SLP refers to **listening, speaking, reading** and **writing** in that sequence; the level number stands for: 1–Elementary; 2–Fair (limited working); 3–Good (minimum professional); 4–Very Good (full professional); 5–Excellent (native/bilingual)

English 3333

## 8. CIVILIAN POSTS:

### a. Personal Attributes:

Incumbent must be able to independently analyse malfunctions of the equipment. Is required to interpret and apply the provisions of complex English and German technical orders/manuals when performing routine repair and replacement of malfunctioning equipment. Must be able to independently analyse and rectify complex technical problems, and apply own initiative/imagination based on professional experience especially when encountered problems are not covered by technical documentation.

### b. Managerial Responsibilities:

None.

### c. Professional Contacts:

Maintains regular day-to-day professional contacts within the section and branch as well as to ATC operational elements for the purpose of work related information exchange. Maintains frequent contact to various host nation military logistic/maintenance units and agencies to obtain or relay information concerning technical problems and their resolution.

### d. Contribution to the Objectives:

The incumbent has an important role in maintaining technical equipment vital for/critical to ATC/Flight Safety and thereby renders direct support for the E-3A Component's mission accomplishment. The accurate performance of maintenance entails life and funds saving potential.

### e. Work Environment:

The work is normally performed in a typical Airbase environment. Slightly undesirable conditions apply. Shift work may be required. The risk of injury is categorised as: Light Risk of Injury. Works in offices, maintenance shops, on-site and in the field in all weather conditions. Work is performed at heights, in cramped/enclosed areas and in uncomfortable positions. Is regularly exposed to above average noise levels, aircraft fumes and gases. Regular heavy lifting is required. Moderate risk of injury or of occupational illness due to the exposure to high voltage, high current, high frequency, radioactive hazard and working at heights and in uncomfortable conditions.

## 9. SALARY AND CONDITIONS OF EMPLOYMENT:

Salary and conditions of employment will be in accordance with the NATO Civilian Personnel Regulations (NCPR).

The monthly basic salary, including current adjustments, for a NATO B-4 post in Germany is €3,799.33. The salary and allowances paid by the organization are exempted from income tax. The place of duty will be at the NATO Air Base Teveren, near Geilenkirchen, Germany.

## 10. APPLICATION PACKAGES (Hereinafter referred to as Applications):

PLEASE READ CAREFULLY (How to Apply)

Candidates are requested to strictly adhere to the following instructions:

a. Applications must be forwarded to the following address:

NAEW&CF E-3A Component  
Civilian Recruitment/Services Section  
Post Box 411008  
D-52511 Geilenkirchen

b. Applications must quote the above-mentioned advertisement numbers.

c. Only applications containing complete and pertinent information and documentation will be taken into consideration. As a minimum, application packages must include a fully completed NAEW&CF E-3A Component Application Form and a fully completed Post Requirements Form (both forms can be obtained on the following Internet site: [www.e3a.nato.int](http://www.e3a.nato.int)). Candidates must answer every question on both forms completely in English. Expressions such as please see attached CV, please see annex, please see enclosed document, etc. are not acceptable.

d. Applications must also include documentary evidence of the educational and vocational requirements as listed under essential qualifications. Applicants are further requested to supply documentary evidence in support of the statements made in the application (such as certificates of other education/training, evaluation sheets, job descriptions, letters of appreciation/recommendation, etc.). Do not submit the original texts of references or testimonials. Any documentation submitted in a language other than English must be accompanied by at least an unofficial translation.

e. If you are or have been a NATO civilian (or a civilian in one of the Coordinated Organizations), please indicate your last grade and step held, and specify in which NATO Body (or Coordinated Organization) you are/were employed.

f. Applications should be submitted by normal mail (serving NATO civilian staff members from outside the NAEW&CF E-3A Component must send their applications through their Civilian Personnel Office; German military personnel and German BMVg civil servants must send their applications through BMVg PSZ II 7 in accordance with ZDv 14/5) to reach the above address not later than the above-mentioned closing date in order to be considered.

## 11. SERVING MEMBERS OF THE INTERNATIONAL CIVILIAN STAFF OF ANY NATO BODY:

Article 57.1 NCPR: Serving members of the international civilian staff of any NATO body may apply for this vacancy. The applications of such staff members shall be examined together with those of outside candidates. Where relevant qualifications and suitability are equal, preference will be given to serving candidates.

## 12. REDUNDANT STAFF:

Article 57.2 NCPR: Staff members who become redundant shall be given the opportunity to apply for the vacant posts throughout the organization and the candidature of such staff members for a post of their own grade shall be considered before other recruitment is put in hand.