



NATO UNCLASSIFIED

NAHEMA

"UNITE TO SUCCEED"



**NATO HELICOPTER D&D PRODUCTION AND
LOGISTICS MANAGEMENT AGENCY**

NOTIFICATION OF A "B" GRADE VACANCY

DIVISION:	MANAGEMENT	
SECTION:	CIS	
LINE MANAGER:	CIS OFFICER	
POST TITLE:	ASSISTANT CIS AND DATABASE ADMINISTRATOR	
POST NO.:	0043	
GRADE:	B6/NATO GRADE 14	ABBREV. TITLE: CIS-3

1. SUMMARY

The Assistant CIS, Database Administrator & CIS Technician 2 supports the CIS Officer in monitoring the application of NATO and internal security rules in NAHEMA's Database systems. He responds to the CIS Officer of NAHEMA Databases efficiency, integrity, management and maintenance; administers the NAHEMA database system(s) providing a prompt evaluation on systems status and needs; provides consultancy for the development of data management projects and develops new databases in accordance to Agency needs.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Significant experience with:
 - Data Base Management Systems (DBMS) at Database Administrator (DBA) level;
 - Oracle Databases as DBA;
 - Microsoft SQL Server (Version 2008 and above) as DBA;
 - Oracle Enterprise Business Suite (OEBS) at user level;
 - SQL Development – ability to write and troubleshoot SQL Code;
 - client-server computing and relational database environments;
 - Information Management Systems administration (sysadm);
 - development of MS-OFFICE automation and/or applications through Visual Basic for Applications (VBA), .NET Framework, C#;
 - management of web-based interfaces to Databases.
- Thorough knowledge of all MS-OFFICE (Version 2016 and above) applications, including routine development under MS-ACCESS software.
- Basic knowledge of Skype for Business Server 2019.
- Experience in working as Customer with Industry.
- Experience in a multinational working environment.
- Fluency in speaking, writing and reading English.
- NATO SECRET Security clearance.

DESIRABLE

- Experience with:
 - networking and communication technologies (e.g. Routing, Switching and VoIP);
 - systems and data analysis / systems design;
 - Share Point Development;
 - implementation/management of MS-PROJECT sheets.
- Experience in daily application of national or NATO security rules on CIS SECURITY.
- Certification as MCDBA (Microsoft Certified DB Administrator).
- Certification as ORACLE Database Administrator.

3. MAIN ACCOUNTABILITIES

The incumbent of this post is responsible to the CIS Officer of proper execution of the following tasks:

- maintaining all NAHEMA databases data with respect to consistency, integrity, correctness. Providing a prompt evaluation on system status and resources needs;
- assisting the CIS Officer to the definition and implementation of data processing to be operated for the NH-90 Program including risks and recovery measures information;
- providing data correlation and extraction in response to Agency's needs;
- keeping the database Inventory and managing the interconnections between databases;
- handling NAHEMA Databases (MS SQL Server, Oracle) and their Interfaces (MS Access, MS SharePoint, Apache, Oracle, etc.) in regards to forms and reports maintenance, recurrent query management and script programming development to ease office automation;
- supporting NAHEMA staff members in computer-related tasks, notably through the NAHEMA Help Desk;
- monitoring the maintenance and availability of all CIS equipment in the meeting rooms;
- managing COMMS resources in terms of system configuration, assets distribution, status and cost monitoring;
- contributing to the preparation of reports / plans and the development / maintenance of CIS Handbooks and User Guides;
- performing any other duties for the benefit of the agency and/or the program, within the frame of his/her competencies, as required by his/her hierarchical superiors.

4. INTERRELATIONSHIP

The incumbent reports to the CIS Officer.

5. CONTRACT

The applicant has to be seconded from the national administration of one of NAHEMO Nations.

According to the NAHEMO Charter, the applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 2 years subject on General Manager decision/proposal and to the agreement of the National Authority concerned.

The maximum period of service in the post as a seconded staff member is five years (3+1+1).

The contract offered will be in accordance with the NATO Civilian Personnel regulations.

6. ADDITIONAL INFORMATION

Appointment will be subject to the receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the national Authorities.

NAHEMA can only accept seconded applicants from nationals of NAHEMO countries.

NATO is an equal opportunities employer, and does not discriminate on the grounds of gender, race or ethnic origin, religion, nationality, disability, sexual orientation or age (restrictions to age may apply for first appointment only, according to the NATO Civilian Personnel Regulations. This is a prerogative as approved by the NATO Council).

The Civilian Personnel Regulations and other NATO reference documents are available on line: <http://www.nato.int/cps/en/natohq/114139.htm>

NAHEMA, located in Aix-en-Provence, France, is a non-smoking environment.

7. PERSONAL CHARACTERISTICS

All NAHEMA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability and professionalism.

A groomed appearance, tact and diplomacy would be assets.