

NRO. ARCHIVIAZIONE 14100179A CODA : ARRIVI

21/05/2010 12.03

AREA OP. : PAM

IN-HOUSE OR THROUGH CONTRACTORS. THE TECHNICAL SUPPORT BRANCH PROVIDES THE TECHNICAL AND LOGISTICS SUPPORT FOR ALL NATO JEWCS EQUIPMENT AT MOB AND ON DEPLOYMENT. WITHIN THE TECHNICAL SUPPORT BRANCH THE EW SOFTWARE SYSTEMS PRINCIPAL TECHNICIAN IS RESPONSIBLE FOR PROVIDING LONG-TERM CONTINUITY IN EW ASSET SYSTEM SOFTWARE MAINTENANCE.

B. REPORTS TO

SECTION HEAD (EW SYSTEMS) CHIEF TECHNICIAN, OEW NTB 0010.

C. PRINCIPAL DUTIES

THE INCUMBENTS DUTIES ARE:

1. IN CONJUNCTION WITH EW SYSTEMS CHIEF TECHNICIAN (OEW NTB 0010) PAGE 04 RIFD 5117 NATO UNCLAS AND EW SYSTEMS PRINCIPAL TECHNICIAN (OEW NTB 0020) ACTS AS A SYSTEMS SOFTWARE EXPERT FOR JEWCS ASSETS TO PROVIDE CONTINUITY IN THE TECHNICAL SUPPORT BRANCH.
2. IN PARTICULAR ACTS AS THE NATO JEWCS TECHNICAL EXPERT FOR THE CONTROL AND MMI SOFTWARE FOR JEWCS ASSETS. IDENTIFIES SOFTWARE SOLUTIONS TO RESOLVE SOFTWARE PROBLEMS, MODIFY THE MMI TO MEET USER NEEDS AND MODIFY CONTROL SOFTWARE TO ACCOUNT FOR EQUIPMENT CHANGES.
3. MAINTAINS CONFIGURATION CONTROL OF JEWCS EW ASSET SOFTWARE.
4. IN ADDITION TO SOFTWARE KNOWLEDGE, MAINTAINS A LEVEL OF KNOWLEDGE OF JEWCS EW ASSETS TO ENABLE HIM TO MAINTAIN CONTINUITY OF BASE SUPPORT IN THE ABSENCE OF THE EW SYSTEMS TECHNICIANS.
5. OCCASIONALLY DEPLOYS TO A NATO BASE, JEWCS DEPLOYMENT LOCATION OR NATO NAVAL SHIP TO SUPPORT TRIALS AND EVALUATION OF THE OPERATION AND EFFECTIVENESS OF JEWCS ASSETS. MAY DEPLOY AS A TECHNICIAN TO SUPPORT JEWCS EQUIPMENT ON EXERCISES.
6. CARRIES OUT TECHNICAL TRAINING FOR JEWCS EW TECHNICIANS AND FAMILIARISATION TRAINING FOR OPERATORS.
7. MEMBER OF THE JEWCS QUALITY ASSURANCE TEAM.
8. IN CONJUNCTION WITH EW SYSTEMS CHIEF TECHNICIAN, WORKS IN LIAISON WITH CONTRACTORS AND POTENTIAL CONTRACTORS TO IMPROVE SYSTEM PAGE 05 RIFD 5117 NATO UNCLAS KNOWLEDGE, EQUIPMENT CAPABILITIES AND POTENTIAL IMPROVEMENTS.
9. CARRIES OUT ADDITIONAL DUTIES AS DIRECTED BY THE JEWCS ENGINEERING OFFICER.
10. HAS A CLOSE WORKING RELATIONSHIP WITH WORKSHOP SUPERVISORS PROVIDING THEM WITH TECHNICAL ADVICE AND CARRYING OUT RESEARCH WITH CONTRACTORS AND OTHER INFORMATION SOURCES WHERE SUCH INFORMATION IS NOT AVAILABLE INTERNALLY.
11. SUPPORT JEWCS TECHNICAL OFFICER BY PROVIDING SPECIALIST SOFTWARE ADVICE TO PROGRESS REQUIREMENTS DEFINITION FOR CAPABILITY PACKAGES (NSIP FUNDED PROJECTS), ACCEPTANCE TESTING, INTRODUCTION INTO SERVICE AND LONG TERM SUPPORT. PROVIDES INTELLIGENT CUSTOMER CAPABILITY FOR NEGOTIATIONS WITH CONTRACTORS.

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. THE INCUMBENT WILL BE REQUIRED TO PERFORM SUCH OTHER RELATED DUTIES AS MAY BE DIRECTED BY THE DIRECTOR NATO JEWCS.

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2. THE INCUMBENT MAY BE REQUIRED TO UNDERTAKE OPERATIONAL

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DEPLOYMENTS AND/OR TDY ASSIGNMENTS BOTH WITHIN AND WITHOUT NATOS BOUNDARIES.

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 WORKSHOP ENVIRONMENT.

NORMAL WORKING CONDITIONS APPLY. THE RISK OF INJURY IS CATEGORISED

AS: LIGHT RISK OF INJURY

PART III - QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. PROFESSIONAL/EXPERIENCE

MORE THAN 3 YEARS RECENT EXPERIENCE OF MAINTAINING ELECTRONIC SYSTEMS SOFTWARE CONTROL AND MMI.

HND, HNC OR LEVEL 4 NVQ OR EQUIVALENT IN RELEVANT DISCIPLINE

2. EDUCATION/TRAINING

HIGHER SECONDARY EDUCATION AND COMPLETED HIGHER VOCATIONAL TRAINING

LEADING TO A FORMAL TECHNICAL OR PROFESSIONAL CERTIFICATION WITH 3

YEARS FUNCTION RELATED EXPERIENCE, OR A SECONDARY EDUCATION AND

COMPLETED ADVANCED VOCATIONAL TRAINING LEADING TO A PROFESSIONAL

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QUALIFICATION OR PROFESSIONAL ACCREDITATION WITH 5 YEARS POST RELATED EXPERIENCE.

3. SECURITY CLEARANCE NATO SECRET

4. LANGUAGE

ENGLISH SLP 3322 (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

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Lista di Distribuzione :

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TO ZEN/SEGREDIFESA ROMA

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RIFTA/STATAEREO

RIFA/CARABINIERI COMANDO ROMA

RIFTA/PERSOCIV ROMA

ZEN/DIFESA GABINETTO

R 210820Z MAY 10

FM HQ MC NORTHWOOD

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NATO UNCLAS

SIC VAW

SECTION 1 OF 2

SUBJ CIVILIAN PERSONNEL VACANCY

FOR THE ATTENTION OF CIVILIAN HUMAN RESOURCES MANAGERS

APPLICATIONS ARE INVITED FOR:

POST/VACANCY NO OMN SXX 0080

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POST TITLE: DEP I/C RECORD CENTRE, ARCHIVIST/SECTION

NATO GRADE: B-3

DIVISION: OFFICE OF DIRECTOR OF STAFF/HQ SUPPORT

DUTY LOCATION: NORTWOOD, UNITED KINGDOM

BASIC SALARY: GBP 2,303.16 PCM (TAX FREE) TO WHICH RELEVANT

ALLOWANCES WILL BE PAYABLE IF APPLICABLE.

CLOSING DATE: 25 JUNE 2010

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 AN INITIAL CONTRACT OF ONE YEAR NORMALLY FOLLOWED BY AN INDEFINITE DURATION CONTRACT.

PART II - PE DETAILS

A. POST CONTEXT

MARITIME COMMAND NORTHWOOD IS A HEADQUARTERS AT NATOS COMPONENT LEVEL THAT IS CAPABLE OF COMMANDING THE MARITIME COMPONENT OF A MAJOR JOINT OPERATION. THE COMMAND GROUP DIRECTS, CO-ORDINATES AND PRIORITISES THE PLANNING EFFORT, PROVIDING FURTHER DIRECTION AND GUIDANCE AS REQUIRED. THE OFFICE OF THE DOS IS RESPONSIBLE DURING OPERATIONS FOR THE PROVISION AND ADMINISTRATION OF SUPPORT TO THE COMMAND GROUP IN THE COMMAND, CONTROL AND COORDINATION OF THE

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CAMPAIGN AND TO PROVIDE SPECIALIST ADVICE. FRAMEWORK

RESPONSIBILITIES ARE THE DIRECTION, CO-ORDINATION, PRIORITISATION AND SUPERVISION OF ALL ACTIVITIES OF THE HQ STAFF TO SUPPORT THE DIRECTION AND GUIDANCE OF THE MARCOM, DCOM AND COS. SPECIFICALLY RESPONSIBLE FOR PROTOCOL, PUBLIC AFFAIRS, MANAGEMENT AND RESOURCE PLANNING, HQ SUPPORT AND INFORMATION KNOWLEDGE MANAGEMENT. DURING OPERATIONS THE HQ SUPPORT GROUP MAINTAINS MARITIME HQ INSTALLATIONS, DHS RECORDS CENTER, INTERNAL HQ SECURITY AND PROVIDE REAL LIFE SUPPORT. PROVIDES A COHESIVE GROUPING OF HEADQUARTERS SUPPORT AND

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ADMINISTRATIVE FUNCTIONS, INCLUDING FACILITIES MANAGEMENT (INCLUDING SHEF), CONFERENCE SERVICES, AND THE NATO SUPPLY SERVICES. FRAMEWORK RESPONSIBILITIES ARE TO MAINTAIN MARITIME COMMAND INSTALLATIONS, INTERNAL HQ SECURITY AND PROVIDE REAL LIFE SUPPORT. TO PROVIDE AN EFFICIENT OPERATION AND MAINTENANCE OF ALL HEADQUARTERS FACILITIES. OPERATIONAL: EMPLOYED IN THE RECORDS CENTRE AS PART OF THE INTERNAL SUPPORT GROUP.

FRAMEWORK: WITHIN THE RECORDS CENTRE THE INCUMBENT IS RESPONSIBLE TO THE OR4 CENTRE DESK POSITION (SXX0170) FOR THE PROVISION OF TASKS AS OUTLINED AT PARAGRAPH C.

B. REPORTS TO

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COMMANDER (HQ SUPPORT), OMN SXX 0010.

C. PRINCIPAL DUTIES

THE INCUMBENTS DUTIES ARE:

OPERATIONAL DUTIES: WORKS AS NECESSARY AS A RECORDS CENTRE MEMBER OF THE INTERNAL SUPPORT GROUP.

FRAMEWORK DUTIES:

THE CONTROL OFFICER FOR NATO SECRET DOCUMENTATION.

MAINTAINS, CONTROLS, DESTROYS AND ACCOUNTS FOR ALL NATO SECRET DOCUMENTS, KEEPING UP-TO-DATE RECORDS AND ENSURING THAT MUSTERS ARE CARRIED OUT AT THE CORRECT TIME AND THE RESULTS SENT TO HQSO.

THE CONTROL OFFICER FOR NATO SECRET MAGNETIC MEDIA.

MAINTAINS, CONTROLS, DESTROYS AND ACCOUNTS FOR ALL NATO SECRET MAGNETIC MEDIA PRODUCED BY THIS HQ.

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CARRIES OUT ADDITIONAL TASKS WITHIN THE RECORD CENTRE AS DIRECTED BY THE OR4 CENTRE DESK NATO RECORDS CENTRE SXX0170.

LEGAL AUTHORITY IS HELD: NONE

BUDGET AUTHORITY IS HELD: NONE

DECISION AUTHORITY IS HELD: NONE

SUPERVISORY DUTIES: NONE

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THERE ARE NO FIRST LINE REPORTING RESPONSIBILITIES.

D. ADDITIONAL DUTIES

MAY BE CALLED UPON TO PERFORM LIKE DUTIES ELSEWHERE IN THE HEADQUARTERS, ACCORDING TO THE EXIGENCIES OF THE HQ.

THE INCUMBENT MAY BE REQUIRED TO UNDERTAKE OPERATIONAL DEPLOYMENTS AND/OR TDY ASSIGNMENTS BOTH WITHIN AND WITHOUT NATOS BOUNDARIES.

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: 322H LIBRARY, INFORMATION, ARCHIVE - CLASSIFIED DOCUMENT MANAGEMENT

ACTIVITIES INVOLVED IN RECEIVING AND ROUTING OFFICIAL

CORRESPONDENCE, HANDLING AND SAFEGUARDING CLASSIFIED MATERIAL,

PREPARING RESPONSES TO SPECIAL CORRESPONDENCE AND ESTABLISHING AND

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MAINTAINING THE COMMAND REPORTS CONTROL, AND FORMS MANAGEMENT

PROGRAMS. REF: NATO INSERT TO UNESCO ISCED 1997:322
PRIMARY SKILL LEVEL: FOLLOW: WORKS UNDER CLOSE SUPERVISION, USES
LITTLE DISCRETION AND IS EXPECTED TO SEEK GUIDANCE IN UNEXPECTED
SITUATIONS. PERFORMS ROUTINE ACTIVITIES IN A STRUCTURED ENVIRONMENT
USING ONLY BASIC SYSTEMS, TECHNOLOGY FUNCTIONS OR APPLICATIONS AND
PROCESSES. REF: NATO ADAPTATION OF SFIA V3 2005:GENERIC LEVEL

DESCRIPTION
SECONDARY EDUCATION AND BASIC VOCATIONAL TRAINING IN ADMINISTRATION
OR OFFICE SKILLS.

A SECONDARY EDUCATION AND BASIC TRAINING FOR SPECIFIC TASK RELATED
SKILLS, E.G. WORD PROCESSING, WITH SOME 2-3 YEARS EXPERIENCE.

2. EDUCATION/TRAINING
SECONDARY EDUCATION AND BASIC TRAINING IN INFORMATION SCIENCE,
MANAGEMENT INFORMATION SYSTEMS OR RELATED DISCIPLINE FOR SPECIFIC
TASK RELATED SKILLS, WITH SOME 2-3 YEARS EXPERIENCE

3. SECURITY CLEARANCE NATO SECRET

1. LANGUAGE
ENGLISH SLP 3333 (LISTENING, SPEAKING, READING AND WRITING)
NOTE: THE WORK BOTH ORAL AND WRITTEN IN THIS POST AND IN THIS
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HEADQUARTERS AS A WHOLE IS CONDUCTED MAINLY IN ENGLISH.

. STANDARD AUTOMATIC DATA PROCESSING KNOWLEDGE
WORD PROCESSING: WORKING KNOWLEDGE
SPREADSHEET: WORKING KNOWLEDGE
GRAPHICS PRESENTATION: WORKING KNOWLEDGE
DATABASE: WORKING KNOWLEDGE
MAIL CLIENTS/WEB BROWSERS: WORKING KNOWLEDGE
WEB CONTENT MANAGEMENT: WORKING KNOWLEDGE
. DESIRABLE QUALIFICATIONS

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RIFTA/STATAEREO
RIFA/CARABINIERI COMANDO ROMA
RIFTA/PERSOCIV ROMA
ZEN/DIFESA GABINETTO
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FM HQ MC NORTHWOOD
TO AIG 5000
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Prot.nr. 0043249
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ECTION 1 OF 3
UBJ CIVILIAN PERSONNEL VACANCY
OR THE ATTENTION OF CIVILIAN HUMAN RESOURCES MANAGERS
APPLICATIONS ARE INVITED FOR:
OST/VACANCY NUMBER: OEW NTB 0030
AGE 02 RIFD 5117 NATO UNCLAS
OST TITLE: EW SOFTWARE SYSTEMS PRINCIPAL TECHNICIAN
ATO GRADE: B-5

DIVISION: TECHNICAL SUPPORT BRANCH, NATO JEWCS.
ITY LOCATION: YEOVILTON, UNITED KINGDOM
ASIC SALARY: GBP 3,006.32 PCM (TAX FREE) TO WHICH RELEVANT
LOWANCES WILL BE PAYABLE IF APPLICABLE.
OSING DATE: 25 JUNE 2010

URATION OF CONTRACT: SERVING STAFF MEMBERS WILL BE OFFERED A
NTRACT ACCORDING TO THE NATO CIVILIAN PERSONNEL REGULATIONS
(CPR). NEWLY RECRUITED STAFF WILL BE OFFERED AN INITIAL CONTRACT OF
E YEAR NORMALLY FOLLOWED BY AN INDEFINITE DURATION CONTRACT.
RT II - PE DETAILS

POST CONTEXT

THE ROLE OF NATOS JOINT ELECTRONIC WARFARE CORE STAFF (JEWCS) IS TO
ROVIDE OPERATIONAL EW SUPPORT FOR UP TO 2 MJOS AND 6 SJOS. TO DO
IS NATO JEWCS PROVIDES SACEUR AND ACO SUBORDINATE COMMANDS WITH EW
PERTISE AND TRAINING IN SUPPORT OF THE PLANNING AND EXECUTION OF
TO OPERATIONS AND EXERCISES. IN ADDITION, WITHIN MEANS AND
PABILITIES, NATO JEWCS SUPPORTS HQ NATO, SACEUR AND SACT IN THE
VELOPMENT OF NATO ELECTRONIC WARFARE POLICY, DOCTRINE, CONCEPTS
GE 03 RIFD 5117 NATO UNCLAS

CO EXPERIMENTATION.
TO JEWCS IS AN ACO UNIT, SUBORDINATE TO SHAPE BUT LOCATED
PARATELY AT RNAS YEOVILTON (UK), AND IS AUTONOMOUS FOR MOST
PECTS OF LOGISTICS, MAINTENANCE AND TECHNICAL DEVELOPMENT. THE
CHNICAL SUPPORT BRANCH HEAD IS RESPONSIBLE TO DIRECTOR NATO JEWCS,
ROUGH THE DEPUTY DIRECTOR, FOR THE ALL ASPECTS OF TECHNICAL AND
ISTICS SUPPORT FOR NATO JEWCS. THE BASE SUPPORT SECTION IS
SPONSIBLE FOR PLANNING AND TECHNICAL REQUIREMENTS FOR LONG TERM
ERHAUL AND UPGRADE OF JEWCS EW ASSETS AND EITHER IMPLEMENTATION

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