



JOINT FORCE COMMAND NORFOLK

THIS JOB IS A TEMPORARY POSITION

Vacancy Number: 23/012

Job Title: CIS/IM Subject Matter Expert

Basic Monthly Salary: \$8,187.65, not exempt from taxation

Joint Force Command Norfolk (JFCNF) is seeking to hire a Communication Information Systems (CIS) / Information Management (IM) Subject Matter Expert Manager to support CIS exercise planning for exercises, primarily Steadfast Defender 24 (STDE24).

GENERAL BACKGROUND:

JFCNF Headquarters is located in Norfolk, Virginia and it is the only operational NATO command in the United States. JFCNF serves as the bridge between Europe and North America and was established to project stability, deter aggression and defend NATO's allies in the North Atlantic and High North, from seabed to space.

POST DESCRIPTION:

Location: Norfolk, VA, USA

Directorate: J7 Division

Security Clearance Required: NATO Secret

Post Context/Post Summary

JFCNF provides a Joint Headquarters to plan, prepare and conduct operations to support NATO's core tasks at the Joint Operational Level, as directed by the Supreme Allied Commander Europe (SACEUR).

The Plans Directorate is responsible for the planning, direction, monitoring, assessment and coordination of all planning, readiness, partnership and engagement staff functions.

The J7 Division directs, monitors and coordinates exercises, training, readiness and doctrine development in the areas of regional focus/interest for both standing element and augmentation.

The Training & Exercise (TRES) Branch is responsible for planning, developing, programming, organizing and conducting collective training and exercise events for the validation and certification of assigned headquarters and forces.

The post incumbent actively participates in JFCNF J7 exercise planning and execution activities as the CIS SME, to include exercise planning conferences, and exercise related Core Planning Team meetings in close collaboration with JFCNF J6 and IKM staff. The primary focus of exercise involvement is on Ex STDE 24.

Principal Duties

The incumbent's duties are:

- a) Develops and updates policy on all CIS military training and exercises matters.
- b) Actively participates in JFCNF J7 exercise planning and execution activities as the CIS SME, to include exercise planning conferences, technical coordination conferences and exercise related Core Planning Team meetings.
- c) Prepares HQ CIS Exercise Directives, and inputs to BI-SC Exercise Directive and Programme.
- d) Coordinates with SHAPE J6, NATO Communication and Information Agency (NCIA) and NATO Signal Group (NCSG) for communication assets to support assigned exercises.
- e) Oversees development of the CIS portions of the exercise plan, CIS Service Matrix Information Exchange Requirements, and floor plans for exercises.
- f) Supports J6 in carrying out CIS Planning Activities in accordance with Bi-SC 075-003 (Collective Training and Exercise Directive).
- g) Performs other duties as directed.

Special Requirements and Additional Duties

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 Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No Risk

Essential Qualifications

a. Professional/Experience

- 1) Background in NATO CIS Planning.
- 2) Experience with CIS infrastructure and project management.

b. Education/Training

University Degree and 4 years post related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.

c. 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.

Desirable Qualifications

a. Professional Experience

- 1) Experience / knowledge of operational concepts and training at national or international level.
- 2) Experience in exercise planning or in operations planning.

Attributes/Competencies

Personal Attributes

The range of personal attributes required for this post are very demanding and exacting, but without them, the function will fail. Foremost, an analytical mind is needed to identify and

evaluate complex and competing issues and that can develop imaginative yet still pragmatic solutions. Inter-personal skills must also be highly developed. The post holder will be working in an international community where different cultural values and styles exist. The holder will need to be able to work successfully with staff at all levels of the organisation, from the lower ranks during the analysis work up to the highest levels when presenting findings and recommendations. This requires tact, judgement and agility. High standards of personal and professional behaviour and moral courage are also needed, as not all reviews and recommendations will be welcomed. The holder will operate in organisational review teams with a degree of autonomy and will need to be able to present persuasive and cogent reports at appropriate level. Excellent communication skills are also a premium asset. A team player is also a key attribute.

a. Professional Contacts

Must be able to liaise effectively both within and outside the HQ with international military and civilian personnel up to the OF-8 level. Outside contact include senior officials in SHAPE, NATO HQ, NATO agencies and national government agencies and industries.

b. Contribution to Objectives

The work of the incumbent impacts both directly and indirectly to the work and objectives of JFCNF. The work will directly impact the strategic objectives of the organisation and will refine the efficiency and effectiveness of the management process to deliver capabilities.

This post reports to: Branch Head (Training and Exercise)

REMARKS:

Duration of contract: not to exceed 12 months. Upon budgetary approval, a further contract may be offer.

In view of the nature and of the urgency of the temporary positions we are looking to fill, it is important for candidates to be available for temporary employment on short notice. In practice, this implies either being in possession of valid NATO security clearance at the time of application, or having been in possession of such a clearance with the possibility to reactivate it swiftly. We therefore only encourage applications for temporary positions if you are already, or have previously been, in possession of a valid NATO security clearance.

HOW TO APPLY FOR A TEMPORARY CIVILIAN POST AT JFCNF:

Applications are to be submitted via email to JFCNFSPTJ1Recruitment@jfcnf.nato.int and include a Cover Letter (max 1 page), Curriculum Vitae (max 2 pages), relevant certifications and two professional references.

DO NOT include the following information: Classified or government sensitive information; Social Security Number; Photos of yourself; Personal information, such as age, gender, religious affiliation, etc.; or encrypted and digitally signed documents.

Current and past civilians working for NATO or any Coordinated Organisation, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organisation.

Remarks:

- A) Only nationals from the 30 NATO member states can apply for vacancies at JFCNF.
- B) Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.

- C) Due to limited capacity, we are unable to accommodate Candidates' individual telephones or e-mail enquiries. All candidates will receive an answer indicating the outcome of their application.
- D) Feedback will not be provided to unsuccessful applicants.