

# Vacancy Notice

Vacancy Number:	<b>11015</b>
Grade:	<b>B-3</b>
Title:	<b>Technician (Machine Operation)</b>
Division/Office:	<b>Structural Fabrication Section, Fabrication Branch, Aircraft Maintenance Squadron, Logistics Wing</b>
NATO Body:	<b>NAEW&amp;CF E-3A Component Geilenkirchen</b>
Country:	<b>Germany</b>
Closing Date:	<b>10 October 2011</b>
Point of Contact:	<b>Mr. R. Gülpen, 02451-632340 Mr. J. Simon, 02451-632343</b>

## 1. GENERAL:

Applications are invited for the post listed above. This post is 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 Logistics Wing is responsible for the management of all E-3A a/c maintenance conducted at the MOB and FOBs/FOL and all other deployed locations. The Aircraft Maintenance Squadron is responsible to the Logistics Wing Commander for the management of all scheduled and unscheduled a/c maintenance including life support and survival equipment, and maintenance of support equipment. The Fabrication Branch is responsible for the inspection, repair and replacement of E-3A Life Support and Survival Equipment. The Structural Fabrication Section performs primary a/c and secondary non-a/c structural repairs, machine fabrications, forms and moulds fabrication and welding activities. The Technician is responsible for metal processing of a/c parts, structural components and related support equipment/tools.

## 3. REPORTS TO:

Branch Head, or designated supervisor.

## 4. PRINCIPAL DUTIES: Responsible for:

Performing design, repair, modification and fabrication of a/c -, equipment - or tool parts and special tools in a variety of metals and alloys, primarily by application of machine processing techniques;  
Performing operator maintenance and service inspections on shop equipment and tools;  
Supporting other specialists in a/c maintenance as required;  
Functioning as technical publications, Consolidated Tool Kit (CTK) and tool monitor;  
Maintaining inspection and maintenance records;  
Providing technical information on assigned equipment and recommending methods to improve equipment performance and maintenance procedures;  
Supporting the evaluation of equipment change proposals, modifications etc;  
Operating logistics related computer terminals;  
Operating computer based engraving equipment;  
Supporting local manufacturing of metal tools and equipment;  
Operating motor vehicles, support and test equipment;  
Assisting in conducting training programmes;  
Performing dispatcher and general housekeeping duties, including ground snow/ice removal.

## 5. ADDITIONAL DUTIES: Responsible for:

Performing other related duties as assigned;  
Temporarily performing, as directed, duties at other locations both within and outside NATO's boundaries;  
Participating, as directed, in exercises and NATO operations and missions including taking part in frequent short term and/or long-term deployments (i.a.w. the relevant provisions of the NATO Civilian Personnel Regulations) and/or duty travel (TDY) both within and outside NATO's boundaries. During these periods, may temporarily also be required to perform duties outside the normal scope of his/her job description to support mission accomplishment;

Participating in deployments and/or TDY, if required, upon short notice and/or without prior knowledge of the location and/or the conditions in which NATO will be operating;  
Participating in deployment training and medical preparation programmes (including immunisation) as determined based on specific operational requirements;  
Wearing/carrying, as directed, protective clothing/equipment while performing duties and/or participating in training, exercises, operational evaluations, and NATO operations and missions unless temporarily exempted for medical reasons;  
In the case of operational or other valid reasons and at the discretion of the responsible supervisor carrying out a similar range of duties in any organizational element of the headquarters, at the same grade and in a comparable functional speciality, 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: In this situation, the responsible supervisor is the supervisor who is in charge of both organizational elements where the duties are being performed.  
Maintaining a level of personal fitness appropriate to the assigned duties and responsibilities;  
Attending, as directed, additional training courses/programmes.  
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:

Good working knowledge of various machine/metal-processing techniques like metal turning or milling/cutting acquired through at least 2 years related, current professional experience. Experience in interpreting technical publications, blueprints and drawings and independently analysing and solving technical problems.

### b. Education/Training:

Secondary education and completed vocational training as lathe operator, milling cutter or instrument/industrial tool mechanic. 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 2222

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:	Basic Knowledge
Graphics Presentation:	No Knowledge
Database:	No Knowledge
E-Mail Client/Web Browser:	Basic Knowledge
Web Content Management:	Working 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. Must be able to lift heavy objects. Must also be able to work at heights, in cramped/enclosed areas and uncomfortable conditions/positions.

7. DESIRABLE QUALIFICATIONS:

a. Professional/Experience:

Previous NATO assignment. Experience working in an international/military environment. Experience in maintaining wide-body a/c, preferably E-3A or equivalent a/c.

b. Education/Training:

Certified a/c welder. Certified knowledge in thin metal or alloy welding techniques and hard soldering.

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 3332

8. CIVILIAN POSTS:

a. Personal Attributes:

The duties and responsibilities of this post require well-developed judgement and ability to think clearly coupled with need to anticipate, identify, and deal with problems, some of which will be out of the ordinary. They also require good creativity, interpretive thinking and well-developed analytical ability to independently resolve technical problems. Is expected to perform assigned responsibilities and duties independently with little or no direct guidance. The incumbent is expected to be self-motivated and proactive. Is expected to integrate in a team and to promote team spirit. The incumbent is expected to be conversant with the rules, regulations, directives, applicable technical data, and to act upon these with little or no supervision.

b. Managerial Responsibilities:

No permanent managerial or supervisory role. However, may occasionally be required to perform supervisory duties and conduct or assist in conducting training.

c. Professional Contacts:

Maintains regular day-to-day professional contacts with other maintenance personnel on matters pertaining to assigned responsibilities and duties to resolve problems at own level and for the exchange of information.

d. Contribution to the Objectives:

The incumbent has an important role in the consistent provision of quality machine operations and utilisation in the context of structural fabrication, which directly influences the quality of maintenance production, and positively impact the E-3A Component's ground as well as flight safety posture. The incumbent makes an important contribution to everyday and long-term effectiveness and efficiency of the Squadron. The incumbent is directly responsible for the compliance of a/c maintenance with airworthiness requirements.

e. Work Environment:

The work is normally performed in a typical Airbase environment. Undesirable Conditions apply. The risk of injury is categorised as: Moderate Risk of Injury.

f. Shift work:

No shift work, except during exercises and deployments, times of tension and crisis.

## 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-3 post in Germany is €3,312.53. 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 number.

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.