

Vacancy Notice

Vacancy Number:	11017
Grade:	B-4
Title:	Senior Technician (Inspection)
Division/Office:	Aircraft Inspection Section, Aircraft Servicing & Inspection Branch, Aircraft Maintenance Squadron, Logistics Wing
NATO Body:	NAEW&CF E-3A Component Geilenkirchen
Country:	Germany
Closing Date:	14 October 2011
Point of Contact:	Mr. R. Gülpen, 02451-632340 Mr. J. Simon, 02451-632343

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 11) 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.

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 Aircraft Servicing & Inspection Branch performs pre-flight, thru-flight, post-flight at MOB and deployed locations, and periodic phase/isochronal inspections at the MOB. The Aircraft Inspection Section performs periodic phase/isochronal inspections. The Senior Technician in the Inspection Section is responsible for all training and maintenance production concerning scheduled a/c maintenance during phase inspection shifts. Conducts phase inspection and functional checks, supervises assigned personnel and develops, conducts and evaluates training of all inspection areas for a/c maintenance personnel of the E-3A Component.

3. REPORTS TO:

Branch Head, or designated supervisor.

4. PRINCIPAL DUTIES: Responsible for:

Performing Phase inspections, functional checks and corrosion control inspections on E-3A a/c;

Performing scheduled and unscheduled maintenance, troubleshooting, servicing, inspection, testing, modification, evaluation, repair, replacement and adjustment of a/c components and related support equipment;

Performing maintenance (incl. inspections) inside the a/c integral tanks, provided the appropriate physical and medical prerequisites are met (see paragraph 8.e.);

Detecting, identifying, removing and (by chemical or mechanical treatment of corrosion) refurbishing surfaces whilst observing the full range of corrosion preventive techniques and applying corrosion preventive compounds/paints on both, the a/c (including a/c integral tanks, provided physical/medical prerequisites are met) and a/c components;

Supporting other specialists in their phase work as required;

Monitoring the maintenance of a/c inspection and maintenance records;

Providing technical information on assigned equipment and recommending methods to improve equipment performance and maintenance procedures;

Managing of corrosion control facilities at MOB;

Conducting and evaluating initial and refresher training of all inspection areas for a/c maintenance personnel within the Branch, the Squadron and other personnel within the E-3A Component incl. FOB/FOL personnel related to a/c inspection;

Monitoring of training status of Section personnel. Serves as liaison between the Branch and Logistics Wing Training Management Division on all training issues as e.g. co-ordinating and management of resources;

Assisting in training development;

Functioning as technical publications and tools monitor;

Performing of acceptance and transfer inspections under guidance of Quality Control;

Operating computer terminals;

Operating motor vehicles, support and test equipment;

Performing general housekeeping duties, including ground snow/ice removal.

5. ADDITIONAL DUTIES: Responsible for:

May be required to perform or support a/c corrosion preventive measures (including a/c clear water rinse and a/c wash) in accordance with applicable maintenance regulations (e.g. Technical Order 1-1-691, NN1E-3A-2-7, NN1E-3A-23 etc.).

Performs safety inspections on equipment in accordance with applicable Host Nation accident prevention and technical standards;

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 organisational 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.

6. ESSENTIAL QUALIFICATIONS:

a. Professional/Experience:

Very good working knowledge of wide-body a/c maintenance and corrosion treatment procedures acquired through at least 3 years related, current professional experience.

Good working knowledge of interpreting technical publications and at least 1 year professional experience independently analysing and rectifying a/c maintenance related technical problems.

b. Education/Training:

Higher Secondary education and completed intermediate vocational training in a/c maintenance and a/c corrosion treatment,

OR

Secondary education and completed vocational training 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 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: Working Knowledge

Spreadsheet: Basic Knowledge

Graphics Presentation: Working Knowledge

Database: Basic Knowledge

E-Mail Client/Web Browser: Basic 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.

Must be able to lift heavy objects. Must also be able to work at heights, in cramped enclosed areas, including a/c integral tanks, and uncomfortable conditions/positions.

If, certified by the E-3A Component's Occupational Health authorities, the post incumbent temporarily or permanently does not meet the particular physical or medical prerequisites to perform a/c integral tank maintenance, the exemption from this duty by itself will not render the post incumbent incapable of performing the remaining duties assigned.

7. DESIRABLE QUALIFICATIONS:

a. Professional/Experience:

Previous NATO assignment. Experience working in an international/military environment. E-3A a/c maintenance experience. Experience as trainer in an a/c maintenance environment. Experience in training development.

b. Education/Training:

Certified instructor. Training in E-3A a/c corrosion control, prevention and treatment procedures. Driving license equivalent to European class CE.

8. CIVILIAN POSTS:

a. Personal Attributes:

The duties and responsibilities of this post require sound judgement and an ability to think clearly coupled with a need to anticipate, identify, and deal with problems, some of which will be out of the ordinary. The incumbent must have all necessary attributes to effectively perform as an instructor. Will be expected to perform assigned duties with minimal direct guidance. The incumbent is expected to work under the supervision of the Dock Chief, but is expected to be self-motivated and proactive. Must be able to integrate in a team and perform as an effective team player.

b. Managerial Responsibilities:

Has functional supervisory competence over section assigned personnel as directed by the Chief, Aircraft Inspection Branch or designated supervisor.

c. Professional Contacts:

Maintains regular day-to-day professional internal cross-functional contacts at lower management level within the Squadron and the LW maintenance management on matters pertaining to assigned responsibilities and duties.

d. Contribution to the Objectives:

The incumbent has an important role in the consistent provision of quality a/c inspection and of training management and performance, which directly influence the quality of maintenance personnel and a/c maintenance production and positively impact the E-3A Component's ground as well as flight safety posture. 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. Works in offices and workshops as well as on a/c inside/outside a/c hangars and on the flight line. Incumbent is required to routinely perform work utilising Personal Computer or Laptop. Is required to wear Personnel Protective Clothing (PPE). Works particularly at heights, in cramped or enclosed areas and in uncomfortable positions. Work may be affected by adverse weather conditions. Performs inside integral tank inspections and corrosion treatment, provided physical/medical prerequisites are met. Integral tank access qualification is required. Regularly exposed to above average noise levels, a/c fumes, liquids and gases, hazards related to corrosion control work. Moderate risk of injury due to exposure to high voltage, high current, under pressure fluids and heights. Regular heavy lifting required. Moderate risk of occupational illness.

f. Shift work:

May be required to work irregular shift cycles.

9. REMARKS:

The incumbent may be required to be multiple trained and qualified on various a/c-integrated systems/equipment.

10. 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.

11. 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). 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.

12. 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.

13. 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.