

Vacancy Notice

Vacancy Number:	12001
Grade:	A-2
Title:	System/Product Manager
Division/Office:	Mission Systems Engineering Division, Information Technology Wing
NATO Body:	NAEW&CF E-3A Component Geilenkirchen
Country:	Germany
Closing Date:	01 March 2012
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 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.

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 Information Technology Wing (ITW) ensures that all Wing-assigned Information Technology (IT) Systems and Services are managed throughout both their engineering and in-service life cycle in support to the E-3A Component's mission. This encompasses planning, acquisition, development, customization, implementation, maintenance, operation, support and protection of IT software, systems and services. The Mission Systems Engineering Division is responsible for providing industry-standard engineering services for E-3A aircraft on-board mission system and mission sensor systems, pre- and post-mission support systems, various automated resource management systems and related on-site engineering facilities and test laboratories. Those services are provided in a mixed organic-outsourced engineering environment within an ISO 9001 certified quality management system. The System/Product Manager is responsible for the planning and control of the delivery of Mission Support System (MMS) Product. As such, the System/Product Manager maintains contacts to the customer and Senior User with regards to the implementation of Change Requirements, to industries and Government entities with regard to delivery of third party provided software, database applications, and related engineering change packages.

3. REPORTS TO:

Division Head (Mission Systems Engineering), or designated supervisor.

4. PRINCIPAL DUTIES: Responsible for:

Ensuring the integrity of the assigned products and its set of features.

Developing and maintaining long-term product evolution plans (strategy) and transferring these plans into product releases, product properties, and product priorities.

Developing and maintaining the product related support strategies.

Supervising the development and maintenance of the product related technical requirements and the product architecture.

Leading the technical analysis of emerging user requirements with regard to the assigned products and coordinating with other internal or outsourced engineering sections.

Leading the evaluation of changes and the implementation of organic provided change packages in accordance with the long-term product evolution plans.

Liaising with industry for the analysis, design and development of change packages and for the qualification, certification and acceptance of new software and database system versions and related COTS software changes.

For outsourced projects, acting as a Project Leader who is responsible for assessing the project feasibility, defining the approach, planning, managing and controlling progress and managing project deviations.

Providing technical guidelines for the development and integration of the assigned products to the Engineering Branch.

Initiating and continuously supervising all projects executed in the Engineering Branch that implement baselines for the assigned products.

Coordinating product related issues with external organizations and industry partners.

Providing the direct interface with Division customers, tasking authorities and boards, and external engineering partners in respect to the assigned products.

Representing the Division with respect to the assigned products.

Initiating, organizing and co-ordinating non-project work for assigned products.

Ensuring and facilitating elicitation of customer requirements.

Guiding the definition of system/product capability development.

Assuring the implementation and maintenance of these capabilities.

Guiding the definition of a practicable project mandate.
Managing product expectations by the customer and the user community.
Setting up quality boundaries for project work artifacts related to the product.
Identifying product specific skills and competencies for engineering personnel.
Acting as senior technical advisor for product related questions.
Maintaining a high level of expertise in the assigned technical areas and staying abreast of software engineering best practices.
Managing routine and contingency support for software maintenance and support efforts at the Forward Operating Bases/Location (FOBs/FOL), and at other deployed operating bases (DOB).
Decision authority is held: Sub-functional area decision authority.
Supervisory duties: Dependent on requirements may be required to direct and supervise the work priorities of an ad hoc or permanent team within the functional area.

5. ADDITIONAL DUTIES: Responsible for:

May be required to undertake operational deployments and/or TDY both within and outside NATO's boundaries.

For operational or other valid reasons, the incumbent may be required, at the discretion of the responsible supervisor, to carry out a similar range of duties in any organizational element of the headquarters, at the same grade, 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: For this purpose, the responsible supervisor is defined as the head of the organizational element within which both ranges of duties are located.

Required to participate in exercises, contingency and emergency operations. In this connection, will be required to wear protective clothing/equipment unless exempted for medical reasons. During these periods, may temporarily be required to perform duties outside the normal scope of this job description to support mission accomplishment.

Responsible to maintain a level of personal fitness appropriate to the assigned duties and responsibilities.

Attends, as directed, additional training courses/programs relevant to the mentioned duties.

Performs other related duties as assigned.

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.

6. ESSENTIAL QUALIFICATIONS:

a. Professional/Experience:

1 year recent experience in software engineering of large-scale distributed software intensive transaction processing or management support systems (like management information-, decision support systems, etc).

Recent experience in the product management of large-scale IT systems, preferably to include external supplier management.

General up-to-date knowledge of computer system architectures, operating systems, client/server, LAN/WAN and network concepts.

General up-to-date knowledge of software engineering related software life cycle models, methods, techniques, metrics and tools.

Proven ability to analyze, design and develop client-server application software in an object-oriented programming language.

1 year recent practical experience in the design, development or software/database maintenance of contemporary database application systems in a network architecture, preferably within an Oracle development environment.

Comprehensive understanding and knowledge of engineering and test requirements from ISO 12207.

Working level knowledge of hardware, firmware and operating system to work with (i.e. UNIX/Solaris servers and workstations, MS-Windows servers and clients).

General knowledge of project management.

Solid understanding of ISO 9001 requirements.

Proven ability to work structured and systematically, applying profound software analysis and engineering capabilities.

General knowledge of requirement tooling.

In-depth knowledge on systematic testing.

Working level knowledge of quality processes (change and configuration management, verification & validation, quality assurance, process improvement).

b. Education/Training:

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

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: Working Knowledge

Graphics Presentation: Working Knowledge

Database: Working Knowledge

E-Mail Client/Web Browser: Working 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.

7. DESIRABLE QUALIFICATIONS:

a. Professional/Experience:

Recent experience in the technical design/development or customization/integration of commercial-off-the-shelf products for complex data warehouse solutions, large scale document and workflow management systems and high end information portal solutions.

Experience in automated tools supporting software engineering activities.

Practical experience in management functions as project or team leader.

Recent experience with external supplier management and outsourcing of engineering support.

Thorough knowledge of and experience in technical level engineering work with database management systems and software used by the product.

Detailed knowledge of the architecture, design, and technical database/software aspects of the product.

In-depth knowledge of requirement specification, capabilities, interfaces, limitations of the product, including related technical and user documentation.

Comprehensive understanding and knowledge of system engineering, airworthiness and test requirements from RTCA/DO 178B, RTCA/DO 200.

b. Education/Training:

Master's degree (or equivalent) in computer science or in a related engineering field.

Proof of training in System Engineering techniques and tools.

Proof of successful completion of advanced high order computer programming language training.

Proof of training in project management.

8. CIVILIAN POSTS:

a. Personal Attributes:

The incumbent will be required to work largely self-supervisory within the framework of corporate policy and plans. He/she is expected to develop and coordinate a strategic vision on the evolution path of the assigned products and their features.

Applies analytical and systematic approach to problem solving.

Maintains awareness of developing trends within the wider occupational field and absorbs new information rapidly and applies it effectively in relevant internal business areas or external agencies.

Service oriented personality.

The incumbent must show intellectual agility, be self-motivated, stress resistant, have a high degree of personal integrity with the ability for efficient and tactful people management in a multi disciplined/multinational team environment.

The incumbent should also display sound independent (technical) judgment and have the confidence to exercise that judgment both internally and with external engineering partners to foster effective implementation of the product evolution plans.

b. Managerial Responsibilities:

The product manager is responsible for determining and implementing the Division's evolution strategy for a set of inter-related products, but does not have direct line management responsibilities.

As part of the various facets of the product management responsibilities, the incumbent drives and supervises projects or acts as project leader who implements a defined portion of the associated product evolution plan.

c. Professional Contacts:

The product manager interacts internally on a daily basis with senior management, project leaders and leading system and software engineering and assurance personnel to exchange information and to advice/coordinate on the product evolution and the associated implementation projects.

He/she frequently interacts with external customers, industry partners, tasking authorities and boards, and staff from other external organizations and also represents the Division at the appropriate product related interchanges.

d. Contribution to the Objectives:

The incumbent directly influences the E-3A Component objectives and mission effectiveness through developing the evolution strategies and implementation plans for all supported products.

e. Work Environment:

The work is normally performed in a typical Airbase environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: Light Risk of Injury. Standard NATO office environment with full office automation and IT support. Offices are located on the premises of a military air base (exposure to noise and aircraft fumes is moderate). Risk of injury is therefore normally limited to those hazards occurring on a routine basis in an office environment. Work may involve the extensive use of computer equipment including the use of Visual Display Units (VDUs), keyboards and visual media devices.

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 A-2 post in Germany is €4,973.85. 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). 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.