

STAFF ASSISTANT (ICC/JCHAT/NIRIS ADMINISTRATOR)

Post Number: IJC SISFAS 0060

Application Closing Date: 08 Mar 2013

International Security Assistance Force (ISAF)
Location: Kabul International Airport (KAIA), Afghanistan
Post - International Civilian Consultant (ICC) Grade – 2A

** Only nationals of [NATO member countries and ISAF Troop Contributing Nations](#) are eligible to apply for this post **

Post Description:

This post is in direct support of Intermediate Headquarters ISAF (HQ ISAF) and the ISAF Area of Operations (AOO) and falls within the System Administration section in the Signal Support Group (SSG). The individual will serve as the senior point of contact for theatre administration of the Integrated Command and Control Software for Air Operations (ICC), the C2 Messaging System (JCHAT, i.e. Messenger) and the NATO Interoperable Recognized Air and Surface Picture Information System (NIRIS). This post is responsible for maintenance and configuration of these systems. This post works closely with the ISAF air community and will deploy throughout the ISAF AOO.

Principle Duties:

ICC/JCHAT/NIRIS system setup, maintenance, and configuration
Systems performance monitoring
User account management
ATO and ACO loading and coordination
Functions as theatre's help desk for ICC/JCHAT/NIRIS
Installs and removes hardware and software, resets passwords
Produces Server configuration reports
Ensures that backups are executed and completed as scheduled
Applies patches and upgrades to OS platform and application servers
Maintains and controls storage devices
Collect and analyse statistics for capacity planning
Produces security reports on violations and maintains historical records of both frequent and uncommon violations in close cooperation with the Chief Information Security
Documents system configuration for configuration management purposes
System performance tuning and disaster recovery planning
Deploys to sites across theatre for ICC/JCHAT/NIRIS sys admin support
Produces and updates standard operating procedures

Additional Duties:

The incumbent of the post may be required to perform other related duties as directed.

Essential Qualifications:

Professional/Experience:

Minimum of 5 years experience administering complex network environments.
Must be familiar with both stand-alone and network operations.
Must have experience in common programming environments.
Experience using Oracle SQL Developer tool.
Must have basic shell scripting experience, preferably Bash.
Experience with SQL/PL SQL.
Must have experience in UNIX-based systems administration environment preferably SOLARIS OS.
Must have oracle database experience, preferably Oracle 10g.
Overall Knowledge of client - server architecture.
Solid experience supporting and troubleshooting Server OS and hardware.

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Experience with system administration monitoring tools
Knowledge of networking principles and troubleshooting experience

Education/Training:

Formal UNIX training
Sun Solaris Certification
Oracle Database 9i/10g
Basic networking training
Completion of Postsecondary education or associates degree in Communication Information Systems (CIS) field

Language:

English: Good level of written and spoken language skills.

Standard Automated Data Processing (ADP) Knowledge: Working Knowledge MS Office main applications. Advanced knowledge in Database(s).

Desirable Qualifications:

Professional/Experience:

Experience working in an Air Operations Centre
Prior experience working in NATO or multi-national environment

Education/Training:

ICC and NIRIS System Administrator training from NATO Programming Centre in Glons Belgium

Personal Attributes:

The candidate must demonstrate strong administrative skills. They must be able to gather information and present it in a way which is understandable and actionable by CJ6 leadership. Must be mature, highly motivated, and possess good presentational skills and interpersonal skills as they will be dealing with personnel at all levels of the organization. Ideally the candidate will also bring a wealth of best practices with them from previous work. The candidate should be able to demonstrate confidence and should be a proactive person. The candidate must have a comprehensive grasp of the military culture.

Managerial Responsibilities:

The position requires a low-level of managerial responsibility with the candidate at times leading a team to a PRT or regional command or leading a team to address a theatre system administration problem.

Candidate is expected to effectively manage his/her time and resources in the execution of his/her duties in order to bring all assigned tasks to fruition.

With two theatre ICC/JCHAT/NIRIS system administrators the candidate is expected to operate with a high level of autonomy.

Professional Contacts:

The candidate will be required to establish and maintain good working relations with both military and civilian personnel in and outside of HQ ISAF.

Contribution to Objectives:

The candidate will be expected to learn, understand and strive to meet the CIS priorities set by the ISAF HQ CJ6. There is an open and receptive environment for best practice brought by personnel employed in the department and it is expected the candidate will contribute fully in this respect.

Work Environment:

The work is normally performed in an office environment within an active theatre. Hazardous Working Conditions apply. The risk of injury is categorised as: Medium.

Applications should be sent to vacancies@hq.isaf.nato.int

Additional Remarks:

Only applications from candidates meeting essential requirements will be taken into consideration. The successful applicant is required to be proactive in fulfilling the pre-employment conditions. This includes medical examinations and security clearance certificates. Applicant must be able to obtain or to be issued a North Atlantic Treaty Organisation recognized national Secret Security Clearance certificate. An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, ISAF posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the contractual period.

Benefit Package:

Monthly salary of € 5,473.00 (Tax free in the host country).

Daily Allowance of € 82.93 while working in Afghanistan.

Installation allowance equal to one-month salary (50% to be reimbursed if not completing two consecutive years of service).

Free accommodation.

Meals of good quality available to purchase.

Laundry service at nominal charge.

Two days of annual leave per month.

Start of Tour & End of Tour paid transportation.

7 days "Leave from Theatre" plus reimbursement of ticket - up to € 1.000 for every 6 months spent in the theatre.

Medical Insurance, small fee charged.

24/7 Death and Disability coverage.

If interested, please apply in accordance with the General Information for applicants provided through the following link:

http://www.isaf.nato.int/images/stories/File/General_Information_ApplicantsCH1.pdf