

STAFF ASSISTANT (RELEASE AND DEPLOYMENT MANAGEMENT)

Post Number: IJC SISKAF 0060

Application Closing Date: 05 Mar 2013

International Security Assistance Force (ISAF)
Location: Kandahar Air Field (KAF), Afghanistan
Post - International Civilian Consultant (ICC) Grade - IIA

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

Post Description:

Headquarters International Joint Command (HQ IJC) is responsible together with Afghan National Security Forces (ANSF) for neutralizing the insurgency in specified areas in order to protect the Afghan people and provide a secure environment. Deputy Chief of Staff Operations (DCOS Ops) Support is responsible for planning and execution of the Combat Support and Combat Service Support. DCOS Ops Support is responsible for oversight of the execution of Combat Support functions. Sector ISAF is responsible for providing single Enterprise Service Management to the ISAF Area of Operation (AOO). Sector ISAF Command Staff Group (SISCSG) – is responsible for delivering a Coalition, Command, Control, Communication, Computers, Intelligence Surveillance and Reconnaissance (C5ISR) service to support operational requirements. Squadron KAF (SISKAF) is responsible for the delivery of CIS Services in the KAF Headquarters under Sector ISAF direction. The incumbent is responsible for the management of software application releases onto the Afghanistan Mission Network (AMN).

Principle Duties:

Create and manage Releases into the live environment, working in close conjunction with Change Management and change providers.
Reviews changes to ensure Releases include appropriate content.
Splits the requirements of releases into logical groups that can be handled efficiently by change coordinators.
Conducts site acceptance reviews for new systems being implemented in-theatre and reports outstanding issues back to C&I Agency.
Prepares a business case for a new release when additional funding is needed for its implementation.
Organizes and conducts post-implementation meetings to collect improvement suggestions for future releases.
Carry out management and releases of Patches in coordination with Change Management & Service Asset Configuration Manager (SACM).
Provide support/resilience and administration activity the Release & Deployment Managers in RDM, act as deputy for both RDM managers.
Creates a back-out plan for each and every release to ensure the network can be restored to pre release status in case of release failure.

Additional Duties:

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

Essential Qualifications:

Professional/Experience:

Experienced RDM Manager at Expert level with a deep understanding of RDM in large organisations that are geographically diverse and a multi-cultural environment.
Very good understanding of Change Management and SACM.
Information Technology Infrastructure Technology (ITIL) Service Transition/lifecycle qualified

NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

Education/Training:

ITIL practitioner
SMF Overview

Language:

English: Good level of written and spoken language skills.

Standard Automated Data Processing (ADP) Knowledge: Working Knowledge

Desirable Qualifications:

Professional/Experience:

Project management experienced
Bachelor degree or equivalent experience in an IT/CIS role in a multinational environment

Education/Training:

PRINCE2 qualified
Analytic mind-set with attention to detail
Quality documentation and report writing ability

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 Sector ISAF leadership.

Must have a good understanding of organizational staff work

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 an ability to engage and communicate with the Customers at all levels to manage expectations.

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

Professional Contacts:

The candidate will be required to establish and maintain good working relations with both military and civilian personnel at KAF

Contribution to Objectives:

The candidate will be expected to learn, understand and strive to meet the CIS priorities set by the Sector ISAF. 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:

Fast-paced, multinational environment. Living conditions may be deemed austere. Lodging is arranged on the military compound.

The incumbent will be required to undertake operational deployment assignments within the Afghanistan AOR.

The work is normally performed in a typical deployed office environment.

Field Working Conditions apply.

The risk of injury is categorized as: Medium Risk

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

NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

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