

IAMD COE JOB DESCRIPTION**PART I – JOB SPECIFICATIONS**

<u>POST NUMBER:</u>	IAMD-FNS05	<u>DATE:</u>	June 2021
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	CIS Technician	<u>JOB CODE:</u>	FNS05
<u>NATIONALITY:</u>	GRC	<u>SERVICE:</u>	ANY
		<u>AUTH.RANK:</u>	OF 1-2

PART II – DUTIES

A. Post Context: This is a post in the Framework Nation Support Branch (FNSB) of the IAMD COE. The incumbent is responsible for providing technical services regarding the CIS Systems. The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of FNS Branch.

C. Principal Duties:

1. Supports and maintains the CIS hardware such as routers, switches, PCs, laptops, tablets, cameras, microphones, headphones, speakers, general VTC equipment including screens and TVs, Voip Telephones ;
2. Acts as the Configuration control Manager for all CIS equipment;
3. Maintains the CIS servers properly and the relevant non break systems (e.g UPCs);
4. Maintains the wiring infrastructure such as Fiber optics, ethernet, sockets adaptors;
5. Prepares all the necessary equipment in order to support conferences, training, lessons and meetings with physical presence or virtually;
6. Acts as the Cryptographic Material Custodian;
 - a. Controls and accounts for all Cryptographic material;
 - b. Supports and maintains the Cryptographic material as required;

D. Additional Duties:

1. The incumbent of the post may be required to perform other specific duties as directed by the FNS Branch Head or higher.

PART III - QUALIFICATIONS**A. Essential Qualifications:**

1. **Professional/Experience:**
 - a. Experience supporting and maintaining military telecommunications and information systems;

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- b. Extensive experience in Local Area Network (LAN) CIS support and maintenance;
- c. Experience in Cryptographic material managing, control and usage.

2. Education/Training:

Completed National training on the support and maintenance of digital information systems, including routers, servers and workstations;

3. Security Clearance:

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. Language (Listening, Speaking, Reading, Writing):

English: SLP 3333.

5. Standard Automated Information System (AIS) Knowledge:

- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);
- b. Working knowledge of the current mail tool;
- c. Working knowledge of the Web Browsing tools.

B. Desirable Qualifications:

1. Professional/Experience:

- a. Previous experience in NATO CIS.
- b. Experience in dealing with large scale, modern CIS support management, network management, and operations and maintenance of IT systems;
- c. Experience in CIS hardware and software configuration control and maintenance;
- d. Extensive experience in server administration;
- e. Experience in database management and programming;
- f. Experience in staff duties, preferably in the field of office/CIS programming.

2. Education /Training:

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3. **Additional Language:**

Not Required.

C. Civilian Post:

Not Applicable.

D. Remarks:

1. A minimum handover period of two weeks is required on the rotation of appointees.