

NATO UNCLASSIFIED

| Notification of a vacancy | |
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| Post/Vacancy Number : | SIA92 |
| Grade : | B6 |
| Title : | Security Specialist |
| Division/Office : | Security Section |
| NATO Body : | NAPMA |
| Location/Country : | Brunssum, The Netherlands |
| Closing Date : | 2 November 2018 |
| Point of Contact : | Human Resources & Travel Office +31 (0)45 5262788 |

Duties:

Responsible to the Security & Information Assurance Officer (SIA90) for the following duties:

- Provides support on all security matters for the accomplishment of the office tasks as required.
- Acts for the Security & Information Assurance Officer in his absence for Security related duties.
- Assists and advises the Security Officer on all security and administrative matters.
- Assists implementing the NAPMA Security Operating Instructions (OIs) and other relevant security rules and procedures.
- Co-ordinates the overall protection of the NAPMA premises in liaison with the JFC HQ police, maintains and supervises the NAPMA Access Control System, and manages all security passes.
- Assures proper Access Control of all NAPMA visitors. Implements and maintains a log system of these accesses at the NAPMA entry desk.
- Liaises with JFC HQ on all NAPMA-related issues dealing with parking and traffic in the JFC HQ compound.
- Installs, maintains and controls security locks on vaults and containers. Organises combination changes in accordance with the OIs. Manages and maintains all NAPMA locking devices and keys.
- Supervises and assists in the technical surveys of the NAPMA premises, IT and electronic equipment.
- Assists maintaining the security database in the domains of Personnel and Industrial Security.
- Provides global administrative support including for the international hand carriage of classified documents in co-ordination with the Registry.
- Monitors the physical control of NATO CONFIDENTIAL and NATO SECRET documents, and performs spot checks and inspections. Supervises the destruction of all NATO SECRET documents.
- Assists in the security education programme and in the in-processing of newly assigned personnel.
- Monitors IT security in general and controls the distribution of all classified removable magnetic storage media.
- Monitors and assists in the International Visit Control Procedures.
- Maintains a database of visitors.

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Duties (con't):

Assists in the investigation of security violations, classified document losses, and any other breaches of security.

- Implements and supervises the appropriate procedures during times of terrorist threat.
- Acts as the NAPMA Safety and Fire Marshall:
 - Drafts, implements and maintains fire/safety and bomb threat OI, the Instructions for the NAPMA First Responder Organisation Team OI and the Health and Safety OI.
 - Co-ordinates all fire/safety related issues with NAPMA General Services and the appropriate JFC HQ authorities and services.
 - Supervises and monitors the NAPMA First Responder Organisation Team on a daily basis.
 - Provides the First Responder Organisation equipment to all NAPMA First Responders.
- Conducts fire evacuation exercises in co-ordination with the JFC HQ's Staff Officer Fire Prevention.
- Organises and implements an annual first aid training programme.
- Attends training courses relevant to the above duties.
- Performs any other duties as required.

Qualifications:

Required:

Higher secondary education with at least 5 years of relevant experience in a similar post, and extensive knowledge of NATO security regulations and procedures; Experience in operating a personal computer; Aptitude for leadership; Sound judgment and initiative; Ability to organise and provide required security and safety training; Capable of working in a demanding environment; Character qualities of tact and discretion; Experience in working with the IT tools of Excel, Access and Word.

Desired:

General understanding of computer principles and Electronic Data Interchange (EDI) techniques; Working knowledge of Dutch.

Experience with Enterprise Resource Planning (ERP) systems or equivalent.

Must be fluent in one of the two NATO Official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

Any applicant should be in possession of a NATO COSMIC Top Secret (CTS) security clearance.

A NAPMA Application Form of any applicant is requested to be forwarded to NAPMA, Attn: Human Resources & Travel Officer, PO Box 8002, 6440 HA Brunssum, The Netherlands, no later than Friday, 2 November 2018. Should you have further questions, please contact our Human Resources & Travel Officer, Tel (31)45-526-2788 or via e-mail at recruitment@napma.nato.int.

Please be aware that the duration of the contract is limited to 31 December 2019 with no guarantee of renewal.