

	<p>NATO AEW&C PROGRAMME MANAGEMENT AGENCY</p> <p>NOTIFICATION OF VACANCY</p>
Post Title:	Security and Information Assurance Officer
Post Number:	SIA01
Duty Location:	Brunssum, The Netherlands
NATO Grade	A3 / Grade 17
Division/Office	Security and Information Assurance Section
Branch/Section	-
Clearance:	COSMIC Top Secret (CTS)
Manages/Supervises (no. of staff)	2 (directly/indirectly)
Closing Date	Friday 28 January 2022
Point of Contact	Human Resources & General Services Office recruitment@napma.nato.int
Application Details:	<p>A NAPMA Application Form of any applicant should be forwarded by email to recruitment@napma.nato.int The application form can be downloaded at www.napma.nato.int.</p> <p>NAPMA can only employ nationals from the NAPMO nations for this position. Applications should be supported by the member of the Board of Directors of the respective nation.</p>

1. POST SUMMARY

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations.

Within the Agency the Information Assurance (IA) Officer is responsible to perform the security-staff related functions for the CIS operated by NAPMA in accordance with NATO policy. The Security Officer is responsible to perform all tasks related to personnel, physical security, security of information as well as classified project and industrial security tasks for NAPMA.

2. PRINCIPAL DUTIES

The Security and Information Assurance Officer is responsible to the Chief of Staff for the following duties:

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- Identifying and evaluating IA related requirements and risks, conducting security risk assessments and providing risk management recommendations for CIS operated by NAPMA.
- Advising in all matters of IA and CIS Security related to CIS operated by NAPMA.
- Developing, tasking, revising, amending and updating IA/security related documentation for CIS operated by NAPMA.
- Preparing the Security Accreditation request of CIS operated by NAPMA.
- Representing NAPMA, as appropriate, during IA and Security related interactions with government entities or industry and during NATO IA/CIS Security fora.
- Liaising with NATO and National Authorities in the domain of Information Assurance/Security.
- Staying abreast of IT developments, IA best practices, cyber security, development in the security area, as well as NATO's CIS security policy and supporting directives, NIST publication and ISO/IEC 27000 standards.
- Establishing/maintaining security organization to perform Agency security functions.
- Advising on all aspects of NATO Security Policy and Supporting Directives and procedures.
- Advising on intelligence and counter-intelligence matters in cooperation with NOS and JFC.
- Drafting and assuring implementation of the NAPMA Security Operating Instructions (OI's);
- Implementing of the NATO security clearance certificate procedures for personnel in co-operation with National Security Authorities.
- Supporting the NAPMA Registry regarding Security of Information and classified documents.
- Coordinating of Classification Management and Document Security procedures.
- Organizing overall protection of NAPMA premises with the help of MOD Guards personnel for manning of the NAPMA Security Desk and supervising personnel assigned for security duty at NAPMA.
- Acting as NAPMA Deputy Zone Commander and assists the ZONE Commander (NAPMA COS) in all his First Responder Organizations (FRO) responsibilities.
- Ensuring of the continuous management, coordination, monitoring and supervision of the NAPMA FRO team on a day-to-day basis.
- Acting on behalf of the NAPMA Zone Commander during his absence.
- Conducting security investigations and inspections within NAPMA and implementing of follow-up actions.
- Monitoring compliance and providing training where required and acting as the point of contact on NATO personal data matters.
- Acting as Privacy Officer in accordance NAPMA directives.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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

Is part of his/her responsibility to assure efficient and effective design, development, establishment and implementation of adequate Internal Control (IC) activities in the respective functional areas.

4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

University degree in computer science or engineering or equivalent education in a closely related field; At least 5 years practical experience in cyber defence, CIS Security (INFOSEC);

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Familiarity with NATO security policy, supporting directives as well as security requirements; Experience in security accreditation of automated systems handling classified information; Strong analytical skills with scrupulous attention to detail; Ability to work independently and as a team member, establish cooperative working relationships, and manage multiple concurrent tasks and activities; Ability to translate technical language to lay audiences, and establish and maintain effective working relationships; Excellent verbal and written communications abilities; Ability to learn and adapt to new technology, and prepare clear and concise written communications.

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.

5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

Experience in command & control systems and underlying technologies; Be familiar with project management disciplines; Knowledge of the NATO E-3A mission system; Exposure to Information Assurance and airworthiness impacts on software and hardware development. Knowledge of IP-based and public communications, security appliances, and VPN solutions. Working knowledge of Dutch.

6. ATTRIBUTES / INTERRELATIONSHIPS

Working with people, shows respect for the views and contribution of team members, listens, supports and cares for others.

Applying expertise and technology, applies specialist and detailed technical expertise, develops job knowledge and expertise (theoretical and practical) through continual professional development.

Makes rational judgements from the available information and analysis.

7. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Creates own measures of excellence and improves performance;
- Analytical Thinking: Sees multiple relationships;
- Clarity and Accuracy: Monitors data or projects;
- Flexibility: Adapts to unforeseen situations;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Plans and acts up to a year ahead;
- Organizational Awareness: Understands organizational climates and culture;
- Self-Control: Responds calmly;
- Conceptual Thinking: Applies learned concepts;
- Empathy: To be open to others' perspectives;
- Organizational Commitment: Ability to align own behavior with the needs, priorities and goals of the Organization.

8. REMARKS

Any candidate should be in possession of a valid COSMIC Top Secret (CTS) security clearance when taking up the position.

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