



Information Assurance (Accreditation) Officer-190726

Primary Location Belgium-Brussels
NATO Body NATO International Staff (NATO IS)
Schedule Full-time
Salary (Pay Basis) 5,467.45Euro (EUR) Monthly
Grade A.2/A.3

Description

1. SUMMARY

The Information Assurance Officer is responsible to the Head IA&CD for all duties assigned to him/her. He/she is responsible to coordinate and support all BICES security accreditation activities, including BICES Element accreditation and interconnections accreditation with all the appropriate stakeholders especially the Nations and Organizations connected to BICES.

He/She is responsible to contribute to the Communications and Information Systems (CIS) security aspects of the BICES Enterprise Architecture and the BICES Group Executive (BGX) Element Architecture, including verification aspects to change and configuration management.

He/She is responsible within the IA&CD accreditation executive section for the Security aspects of the Enterprise Architecture Functional Team lead by the Enterprise Architect.

When designated by the BICES Programme Management Board (BPMB), after being proposed by the Deputy Director, he/she will participate in IA-related Capability Development projects teams.

2. RESPONSIBILITIES OF THE POST

The incumbent is responsible to carry out tasks in relation to:

- documentation of technical, physical and personnel security aspects;
- security assessments of computer network and application aspects;
- support of the development of security policy and supporting documentation;
- contribution to the BICES and BGX CIS security architecture;
- verification of installation aspects of network and host equipment and of the update of the Configuration Management Data base especially from a security and accreditation perspective;
- conduct and support of vulnerability assessment/auditing activities;
- support of security inspection activities;
- conduct and support of project management activities;
- implementation of system security technology;
- coordination of all BICES security accreditation activities;

- support of security accreditation activities of the BGX Element;
- maintaining of the Security Accreditation status of BICES and its interconnected systems;
- maintaining of the BICES security accreditation documentation and correspondence;
- maintaining of the BICES Information Assurance Library;
- support and provision of information assurance training;
- support of the preparation and conduct of the BICES Security Working Group (BSWG) and the BICES Security Accreditation Board (BSAB) meetings;
- participation, when assigned by the BPMB, in the security-related aspects of identified projects for Capability Development (CAPDEV); and,
- support of any urgent matters.

Additionally, the incumbent will be required to:

- represent the BGX at meetings of national, NATO or other international bodies as required;
- represent the IA&CD Office in official meetings; and
- liaise with national, NATO or other international bodies and individuals as required.

3. QUALIFICATIONS AND EXPERIENCE

Essential

- Minimum 3 years proven experience in Information Assurance activities.
- University degree in information technology or engineering with a core area in information technology, or national/NATO IA expertise at officer level for more than 5 years.
- Be familiar with:
 - NATO and/or national intelligence systems;
 - CIS project management techniques; and,
 - CIS design.
- Ability to understand, assess and solve complex technical issues.
- Proven ability to communicate effectively orally and in writing with good briefing skills.
- Sound capacity to deal and negotiate with Nations and NATO stakeholders.
- Knowledge of information management techniques.
- Detailed knowledge of LAN and WAN communications, with the ability to define, design and implement communications infrastructures.
- Detailed knowledge of router-based networks.
- Detailed knowledge of firewall and guarding technologies.
- Detailed knowledge of vulnerability assessment techniques.

Desirable

- Knowledge of NATO security policy and supporting directives.
- Post graduate experience in computer engineering or information management systems, or equivalent combination of appropriate qualifications and experience.
- Experience working in a multinational environment.
- A working knowledge of NATO organisations and procedures.
- Awareness of service management best practices/ITIL methodology and its implementation.
- Experience in the Cyber Defence field.
- Knowledge of BICES environment.
- Knowledge on Security Risk Assessment methodologies and tools.

4. PERSONAL ATTRIBUTES

- Personal qualities of tact, judgement and adaptability. A sense of diplomacy and propriety in order to work harmoniously with colleagues, both military and civilian, and more particularly from nations and from NATO.

5. PROFESSIONAL CONTACTS

- Establish and maintain professional relations with appropriate officials, both military and civilian, within nations, NATO and other international organisations as required and in particular to be able to carry out the main duty of dealing with accreditation.

6. INTERRELATIONSHIPS

- To supervise accreditation aspects in relation to a communications and information system as directed.
- To give accreditation related guidance to BGX personnel involved in the operation and development of a communications and information systems.

- To coordinate and give accreditation related guidance as necessary to the appropriate personnel of the BICES Community.
- Ability to manage a team.

7. WORKING ENVIRONMENT

- Normal office environment.
- Working in fielded environments might be necessary for shorter periods.

8. TRAVEL REQUIREMENTS

- Some travel is required.

9. LANGUAGE PROFICIENCY

- Must be fluent orally and in writing in one of the official languages of the Organization; a working knowledge of the other is desirable (e.g. English SLP 4443 – Listening, Speaking, Reading and Writing).

NOTE: The work, both oral and written in this post and in this organisation as a whole, is mainly conducted in English.

10. CONTRACT:

The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 5 years. The incumbent may also apply for conversion to an indefinite contract during the period of renewal and no later than one year before the end of contract.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 5 years subject also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is eight years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

NOTE:

Irrespective of previous qualifications and experience, candidates for twin-graded posts will be appointed at the lower grade. Advancement to the higher grade is not automatic, and will not normally take place during the first three years of service in the post.

Under specific circumstances, serving staff members may be appointed directly to the higher grade, and a period of three years might be reduced by up to twenty four months for external candidates. These circumstances are described in the IS directive on twin-graded posts.

11. RECRUITMENT PROCESS:

Please note that we can only accept applications from nationals of NATO member countries.

Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: www.nato.int/recruitment

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment, can be found at our website (<http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>)

12. ADDITIONAL INFORMATION:

NATO as employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.