

Notification of a vacancy

Post/Vacancy Number :	HRS02
Grade :	B6
Title :	Security Specialist
Division/Office :	Human Resources & General Services Office
NATO Body :	NAPMA
Location/Country :	Brunssum, The Netherlands
Closing Date :	2 November 2012
Point of Contact :	Mrs. R.A.W. Sawyer +31 (0)45 5262788

Duties:

Responsible to the Security Officer (HRS01) for the following duties:

- Providing support on all security matters for the accomplishment of the office tasks as required.
- Acting for the Security Officer in his absence.
- Assisting and advising the Security Officer on all security and administrative matters.
- Assisting in implementing the NAPMA Security Operating Instructions (OIs) and other relevant security rules and procedures.
- Coordinating the overall protection of the NAPMA premises in liaison with the JFC HQ police, maintaining and supervising the NAPMA Access Control System, and managing all security passes.
- Assuring proper Access Control of all NAPMA visitors. Implementing and maintaining a log system of these accesses at the NAPMA entry desk.
- Liaising with JFC HQ on all NAPMA-related issues dealing with parking and traffic in the JFC HQ compound.
- Installing, maintaining and controlling security locks on vaults and containers. Organising combination changes in accordance with the OIs. Managing and maintaining all NAPMA locking devices and keys.
- Supervising and assisting in the technical surveys of the NAPMA premises, I.T. and electronic equipment.
- Assisting in maintaining the security database in the domains of Personnel and Industrial Security.
- Providing global administrative support including for the international hand carriage of classified documents in co-ordination with the Registry.
- Monitoring the physical control of NATO CONFIDENTIAL and NATO SECRET documents, and performing spot checks and inspections. Supervising the destruction of all NATO SECRET documents.
- Assisting in the security education programme and in the in-processing of newly assigned personnel.
- Monitoring I.T. security in general and controlling the distribution of all classified removable magnetic storage media.
- Monitoring and assisting in the International Visit Control Procedures.
- Maintaining a database of visitors.
- Assisting in the investigation of security violations, classified document losses, and any other

breaches of security.

- Implementing and supervising the appropriate procedures during times of terrorist threat.
- Acting as the NAPMA Safety and Fire Marshall, which will include:
 - Drafting, implementing and maintaining fire / safety and bomb threat OI, the Instructions for the NAPMA First Responder Organisation Team OI and the Health and Safety OI.
 - Coordinating all fire / safety related issues with NAPMA General Services and the appropriate JFC HQ authorities and services.
 - Supervising and monitoring the NAPMA First Responder Organisation Team on a daily basis.
 - Providing the First Responder Organisation equipment to all NAPMA First Responders.
- Conducting fire evacuation exercises in co-ordination with the JFC HQ's Staff Officer Fire Prevention.
- Organising and implementing an annual first aid training programme.
- Attending training courses relevant to the above duties.
- Performing other related duties as assigned.

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 COSMIC Top Secret (CTS) security clearance. A NAPMA Application Form of any applicant is requested to be forwarded to NAPMA, PO Box 8002, 6440 HA Brunssun The Netherlands, no later than Friday, 2 November 2012. Your cooperation is greatly appreciated. Should you have further questions, please contact our Human Resources & Travel Officer, Mrs. Robbin A.W. Sawyer, Te (31)45-526-2788 or via e-mail at sawyer@napma.nato.int.