

Duty Location: **Mons, Belgium****VACANCY NOTICE****Senior Administrator (Site Security Manager)**Grade: **A3**Reference Number: **A07(2013)(MON)**

This is a position within the NATO Communications and Information (NCI) Agency, an organization of the North Atlantic Treaty Organization (NATO).

The NCI Agency serves the Alliance through unbiased application of scientific and technical support, and C4ISR (Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance) acquisition expertise.

The NCI Agency is organized in a top-level management directorate and distinct yet interrelated segments: Chief of Staff; Executive Management; Demand; Service Supply; Service Delivery; and General Services Segment. This post is assigned to the Service Provision Segment.

Post of Site Security Manager (SSM SP) is a position within the NCI Office of Security, a body within the NCI Agency. The NCI Agency serves the Alliance through the unbiased application of scientific and technical support, and C4ISR (Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance) acquisition expertise. NCI Agency operations are underscored by the organization's core values and vision to be an essential, one-team contributor to NATO success. The NCI Agency operates on the basis of sponsor-provided funding, which enhances its product and service focus. The NCI Agency is an innovative and trusted Alliance partner and achieves its short- and long-term goals and objectives through the application of strategy-focused organizational principles, to which this post is directly linked.

Particular emphasis is placed on the delivery of focused, cost effective and pervasive protective security services throughout the whole Agency.

**Responsibilities:**

The SSM SP is responsible, through the Agency Security Manager (ASM), for providing timely subject matter expert advice and support to SP senior management and staff based in Mons, Sectors, Signal Regiments, NCI Agency Glons and the NATO Communications and Information Systems School (NCISS) on all protective security, personnel security and industrial security matters as they affect SP personnel and facilities.

The SSM SP is responsible, through the Agency Computer Information Systems Security Manager (CISSM), for providing timely subject matter expert advice and support to SP senior management and staff based in Mons, Sectors, Signal Regiments, NCI Agency Glons and the NATO Communications and Information Systems School (NCISS) on all Information Assurance matters as they affect SP personnel and facilities.

The SSM SP is responsible for the day-to-day administration and efficient operation of the NCI Agency SP Security Section, with particular emphasis on physical security, security of information, access control, personnel security, and emergency planning within NCI Agency SP.

The SSM SP is responsible for effective liaison with, and providing professional advice and guidance on Agency Security Policy, to all SP Sectors and Entities subordinated to and reporting to NCI Agency SP.

The SSM SP directs the work of the SP Security Office and is responsible for timely and effective coordination and consultation with the SHAPE Security Office (SSO) on all protective security matters and issues.

The SSM SP has direct access to the Location Principal SP on all sensitive security matters.

The SSM SP is responsible for drafting and executing a programme of continuous security inspections to ensure that all NCI Agency SP sectors meet the required security & safety standards under CM (2002)49 and ACO (70-1).

**Duties:**

The incumbent will perform the following duties:

- Administers and monitors daily operation of the NCI Agency SP security infrastructure, including Divisional Security Officers and Divisional Information Security Officers.

## NATO UNCLASSIFIED

- Advises and assists NCI Agency SP Unit and Entity Security Officers on all protective and Information Assurance security matters pertaining to their respective units/entities.
- Effects close liaison with NIATC for matters relating to Information Assurance, Scientific Programme of work, Experimental Programme of Work
- Within the Resources management team liaises with and, under the guidance of the Agency Health & Safety Manager and the SHAPE Security Office, prepares draft emergency plans relating to fire emergencies, bomb threat, technical emergencies, and Hazardous materials (HAZMAT);
- Within the Resources management team, assists the ASM in providing technological based security change, design and facilitation of an enhanced and flexible security management programme that responds to, and anticipates, changing business requirements;
- Conducts regular security inspections of subordinate NCI Agency SP Sectors and entities and offering professional advice and guidance where necessary to part-time security staff;
- Is a member of the NCI Agency Health & Safety Committee;
- Is a member of the NCI Agency Security Committee;
- Is a member of the SHAPE Security Committee;
- Is a member of the SHAPE Health & Safety Committee;
- In conjunction with the Agency Health & Safety Officer conducts Fire and Safety Risk Assessments within NCI Agency SP and recommends appropriate control and rectification measures in accordance with NCI Agency good housekeeping policy and procedures;
- In conjunction with the SHAPE Security Office manages, all internal security investigations and reporting of security violations and other security events/incidents within NCI Agency SP;
- Assists in the planning, preparation and execution of an Agency wide comprehensive Security Education programme for all permanent staff, nationally contributed staff, and hosted programme staff, contractors and consultants, including initial in-processing and final out-processing security briefings for all personnel joining or leaving the Agency at SHAPE.
- May participate in, or coordinate any external Information Assurance (IA) and Counter Intelligence (CI) investigation in which SHAPE based NCI Agency SP personnel are involved.
- Assists in the preparation, management and coordination of the Agency Personnel Reliability Programme and is responsible for ensuring that a Personnel Security Clearance database is maintained for all NCI Agency SP based employees.
- In coordination with the ASM, provides input for security budget management of Protective Clothing, uniform, Fire Safety equipment, mandatory security and safety training.
- Effects and maintains effective liaison with Host Nation law enforcement, emergency services, CI & Security Services and Customs Agencies and the SHAPE Security Office.
- Participates in the recruitment and selection of staff including chairing, where appropriate, interview boards.
- Deputize for the ASM as required;
- Perform any other duties as may be required.

### **Experience and Education:**

- A university degree in an appropriate discipline, preferably equivalent to a Masters' Degree supplemented by relevant postgraduate qualifications. Exceptionally, a combination of civilian/military qualifications and experience;
- A minimum of 5 years working in and managing protective security, counter intelligence, physical protective security (including Hostile Vehicle Mitigation) Security of Information, Personnel Security, IA, Security Education, BCP and Force Protection.
- Proven ability to communicate effectively orally and in writing, good briefing skills.

### **Desirable Experience and Education:**

- Formal academic qualifications in management, security, IA and Business Continuity management and planning;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Trained and experienced in multi-national committees, working groups and conferences in a dynamic and changing environment;
- Have attended the NATO Security Officers course, or the NATO Defence against Terrorism course at the NATO School Oberammergau and/or the NATO Information Security Officers course at the NATO CISS.
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

## NATO UNCLASSIFIED

### Language Proficiency:

- English SLP 3333 (Listening, Speaking, Reading and Writing)
- **NOTE:** Most of the work of the NCI SP is conducted in the English language.

### Competencies or Personal Attributes:

- Integrity and Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics and Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Priority Setting - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Listening - Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
- Conflict management - Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.

### Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as regular travel between SHAPE and subordinate NCI Agency SP entities.
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

### Professional Contacts:

The incumbent is responsible for:

- Maintaining professional relationships with Agency senior management and other individuals and groups within NCI Agency SP;
- Coordinates and liaises with NATO HQ, ACO, ACT, BICES Group, National Military Representatives to SHAPE (including Partners for Peace (PfP), National Support Units at SHAPE, and NATO Schools;
- Coordination and liaison with Host Nation Emergency Services, Military and Civil Police Law Enforcement bodies, and with the SHAPE Security Office.

### Supervisory/Guidance Duties:

- The incumbent leads, supervises, and gives professional guidance and direction to the NCI Agency SP Security & Safety personnel, including the Emergency Response Team (Floor Wardens and First Aid Team).;
- Responsibilities include providing input for staff performance evaluation, development, and training to promote teamwork and delivery of quality services.

### Working Environment:

- Normal office environment;
- Occasional operational/exercise requirements;
- Work extended and/or flexible working hours if required in accordance with the Agency policies.

**Security Clearance Level:** NATO Cosmic Top Secret

**Starting Salary and Contract Offer:**

- Starting basic monthly salary is 5,997.17 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**How to apply:**

To apply for this position, **you must complete an application form** (quoting reference "A07(2013)(MON)") and send it to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int) by close of business:

**Wednesday, 20 February 2013**

**It is intended that the interviews will take place in the week of 8 April 2013.**

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.
- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO CI Agency application forms can be downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>