

Duty Location: **Mons, Belgium****VACANCY NOTICE****Technician (NIAPC Support)**Grade: **B5**Reference Number: **B07(2013)(MON)**

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

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

The NATO IA Technical Centre (NIATC) is responsible to Director of Operations to provide Information Assurance operations, services, technical support and enterprise security management at the strategic, operational and tactical levels throughout NATO in order to protect NATO information from any form of attack and from deliberate or accidental exposure.

Plans and Operations Branch is responsible to Head NIATC for all short term and long term planning, coordination and execution of Information Assurance support to NATO operations, exercises and static support.

IA Plans and Policy Section provides long term planning for new and evolving NIATC services.

The IA Evaluation Cell is responsible for the formal Operational Evaluation (OPEVAL) of candidate cryptographic equipment and Security Services as tasked by the NATO C3 Board IA Sub-Committee No. 4 (CaP4).

**Duties:**

Under the direction of Cell Head & Engineer (IA Evaluation), the incumbent will perform duties such as the following:

- Design, implement and maintain the NATO Information Assurance Product Catalogue which will be hosted on a Microsoft SharePoint Portal on both the NATO Unclassified network and the NATO Classified network.
- Design build and document the underlying SharePoint portal and develop back up and resilience for the systems used for hosting the NIAPC
- Design and manage a database form entry system to allow the NIAPC operators to be able to input, delete/modify and audit NIAPC product information.
- Develop and manage a cross domain solution (NATO Unclassified to NATO Classified) that will allow for the automatic synchronization of the NIAPC between domains.
- Responsible for documenting all accreditation aspects in preparation of system accreditation and CCB approval.
- Maintain a SHAREPOINT portal for all NATO IA information on both the NATO Classified networks and the NATO Unclassified network.
- Advise management in all aspects of NIAPC design, implementation and maintenance.
- Act as Information Manager for all NIAPC activities.
- The employee may be required to assist and provide input to ongoing IA product evaluations as directed by his supervisor.
- May be required to work outside normal working hours in the event of significant or prolonged security incidents.
- Directly contributes to the long term development of the NATO IA online portal and NATO IA Product Catalogue (NIAPC). He is expected to provide valuable input to the future development of the AC322 D0042 Directive for the NATO IP Product Catalogue and to assist in the overall IA awareness capability of the Plans and Policy section, NIATC and NCIA in general.
- Deputize for higher grade staff

- Perform other duties as may be required.

**Experience and Education:**

- Vocational training at a higher technical level in a relevant discipline. A higher educational qualification but less practical experience or a less formal educational background combined with particularly relevant practical experience may also be acceptable.
- Technical background, detailed knowledge of SharePoint and WEB design and maintenance
- At least 8 years' relevant experience, including experience in:
  - Microsoft SQL2005/2008 database management.
  - Microsoft SharePoint design within the last three years.
  - SQL database design and management.
  - SQL database disaster recovery procedures and replication.
  - WEB management within the last five years.
- Good working knowledge of .NET framework 3.5 / 4.0, ASP.NET, XML, XSLT, JavaScript, ADO.net and IIS.
- Working knowledge of virtual infrastructure management, VM Ware VSphere,
- Working knowledge of MS Office suite and advanced knowledge of eMail Clients/Web Browsers.

**Desirable Experience and Education:**

- University degree in a field related to the function of the post.
- Practical experience in providing security services to NATO;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT;

**Language Proficiency:**

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

**Competencies or Personal Attributes:**

- Drive for Result - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interested and yet be fair to other groups; can solve problems with peers with a minimum noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers;
- Interpersonal Savvy - Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Informing - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- 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.

**Travel:**

- The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO

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International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

- Occasional business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices;

### Professional Contacts:

The incumbent is responsible for:

- Maintaining professional contact with external National security Agencies, NATO Agencies and Commercial IA Vendors
- Providing operational IA support and advice to the NATO agencies and project management staff as requested. Liaises directly with NATO/Command/Agency security authorities as required.
- Establishing and maintaining regular contact with commercial entities in support of products employed to support the NIAPC process.

### Supervisory/Guidance Duties:

- Although the incumbent has no direct reports (first-line reporting), he or she is responsible for managing own workload and providing informed advice and guidance toward the provision of uninterrupted security services across the NATO-wide enterprise.

**Working Environment:** Normal office environment.

**Security Clearance Level:** NATO Secret

### Starting Salary and Contract Offer:

- Starting basic monthly salary is 3,893.10 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 "B07(2013)(MON)") and send it to [recruitment@ncia.nato.int](mailto:recruitment@ncia.nato.int) by close of business:

**Friday, 15 February 2013**

**It is intended that the interviews will take place in the week of 18 March 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>