

Duty Location: **Mons, Belgium****VACANCY NOTICE****Engineer (COMSEC Implementation)****NCIA**Grade: **A2**Reference Number: **A2-NIATC-200-12-BEL**

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 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. The Security Management Infrastructure (SMI) Section is responsible to Head Plans and Operations Branch for 24/7 managing and operating the NATO Information Assurance Operations Centre including the Secure Management Centre for the Online Crypto assigned systems and new generation Secure Telephones in support of NATO Operations, Exercises and Static HQs. Provides 24/7 helpdesk functionalities by providing first line of assistance and expertise for IA related incidents and providing engineering and technical oversight on assigned NIATC SMI systems and platform. Provides 24/7 first line of assistance for IA events NATO wide. The Online Crypto Cell is responsible for 24/7 remote control and central management for all systems using Online Internet Protocol (IP) crypto equipment and central management of new generation Secure Telephone systems.

The incumbent experience and corporate knowledge will provide the necessary expertise and continuity required in the operation of complex crypto security requirements associated with (and essential to) long duration, NATO wide, IP crypto infrastructure projects.

Duties:

Under the direction of Section Head (SMIC), but largely under own initiative, the incumbent will perform duties such as the following:

- Management of Secure Management Centres (SMC) including: Key management, Access control management, Security Monitoring, IP Crypto Configuration management, Error location and recovery, Dbase backup, Alarm handling.
- Management of NATO Wide PKI user profiles, CA certificates, End-User certificates, other root CA domains certificates, CRLs and ARLs.
- Management of 24/7 IA helpdesk service.
- Management of IA incident.
- Tasking, coordination and management of Watchkeepers.
- Execution of NIATC Heads direction in troubleshooting IA incident.
- Provide real-time technical expertise to Online Crypto Cell Head to maintain secure communication layer of NATO CIS.
- Provide technical guidance to develop the procedures followed by the Watchkeepers to perform operations on the managed IP Crypto.
- Supervise the proper technical execution of these procedures and their adequacy in detecting problems in a timely manner.
- Supervise the Watchkeepers actions and their adequacy in fixing or elevating problems in a timely manner.

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- Conduct IP Crypto Site Inspections at ACO and NATO Agencies having IP Crypto devices connected to the Secure Management Centre.
- Responsible for the receipt, storage and accounting of Crypto material issued for the operation of the Secure Management Center.
- Coordination in regards to new COMSEC installations and modifications.
- Coordination with Agencies' Divisions regarding to network changes/modifications.
- Provide technical support and assistance to ACO wide and NATO Agencies and National MODs.
- Coordination of duties in area of CIRC 24/7 watch-keeping personnel/team responsibilities such as: receiving advisories from national and non-government CERTs, disseminating general incident related information to CIS operating authorities, providing technical support and assistance to NATO CIS operating authorities in respect to malicious code prevention, providing liaison with other CERTs, providing limited technical support and assistance to NATO CIS operating authorities in respect to intrusion detection, performing initial incident response, recovery, and reporting activities in support of operational NATO CIS, reporting incidents and vulnerabilities to the NATO CIRC (NCIRC) Coordination Centre, co-ordinating the collection and processing of all NCIRC information for NU, NR, MS and NS systems, providing centralized on line Vulnerability Assessment of remote networks and interfaces
- Support incident response, i.e., forensic investigation in parallel of recovery and reporting activities.
- Provide, as requested, technical support to forensic investigation.
- Provide assistance to TIER 3 as required in respect to intrusion detection and malicious code prevention.
- Management of NATO Secure ISDN Equipment (NSIE) including: device administration, certificate management, audit administration and analysis, help-desk function.
- Close coordination in the technical management of the Alternate capability.
- Deputize for higher grade staff
- Perform other duties as may be required.

Experience and Education:

- A university degree in a relevant discipline, or equivalent combination of appropriate qualifications and experience;
- At least 2 years' relevant experience;
- Completion of the following courses:
 - 049 016 NNCCRS Site Tech.
 - PKI Entrust Authority Security Manager
 - TCE621 Operator Course THALES Norway
 - TCE671 Operator Course THALES Norway
 - TCE671 System Administration Course
 - NSIE ELCRODAT 6-2 Training Certificate
 - NSP2k – SNET Training Course
- Working knowledge of TCE 671/621, NSIE and CRYPTO systems and techniques.
- Working knowledge of Router configuration.
- Comprehensive knowledge of the principles of computer and communications security, networking, and the vulnerabilities of modern operating systems and applications.
- Extensive experience in the analysis of risk and in the implementation and integration of INFOSEC protective measures.
- Working knowledge of MS Office suite and basic knowledge of Web Content Management.

Desirable Experience and Education:

- Experience with Information Systems Engineering and Maintenance – INFOSEC Implementation - Computer Security

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- Experience in development and implementation of computer security policies.
- Experience in evaluation and accreditation of telecommunications and information systems.
- Experience in security requirements analysis.
- Familiarity with the detailed and complex NATO standards for the operation of CRYPTO and the associated equipment that process and secure NATO classified information.
- Post Graduate diploma in a INFOSEC related discipline.
- Chartered engineer.
- Member of a recognized professional body or institution.
- Successfully completed a national COMPUSEC course.
- 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:

- 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.
- 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.
- Organizing - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
- 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.
- Building Effective Teams - Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

Travel:

- The incumbent may be required to deploy for exercises and operations both within and outside NATO's boundaries that may exceed 30 days duration and may be on short notice. By accepting the employment contract linked to this post the incumbent agrees to deploy in excess of 30 days if required.

Professional Contacts:

The incumbent is responsible for:

- Liaising with ACO and NATO Agencies, Regional and Local CRYPTO management and operational Authorities to ensure the efficient operation of IP crypto systems.
- Liaising, advising and assisting all Project Managers and INFOSEC Officers involved in the implementation of new IP systems.

Supervisory/Guidance Duties:

The incumbent will supervise the work of ten B-Grade shift technicians.

Working Environment:

The work is normally performed in a typical Secure Facility / CIS Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: No Risk of Injury

Security Clearance Level: NATO Cosmic Top Secret/A

Starting Salary and Contract Offer:

- Starting basic monthly salary is 4,860.48 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** together with Post Requirements Form (quoting reference "A2-NIATC-200-12-BEL") and send it to recruitment@ncia.nato.int by close of business:

Tuesday, 3 January 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>