



Duty Location: **Brunssum, The Netherlands**

VACANCY NOTICE

Technician (COMSEC Implementation)

NCIA

Grade: **B5**

Reference Number: **B5-NIATC-410-12-NLD**

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 Information Assurance Operations Centre - Alternate (NIAOCA) is an alternate capability of NIATC.

NCSA Sectors resource & plan, install, operate, protect, maintain and support CIS capabilities. CIS Operations is responsible for 24/7 monitoring and reporting of Communications Services and assigned network elements throughout the Sector AOR. CIS Control Centre is the single 24/7 point of contact for the NNCC for the monitoring, reporting and incident management of assigned systems.

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. 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 continuity of service 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.

The NATO Information Assurance Operations Centre - Alternate (NIAOCA) is responsible for managing the backup capabilities for Online Crypto Management and the backup for Alternate NATO NS/NU PKI systems remote control and central management for all systems using Online Internet Protocol (IP) crypto equipment and central management of new generation Secure Telephone systems.

Duties:

The incumbent will perform duties such as the following:

- Management of Secondary Secure Management Centers (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 NS/NU PKI user profiles, CA certificates, End-User certificates, other root CA domains certificates, CRLs and ARLs.
- Close coordination in the technical management with NIAOC
- Close coordination in the technical management with Alt NCC.
- IA incidents management.
- Provides real-time technical expertise to Alt NCC to maintain secure communication layer of NATO CIS.
- Provides technical guidance to develop local procedures to perform operations on the managed IP Crypto.
- Responsible for the receipt, storage and accounting of Crypto material issued for the operation of the Secondary Secure Management Center.

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- Management of NATO Secure ISDN Equipment (NSIE) including: device administration, certificate management, audit administration and analysis, help-desk function.
- Status verification with the NIAOC.

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.
- At least 8 years' relevant experience in an INFOSEC related post.
- A good knowledge of Computer Security principles and procedures. Proficiency with Cryptography Technology. Knowledge of Internet Protocol based networks and components (routers and switches).
- Sound knowledge of the essential circuit parameters for data transmission.
- Sound Telecommunications background with a minimum of three years' experience in the management or installation of data communications equipment.
- Current operational experience in running TCE 671 and TCE 621.
- A good knowledge of public key infrastructure technology with a minimum of three years' experience in the management of PKI systems.
- Working knowledge of 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 databases and Microsoft Office suite and basic knowledge of web content management.

Desirable Experience and Education:

- Member of a recognized professional body or institution.
- Successfully completed a national COMPUSEC course.
- Prior Experience with Information Systems Engineering and Maintenance – INFOSEC Implementation - Computer Security
- 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.
- Experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT;

Remarks

The incumbent will be required to successfully complete the following training:

- TCE621 Operator Course THALES Norway
- TCE671 Operator Course THALES Norway
- NSIE ELCRODAT 6-2 Training Certificate

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.

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Competencies:

- Decision Quality – Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- 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
- Process management – Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.;
- 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;

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices;
- 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 has routine contacts with all SCE, Regional and Local CRYPTO management and operational authorities to ensure the efficient operation of IP crypto systems. Liaises, advises and assists Project Managers and INFOSEC Officers involved in the implementation of new IP systems.

Managerial Responsibilities:

The incumbent is required to organize and plan own daily activities within broad guidance from supervisor and is required to adjust these plans in line with shifting priorities.

Working Environment:

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

Security Clearance Level: NATO Cosmic Top Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 3,998.05 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 "B5-NIATC-410-12-NLD") and send it to recruitment@ncia.nato.int by close of business:

N A T O U N C L A S S I F I E D

Tuesday, 18 December 2012

- 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>