

Notification of a vacancy

Post/Vacancy Number :	NCSA – CCC ICE 0170 (2 posts)
Grade :	B4
Title :	Technician (COMSEC Implementation)
Organisational Element :	NATO Information Assurance Technical Centre (NIATC)
NATO Body :	NATO CIS Services Agency (NCSA)
Location/Country :	Mons, Belgium
Closing Date :	Friday, 14 January 2011
Point of Contact :	NC3A Recruitment (recruitment@nc3a.nato.int)

1. POST CONTEXT

The NATO CIS Services Agency (NCSA) provides secure end-to-end CIS services and support to NATO and NATO nations. 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. Communications Security (COMSEC) Branch is responsible to Head NIATC for the development, implementation, maintenance and execution of NATO-wide COMSEC responsibilities. COMSEC Engineering Section is responsible within NATO for advising on, certifying, installing and implementing all new secure installations and crypto facilities, evaluating NATO crypto equipment and maintaining configuration control of all NATO secure site, system and crypto equipment records. The Cryptographic Implementation Cell, acting as the NATO Crypto Installation Authority, is responsible within NATO for advising on, certifying and implementing all new secure installations and crypto facilities and maintaining configuration control of all NATO secure site, system and crypto equipment records. Within the Cell the incumbent acts as an Implementation Team Member.

2. REPORTS TO

Cell Head & Engineer (COMSEC Implementation), CCC ICE 0120.

3. PRINCIPAL DUTIES

The incumbent of this post is responsible for the provision of:

- The development, production and maintenance of User Operator Guides for all NATO cryptographic systems;
- The development and production of User Maintenance Guides for all NATO cryptographic systems;
- The development, production and maintenance of User Guides for all NATO Narrow Band Secure

- Voice II equipments;
- The delivery of semi-formal training during initial installation of NATO cryptographic equipment and systems;
- The maintenance and provision of in-depth technical and procedural COMSEC knowledge;
- COMSEC project planning;
- Support to the review of capability packages;
- Support to the review of TBCE's;
- Support to the review of Project Implementation Plans;
- Production and dissemination of project documentation;
- The development of secure technical solutions;
- Technical support to production of project accreditation documentation;
- Technical support to project handover (JFAI);
- Prototype IA architecture testing;
- The procurement of IA installation hardware and software in support of projects;
- Site surveys of NATO installations in support of new installations;
- The installation of COMSEC systems;
- The commissioning of COMSEC end-to-end services;
- Support to COMSEC help desks;
- The preparation of COMSEC system components prior to delivery to site;
- The compilation and storage of installation records;
- The collection and analysis of service delivery statistics;
- TEMPEST site installation surveys of NATO CIS used to process NATO classified information;
- TEMPEST advice and support to all NATO COMSEC Officers and Commanders;
- Production of formal Trip Reports.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

4. ADDITIONAL DUTIES

- The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.
- 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.

5. ESSENTIAL QUALIFICATIONS

Professional/Experience

- Comprehensive knowledge of the principles of computer and communications security, networking, and the vulnerabilities of modern operating systems and applications.
- Experience in the analysis of risk and in the implementation and integration of IA protective measures.
- Practical experience in planning, installing, or maintaining crypto equipment and their associated voice or data terminal, line and routing equipment.

- Knowledge of military cryptographic equipment and principles.
- Good working knowledge of modern communications principles to include Internet protocols (IP) networks and techniques.
- Experience in up to date network security principles and practices.
- National driving license (sedan) required.

Education/Training

Higher Secondary education and intermediate vocational training which might lead to a formal qualification with some 2-3 years experience, or a Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

Security Clearance: NATO SECRET

Language

English SLP 3322 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Standard Automatic Data Processing Knowledge

Word Processing: Working Knowledge

Spreadsheet: Working Knowledge

Graphics Presentation: Working Knowledge

Database: Working Knowledge

eMail Clients/Web Browsers: Basic Knowledge

Web Content Management: Working Knowledge

6. DESIRABLE QUALIFICATIONS

Professional/Experience

Specialisations: Subject matters include, but are not limited to:

- Cryptographic installation techniques and standards;
- NATO Implementation, COMSEC and EMSEC Directives and publications;
- NATO Logistic Support and Guidance.

7. CIVILIAN POSTS

Personal Attributes

- Must have a thorough knowledge of the detailed and complex NATO standards for the installation of crypto and the associated equipment that process NATO classified information;

- Must be able to interpret these standards to ensure that all installations meet the demanding
- NATO criteria;
- Must be able to use knowledge and judgment to solve unforeseen problems as they arise.

Contribution to the Objectives

Based on his expertise and execution of duties, the final objective of Military Committee document MC225, The Provision of Total Security for all NATO Communications, is furthered.

Work Environment

The work is normally performed in a typical Secure Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: Light Risk of Injury

8. D. REMARKS

The incumbent is required to successfully complete the following NATO training courses:

NCISS-103 CIS Orientation for NCOs - NATO CIS School

NCISS-067 COMSEC System Engineering Course - NATO CIS School

M-1-95 NATO Senior NCO Orientation Course -NATO School Oberammergau

9. STARTING SALARY & CONTRACT OFFER:

Starting basic monthly salary is 3,365.82 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate. The successful candidate will be offered a definite duration contract of one year, which may be renewed by mutual consent for up to 3 further 3- year contracts. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

10. HOW TO APPLY:

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "NCSA – CCC CEM 0040") and send it to recruitment@nc3a.nato.int. If you are unable to submit your application electronically, please send a hard copy to: Recruitment Manager, NATO C3 Agency, PO Box 174, 2501 CD The Hague, The Netherlands, by close of business:

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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 C3 Agency application forms can be downloaded

from the internet at <http://www.nc3a.nato.int/Opportunities/SubPages/SearchVacancies.aspx>