

JOB DESCRIPTION

Security Guard

NCI Agency Enterprise Services (NES) – Security Branch

Grade: **G4**

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

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

The NCI Agency helps NATO keep its technological edge. The NCI Agency is responsible for ensuring NATO has the secure networks, communications and software needed to protect peace and stability for nearly one billion citizens.

NCI Agency Enterprise Services (NES) provides and manages effective and efficient technical, creative and administrative services to the NCI Agency and acts as the interface to external customers/partners such as ACO, ACT and NATO Office of Shared Services (OSS). NES provides direct services for the Agency's major locations (Brussels, The Hague, Mons, Oeiras and Braine-l'Alleud), and provides direction and guidance to the Agency general service functions at the geographically dispersed locations (CIS Support Units (CSUs), and CSSC). NES provides policy oversight for Agency substructure and provides selected direct services to 3rd parties. NES includes eight branches that provide the Agency with the following services: Security; Facility; Design and delivery of C4ISR Prototypes; Travel and Transport; Supply and Stores; Conference Services; Creative Media Support (including Agency branding and Reproduction Services); and, Registry.

The Security Branch is responsible for the facilitation and provision of services to NCIA in all locations to protect and defend NCIA personnel, facilities, resources and information from threats posed by terrorism, espionage, sabotage, subversion and any catastrophic incident/disaster. This includes management and execution of Counter Intelligence; Physical Security; Personnel Security; Industrial Security; Security of Information; oversight and coordination of InfoSec/Information Assurance (IA); Business Continuity; and Fraud Prevention and Detection.

Duties:

Under the direction of the Site Security Manager, but under daily supervision of a higher grade and largely on own initiative, the incumbent will carry out duties such as the following:

- Implement 24 hour armed control of entry to the NCI Agency compound, the main building and associated facilities;
- Protect NCI Agency personnel, contractors and NATO classified material from harm or loss;
- Undertake armed internal and external patrol activities within NCI Agency buildings and compound;
- Ensure that good order is maintained throughout NCI Agency premises;
- Monitor security systems, action and provide written reports on all Security Alarm activations;
- Monitor communication systems including responding to external enquiries;
- Provide oral and written reports on any security incidents/occurrences;

- Undertake on-the-job training (OJT) under the direction of G6 Shift Leader or deputy;
- Undertake on-shift exercises, as required;
- Undertake personal initial and refresher professional training as necessary (First Aid, Fire-Fighting, Bomb Search, Shooting, X-Ray);
- Work day and night shift roster, as required;
- Deputize for higher grade staff, if required;
- Perform other duties as may be required; this may require working overtime.

Experience and Education:

- Higher vocational training in a relevant discipline with 1 years post-related experience. Or a secondary educational qualification with 3 years post-related experience.
- Police/security background of at least 3 years;
- Good standard of physical fitness, appearance and bearing;
- Knowledge of Personal Computers and Office Automation;
- Ability to write short reports in English.
- This position requires continued evaluation for mental and physical fitness for duty. This will be assessed at least annually as well as upon request by the NCI Agency.

Desirable Experience and Education:

- Knowledge of NATO security regulations and procedures;
- Knowledge of the Dutch language;
- 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:

- Relating and Networking - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
- Adhering to Principles and Values - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
- Adapting and Responding to Change - Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.