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Duty Location: **Mons, Belgium**

JOB DESCRIPTION

Senior Staff Officer (Future Operations)

NATO Cyber Security Centre

Grade: G17

Organisation Context:

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.

Organisational Element Statement of Functions:

The NATO Cyber Security Centre (NCSC) is responsible for planning and executing all lifecycle management activities for cyber security. In executing this responsibility, NCSC provides specialist cyber security-related services covering the spectrum of scientific, technical, acquisition, operations, maintenance, and sustainment support, throughout the lifecycle of NATO Communications and Information Systems (CIS). The NCSC enables secure conduct of the Alliance's operations and business in the context of NATO's C4ISR. The NCSC provides cyber security services and operational support to NCI Agency customers and users, as well as to all other elements of the Agency; this includes all Business Areas, Programme Offices, CIS Support Units/Elements, and the Agency Ops centre. The NCSC is responsible for providing the broad spectrum of services in the following specialist security areas: Cyber Security, Cyber Defence, Defensive Cyberspace Operations and support to Allied operations and Missions (AOM). In executing its responsibilities, the NCSC provides lifecycle security risk management services for all NATO CIS. The NCSC leads in the development of the new capabilities and innovation in Cyber Security. The NCSC incorporates and provides specialist services to prevent, detect, respond to and recover from cyber security incidents. The NCSC is evolving to include aspects of mission assurance into its mission to ensure continued success of NATO operations.

Duties and Responsibilities:

Under the direction of the Section Head, the incumbent will perform duties such as the following:

- NCSC Plans: support cyber planning activities with other NATO organisations, Governmental Organisations, Non-Government Organisations, Computer Incident Response Capabilities (CIRCs) and Computer Emergency Response Teams (CERTs) of NATO member nations, national representatives other external bodies;
 - Liaison with external partners involved in Cyber operations within the NCSC;
 - Specific to Cyber operations, responsible for ensuring continuation of working relationships and development of operating procedures with new organisations.
- Oversees the readiness of the Rapid Reaction Team by managing employment plan to include equipment maintenance period, training, participation to exercise and deployments;
- NCSC Staff Support: Compilation and distribution of internal/external NCSC reports;

NATO UNCLASSIFIED

- Responsible for the development of Internal/External operating procedures for use of cyber capabilities, resources, and services, in support of NATO operations and Defensive Cyber Operations (DCOs);
- Assists in the compilation and development of NCI Agency and NCI Academy course modules and briefings specific to cyber operations;
- Provides direct staff-level support to NCSC leadership, as required;
- Prepares and/or delivers Cyber Security briefs on Support to Cyber Operations and/or DCOs at locations throughout NATO;

Additional duties for this post:

- Acts as Service Delivery Manager for Cyber Security Services;
- Deputizes for higher grade staff as required;
- Performs any other duties as may be required.

Education and Experience (essential):

- A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in a related discipline and 3 years post-related experience. Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency, that is, at least 10 years extensive and progressive expertise in duties related to the function of the post;
- At least 2 years Cyber Defence related experience;
- A good knowledge of Defensive Cyber Operations technical tools;
- Ability to use office automation tools to an advanced standard (MS Office Professional);
- A good familiarity and understanding of military communication systems and networks.

Education and Experience (desirable):

- Post graduate degree in a field related to the function of the post;
- NATO Comprehensive Operations Planning Course (COPC) (JPL-OP-3555) provided by NATO - School Oberammergau (NSO) or Strategic Operations Planning Course (SOPC S5-45) in NSO or any other NATO strategic/operational planning course;
- Practical experience gained within a CIRC/CERT activity;
- Prior experience of working in an international mission environment comprising both military and civilian elements;
- Previous experience working in a Security type position;
- In depth knowledge of the NATO Operational Planning Process;
- Proven experience of Operational Headquarters, including familiarity with key J2, J3 and J5 roles, preferable in a Staff Officer capacity;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Behavioural competencies:

- *Deciding and Initiating Action* - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.
- *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.

- *Formulating Strategies and Concepts* - Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.
- *Delivering Results and Meeting Customer Expectations* - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

Language:

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.