POST DESCRIPTION
NATO INTERNATIONAL STAFF

DIVISION	JOINT INTELLIGENCE AND SECURITY DIVISION NATO OFFICE OF SECURITY (NOS) SECURITY INTELLIGENCE BRANCH
TITLE	Assistant, Personnel Security
GRADE	G8/G10 (B3/B4)
JOB FAMILY	Support - Administrative Support
WORK LEVEL	III
POST No.	JIS0206
SECURITY CLEARANCE	NS
CONTRACT CLAUSE	H

SUMMARY

The Joint Intelligence and Security Division (JISD) has two main missions: to provide strategic intelligence to NATO HQ decision makers and to protect NATO's personnel, information, and physical assets. JISD's Intelligence pillar, comprised of both military and civilian personnel, is responsible for ensuring the situational awareness of the North Atlantic Council (NAC), the Military Committee (MC) and the senior-level decision-makers on strategic issues of concern. Its functional areas address intelligence analysis and production, intelligence policy, and intelligence capability development. JISD's Security pillar is responsible for the overall coordination of NATO security among member Nations, NATO civil and military bodies as well as International Organizations and partner countries with which NATO cooperates. It is also responsible for the security of the NATO Headquarters (HQ), its personnel, information, physical assets, and for the protection of the Secretary General.

Within the Personnel Security Office (PSO) in the JISD's NATO Office of Security (NOS), the incumbent carries out the duties of Personnel Security Assistant. Under the guidance of the Personnel Security Officer, the incumbent ensures the efficient handling of a wide range of assigned support duties of an administrative and operational nature relating to personnel security activities.

QUALIFICATIONS AND EXPERIENCE

The incumbent must:

- possess an educational qualification equivalent to higher secondary level;
- have at least 4 years of experience in administrative and/or organizational work, preferably in security and personnel security domains;
- have general knowledge of the security framework for protecting classified information, and a demonstrated understanding of personnel security and insider threat principles;
- demonstrate the ability to effectively manage numerous and complex data sets and information as well as to draft clear and concise reports on subject matters, ensuring data accuracy, consistency, and protection; and
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; and II ("Elementary") in the other.

The following would be considered an advantage:

- demonstrate a track record of delivering high quality support to customers, display discretion, and very good interpersonal and communication skills, both oral and written;
- demonstrate knowledge of National and/or NATO security policy and regulations, in particular with regard to personnel security and security clearances; and
- have experience of working effectively in a multi-national and multi-cultural environment.

MAIN ACCOUNTABILITIES

Project Management: Assist with the day-to-day administration and support in the planning of projects, supervised by the Personnel Security Officer, in a timely and accurate manner. Support the processing of personnel security activities, and security clearance applications and renewals. Act as back-up in the Principal Assistant's absence. Liaise with security points of contact to ensure efficiency in daily management of workload and processes.

Knowledge Management: Type and format all kinds of documents, including tables and figures requiring careful presentation. Take minutes at meetings as necessary. Contribute to an effective follow-up system for pending actions within the Section. Collect, categorise, and track relevant information required for various tasks and projects, especially those related to security clearance applications, follow-ups, and renewals. Maintain well-structured databases and paper filing systems to ensure quality and relevance of input to the knowledge management systems.

Expertise Development: Proactively develop skills in areas such as security, personnel security, and insider threat programmes, as well as planning and organising skills, new technology, languages and effective communication, and security related matters. Liaise with others to leverage knowledge.

Perform any other related duty as assigned.

INTERRELATIONSHIPS

Reporting Line: The Assistant reports to, and is under the overall direction of, the Personnel Security Officer.

Interactions: The incumbent works closely with other Divisions and national Delegations.

Direct reports: N/A
Indirect reports: N/A

COMPETENCIES

The incumbent must demonstrate:

- Clarity and Accuracy: check owns work.
- Customer Service Orientation: personal responsibility for correcting problems.
- Empathy: listens actively.
- Flexibility: acts with flexibility.
- Initiative: is decisive in a time-sensitive situation.
- Organizational Awareness: understands the Organization's structure.
- Teamwork: expresses positive attitudes and expectations of team or team members.

J.C. Gad Justesen-Jørgensen
Director
NATO Human Resources

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