

**NATO UNCLASSIFIED**

Date of Approval: 10 February 2025

	<p>NATO AEW&amp;C PROGRAMME MANAGEMENT AGENCY</p> <p><b>NOTIFICATION OF VACANCY</b></p>
Post Title	Information Assurance Specialist
Post Number	PMA91
Duty Location	Geilenkirchen Airbase, Germany
NATO Grade	G14 / B6
Nation	NU
Division/Office	Programme Management Division
Branch/Section	Information Assurance IPT
Clearance	NATO Secret (NS)
Manages/Supervises (no. of staff)	n.a. (directly/indirectly)
Closing Date	Wednesday 23 April 2025
Point of Contact	Human Resources & General Services Office <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a>
Application Details	<p>A NAPMA Application Form of any applicant should be forwarded by email to <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a>. The application form can be downloaded at <a href="http://www.napma.nato.int">www.napma.nato.int</a>.</p> <p>NAPMA can only employ nationals from the NATO Nations for this position.</p>

**1. POST SUMMARY**

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations.

As the primary duty, the Information Assurance (IA) Specialist is responsible for assisting the FLEP CIS Security Officer (CISSO) to provide oversight on the implementation of CIS security controls, measures and procedures across all FLEP environments in accordance with NATO security policies. As directed, this position will embed with NAEW&CF or Mission System Engineering Centre (MSEC) at Geilenkirchen Airbase to execute the full scope of designated duties.

## **NATO UNCLASSIFIED**

### **2. PRINCIPAL DUTIES**

The Information Assurance Specialist is responsible to the Information Assurance Engineer (PMA01) for the following duties:

- Supporting the CISSO in monitoring security and incident response programs; overseeing and investigating CIS security incidents; maintaining a record of all persons authorized to use any part of the CIS and ensuring proper custody of computer storage media;
- Providing IA engineering expertise during the design, development, test, and deployment of NE-3A modernisation projects;
- Supporting IA security accreditation activities with NAEW&CF and contractor representatives in order to meet programme timelines;
- Reviewing and amending updating security accreditation related documentation for NE-3A modernisation projects;
- Representing NAPMA during IA related interactions with industry, the NAEW&C Force, and other NATO organisations;
- Participating in programme activities with contractors to include, but not limited to, proposal evaluations, documentation reviews, technical interchange meetings, management and design reviews, and related engineering activities;
- Coordinating with other divisions, offices and branches within NAPMA to ensure Information Assurance engineering activities are properly addressed at the sub-system and system level;
- Assuming full responsibility for the CISSO in absence of the CISSO;

### **3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

The incumbent may be required to perform other related duties as directed.

### **4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

#### **Qualifications:**

- Higher vocational training in a relevant discipline with 4 years post- related experience.
- Or a secondary educational qualification with 6 years post-related experience.

#### **Experience:**

- At least 5 years of experience in computer science, information technology or a closely related technical field.
- At least 3 years experience conducting CIS Security Accreditation for NATO or NATO Nation CIS on the level of a NATO primary/domain Security Accreditation Authority or National Security Agency.
- At least 3 years experience with the design and implementation of cybersecurity controls in accordance with NCIRC (or NCSC), NIST or similar standards and guidelines.
- Excellent verbal and written communications abilities.

## **NATO UNCLASSIFIED**

### **5. DESIRABLE QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in computer science, information technology or a closely related technical field.
- Current knowledge and experience with NATO CIS Security accreditation and related policies.
- Experience with installation, configuration, and hardening of networking and crypto equipment.
- Experience supporting Security Accreditation Boards on a multinational/international level.
- Experience in supporting CIS Security related Working Groups/Meetings/Boards; Experience in systems engineering in an avionics environment.
- Knowledge of the NAEW&C Programme and E-3A mission system. Attainment of Cyber Security certifications such as Security+, CISSP or equivalent.

### **6. ATTRIBUTES / INTERRELATIONSHIPS**

All NAPMA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

- The ability to establish and maintain excellent working relationships at all levels in a multicultural context and with respect for diversity.
- Excellent interpersonal and team working skills with the ability to interact and communicate at all levels within NAPMA as well as with the Force.
- The ability to work in a changing, developing and demanding environment.

### **7. LANGUAGE REQUIREMENTS**

Must be fluent in one of the two NATO official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

### **8. REMARKS**

This grade is the senior non-officer grade and one would expect to find an experienced and highly competent person who has technical training and expertise, but not necessarily a degree level of education. At this level some supervisory and junior management duties are expected and/or a high level of specific technical competence which involves some project management. In addition, the post will require the exercise of independent judgement within the parameters of the roles and responsibilities of the post and would be expected to exercise a degree of initiative.

Any candidate should be in possession of a NATO Secret (NS) security clearance when taking up the position.

When applying for a NAPMA vacancy, it is necessary for NAPMA to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment.