Applications are now invited for the post of Staff Assistant (CIS Security) – TSC MVXX 0210, NATO Grade B-5 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA.

Applications must be made online:
https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en

Closing date for applications: 15 March 2020

Location: Norfolk, Virginia, USA

- **Notes for candidates**: the candidature of NATO redundant staff at grade B-5 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers**: If you have qualified redundant staff at grade B-5, please advise the HQ SACT Civilian HR Manager no later than the closing date.

**Contract:** Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

**Salary:** Starting basic salary (effective 1 January 2020) is USD 5979.27 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int
Staff Assistant (CIS Security) – TSC MVXX 0210

NATO Body: Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, VA, USA

Schedule: Full-time

Basic Salary: 5979.27 USD per month.

Grade: B-5

HQ SACT vacancy notice 200124

Are you a CIS Security expert? If so, this position offers you a unique opportunity to support the NATO Alliance at its Warfare Development Command.

Post Context

ACT contributes to preserving the peace, security and territorial integrity of Alliance member states by leading, at Strategic Command level, Warfare Development required to enhance NATO’s posture, military structures, forces, capabilities and doctrines.

The Resources and Management Directorate acts on behalf of SACT on all internal management and resource-related issues. It monitors the coherency of ACT plans to ensure that ACT remains an effective and efficient organization and improves continuously.

The ACT Office of Security Branch is responsible for providing and coordinating security services to the headquarters, its subordinate commands, and supporting the NATO community at large, to ensure the security of its personnel, assets, and resources.

The Staff Assistant (CIS Security) in the ACT Office of Security provides specialist support to CIS Security for ACT.

Reports to: Section Head (CIS Security)

Principal Duties: He/she will

a. Providing security accreditation support for ACT (HQ and subcommands) and NATO CIS Security Accreditation Board. Performing status review of software Change Requests (CRs), coordinating the resolution of questions or clarifications with author and HQ personnel and tracking CRs until completion/rejection;

b. Participating in HQ SACT sponsored Security Accreditation Boards

c. Providing security status briefs for HQ CIS Security Accreditation Boards, User Groups and, the Change Advisory Board and the Configuration Control Boards as required;

d. Serves as alternate CIS Security trainer;

e. Providing technical support for governance of CIS Security rules, and procedures including support for compliance inspections and exercises;

f. Oversight of the ACT CIS/Cyber security education and awareness programme;
g. Execution of the HQ SACT CIS/Cyber security education and awareness programme;

h. Supporting the NATO CIS/Cyber security education and awareness programme.

i. Conducting technical investigations in support of security programme development, policy enforcement, and CIS violation investigations;

j. Conducting application security testing for NATO and SACT CIS;

k. Participating in investigations of security breaches;

**Essential Qualifications**

a. Higher Secondary education and completed higher vocational training in information security, computer science or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

b. 3-5 years experience in software configuration management and information security including the conduct of audits.

c. 3-5 years experience in system testing.

d. At least one years experience in cyber security awareness.

e. In-depth knowledge of computer forensic tools and techniques.

f. Experience with Intrusion Detection Systems.

**Language**

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

**Desirable Qualifications**

**Professional Experience**

a. Knowledge of the organization and structure of NATO.

b. Experience as a Test Coordinator for a complex, multi-site information system.

c. Knowledge of UNIX, or similar client server architecture.

**Education/Training**

a. Instructional Techniques for Instructors.

b. Cyber Defence NATO CIS Security Officer (INFOSEC Version 2.0)

c. NATO Security Course

d. NATO Staff Officer Orientation Course

e. SANS Security Awareness Professional Course provided by SANS
Attributes/Competencies

**Personal Attributes:** Capable of working harmoniously in a multi-national environment to ensure readiness for the conduct of remote site testing while representing and projecting the needs of SACT in a firm but tactful manner. He/she must be self-motivated and is expected to work unsupervised in the performance of assigned duties. He/she should display sound independent judgment and have the confidence to exercise that judgment where required. He/she must exhibit and employ tact and diplomacy when coordinating corrective and preventative actions within a team environment. He/she must also display a good general knowledge of system engineering and be able to apply that knowledge in novel and imaginative ways.

**Managerial Responsibilities:** Serve as the team leader in accomplishing the goals assigned to the CIS team. Coordinate the actions of a multinational staff when acting as Test Coordinator for Security Tests conducted as part of the formal independent test of HQ SACT Requirements Division CIS products.

**Professional Contacts:** Must be able to liaise effectively, both internally and externally with military and civilian personnel of all grades and ranks. The post regularly deals with the NATO Computer Incident Response Capability. During investigations, which may be extremely sensitive, the post has contact with members of HQ SACT’s staff at all levels.

**Contribution To Objectives:** The post provides the technical knowledge and guidance to ensure that HQ SACT’s IT infrastructure remains secure. He/she takes a prominent role in ensuring the quality of CIS products developed by the engineering teams delivering new products in support of the Allied Command Transformation’s mission.

Work Environment

He/she will be required to work in a normal office environment.

Contract

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Notes for Candidates

The candidature of NATO redundant staff at grade B-5 will be considered with priority.

Notes for NATO Civilian Human Resources Managers

If you have qualified redundant staff at grade B-5, please advise the HQ SACT Civilian HR Manager no later than the closing date.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int