IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS (REV 2)

POST NUMBER: **IAMD-FNS04**   DATE: **SEP 2022**

HQ / UNIT: **IAMD COE**   DUTY LOCATION: **CHANIA/GR**

JOB TITLE: **CIS Security Specialist**   JOB CODE: **FNS04**

NATIONALITY: **GRC**   SERVICE: **ANY**   AUTH.RANK: **OF-3/4**

PART II – DUTIES

A. Post Context: This is a post in the Framework Nation Support Branch (FNSB) of the IAMD COE. The incumbent is responsible for providing CIS services, Automated Information Systems (AIS) services and support. The working language of the IAMD COE is English.

B. Reports to: The incumbent reports to the Head of the FNS Branch.

C. Principal Duties:

1. Manages the CIS system;;

2. Acts as the Local CIS Configuration Control Officer and manages configuration control of all CIS;

3. Maintains the interoperability of the CIS with other approved NATO CIS where applicable;

4. Maintains the CIS Requirements Plan, including analyzing shortfalls in local CIS, identifying improvements and initiating necessary procurements;

5. Acts as the IAMD COE INFOSEC Officer and advises the staff on INFOSEC matters;

6. Manages/provides AIS training for IAMD CoE staff personnel;

7. Maintains all AIS equipment;

8. Assists in the provision of a CIS Helpdesk and user support function for the staff;

9. Acts as the focal point for Framework Nation CIS support;

10. Acts as the Network System Administrator and the focal point for liaison with outside agencies (NCIA, NSPA, SHAPE, Civilian Contractors, etc.) on day-to-day network administration matters;

11. Acts as the Communications Security (COMSEC) Custodian;

    a. Controls and accounts for all COMSEC material;

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    b. Actions COMSEC updates and undertakes Crypto changes as required;

    c. Ensures the correct destruction of COMSEC material in accordance with NATO regulations.

12. Analyses any reported suspicious cyber defence activity and decide whether it should be handled as an incident;

13. Executes cyber defence incident handling and response procedures when necessary;

14. Undertakes activities related with the identification, collection and preservation of digital information on security incidents;

15. Conducts cyber defence assessments on periodical basis to discover the vulnerabilities and exposures of CIS;

16. Conducts post-incident analysis activities, leveraging the information collected from the networks, to conduct root cause analysis and identify user mistakes, unpatched vulnerabilities or potential gaps in preventive mechanisms that may have led to the incident;

17. Evaluates security information collected through long periods, to enable correlation and trends analysis, to be complemented with threat information in order to achieve cyberspace situational awareness;

18. Conducts security assessments on any software or hardware that is being evaluated for approval before deployment on the network;

19. Conducts periodical audits and inspections to verify that the cyber defence of the NATO related network is in compliance with the minimum requirements;

D. Additional Duties:

    1. The incumbent of the post may be required to perform other specific duties as directed by the Head of the FNS Branch or higher.

PART III - QUALIFICATIONS

A. Essential Qualifications:

    1. **Professional/Experience:**

    a. Experience managing and operating military telecommunications and information systems;

    b. Extensive experience in Local Area Network (LAN) administration and

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CIS support;

c. Experience in COMSEC handling, control and administration.

2. **Education/Training:**

Completed National training on the support and maintenance of digital information systems, including routers, servers and workstations;

3. **Security Clearance:**

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. **Language (Listening, Speaking, Reading, Writing):**

English: SLP 3333.

5. **Standard Automated Information System (AIS) Knowledge:**

a. Working knowledge of the current office suite (document, spreadsheet, presentation, database);

b. Working knowledge of the current mail tool;

c. Working knowledge of the Web Browsing tools.

B. Desirable Qualifications:

1. **Professional/Experience:**

a. Previous experience in NATO CIS Security posts.

b. Experience in dealing with large scale, modern, AIS support management, network management, and operations and maintenance of IT systems;

c. Experience in AIS hardware and software configuration control and maintenance;

d. Extensive experience in server administration;

e. Experience in database management and programming;

f. Experience in staff duties, preferably in the field of office/AIS programming.

2. **Education /Training:**

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a. A Masters or First Degree in a CIS associated technology or discipline;

b. NCISS Latina CIS Orientation Course Officers (101)

c. NCISS Latina NS LAN Basic Administrator Course (141);

d. NCISS Latina NS WAN Information Manager II Course (142);

e. NCISS Latina INFOSEC/COMSEC Officer Course (278);

f. NCISS Latina INFOSEC/COMPUSEC Officer Course (279);

g. NCISS Latina NS WAN Mail Manager Course (281).

h. NCISS Latina Crypto Custodian Course;

i. NCISS Latina LAN Basic Administrator Course;

j. NCISS Latina NS Wide Area Network (WAN) Information Manager II Course;

k. NCISS Latina Router (NIDTS) Techniques Course;

l. NCISS Latina NS WAN Mail Manager Course.

m. NSO. Network Security Course M6-108, ACT 369

n. NCIA, Oeiras, NATO CIS SECURITY OFFCER, A0280

o. NCIA, MONS, Cyber Security Risk Assessment and Management ,A3085

p. NCIA, MONS, Endpoint Security and Network Access Control, A3049

q. NCIA, MONS, Network Configuration and Troubleshooting, A3046

r. NCIA, MONS, Computer Forensics Bootcamp,A3138

s. NCIA,MONS, Firewall, Essentials: Configuration and Management, A3114

3. **Additional Language:**

Not Required.

C. Civilian Post:

Not Applicable.

D. Remarks:

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A minimum handover period of two weeks is required on the rotation of appointees.