

# AX-25 (Senior) CIS Security Officer

Post N° AX-25/ Ref. No 2024\_00739

**JOB DESCRIPTION** - please click [here](#).

## General Qualifications

- University degree in Computer or Information Science, Cyber Security, Information Assurance, Information and Communication Technologies, or equivalent field education.
- At least 5 years' experience (in combination with a Master's level qualification) or 7 years' experience (in combination with a Bachelor's level qualification) in Information Assurance and CIS Security, or in security management dealing with Cyber Security or CIS auditing activities.
- Very good knowledge of and experience in a broad range of CISS and Cyber Security disciplines within the Agency, a similar organization, or a governmental institution requiring similar high level security requirements.
- Very good knowledge of and experience in planning and execution of CIS/Cyber Security Training & Awareness at the organizational level;
- Very good knowledge in CIS/Information and Communication Technologies (ICT) security concepts and methodologies, combined with a very good understanding of underlying technical aspects;
- Ability to multi-task, manage time and work effectively under pressure while producing high-quality products under short-notice deadlines;
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

## Specific Qualifications

- Good knowledge of and experience in CIS/ICT security accreditation/verification during acquisition and/or engineering of CIS/ICT projects for a large organization, and in planning and implementation of security architecture of major CIS.
- Knowledge and experience in CIS/IT System engineering, implementation and administration.
- Practice in writing security documentation in relation to security policies, security accreditation and training and awareness.
- Good knowledge and work experience in CIS/ICT security accreditation, testing and inspections or auditing.
- Good knowledge and work experience in security administration, management and configuration of Microsoft Operating Systems, Active Directory, and other network and/or CIS/Cyber security tools.
- Good knowledge of common CIS/Cyber security frameworks and governance models.
- Good knowledge of and experience in CIS/ICT Risk Analysis and Management methodologies.
- Good knowledge and work experience in planning and/or executing of CIS/Cyber Security training and awareness programme activities.

## LANGUAGE QUALIFICATIONS

- NATO's official languages are English and French. The work of this post requires

**Position Number:**  
AX-25

**Ref. No.:**  
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**Position category:**  
Security

**Grade:**  
NATO grade 15/17:A2  
A3

**Minimum educational level:**  
University Degree (Master) in relevant field or equivalent experience

**Duty location:**  
Capellen, Luxembourg

**Who can apply?:**  
NATO Civilian Staff and external candidates who are nationals of a NATO member country are invited to apply.

**Application Deadline:**  
23 May 2025

**Vacancy status:**  
Receiving applications until deadline

fluency in English, while working knowledge of French is desirable.

## **WHAT DO WE OFFER?**

- Multicultural environment
- Initial three year contract with competitive monthly tax-free salary (subject to Article 19 of the Ottawa agreement on exemption of Taxation)
- Additional benefits for expatriate staff including expatriation and education allowances (where applicable) and additional home leave
- Excellent health coverage
- Great work/life balance
- Generous annual leave of 30 days plus official holidays
- Pension Scheme

## **POST DETAILS**

- Basic monthly salary: EUR 7 599, 21 to 9 365,21 tax free.

## **HOW TO APPLY?**

All candidates (internal and external) should refer to the [FAQs](#) before applying.

**NSPA internal candidates** must submit additionally their latest completed **performance report**.

**NSPA staff members** of the same grade can submit a transfer request till 09 May 2025.

**Applications sent via e-mail will be automatically rejected.**

## **IMPORTANT NOTES**

Qualified redundant NATO civilian candidates of the same grade will be considered in priority.

Interviews are expected to be held approximately six weeks after the application closing date. The Talent Acquisition and Development Office shall let you know in due course the outcome of the screening process.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with.

The Agency would appreciate it if addressee countries could provide their support by submitting candidates whose security clearance can be effected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

NSPA as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NSPA welcomes applications of nationals from all Member States and strongly encourages women to apply.

## **EMPLOYMENT STATUS REQUIREMENT FOR CURRENT MILITARY OR ADMINISTRATION POST HOLDERS:**

Please note that if you currently hold a military or administration post, you will be required to decide, in accordance with your national authorities' regulations, whether to retire or resign from your post, or apply for special leave from your national authorities. If you are invited to a preliminary interview, you will be asked to indicate your preference at that time as well.

## **IMPORTANT NOTE:**

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.