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Site Security Manager-180581

Primary Location Portugal

NATO Body NATO Communications and Information Agency (NCI Agency)

Schedule Full-time

Salary (Pay Basis) : 4,343.59Euro (EUR) Monthly

Grade A.2

Description:

3000 people are working 24/7 to protect 1.5 billion citizens. We serve 29 nations by defending its networks, and providing real life support to NATO operations and missions. We connect the Alliance. We are leading IT professionals. We are NCI Agency.

The NCI Agency is looking for a talented **Site Security Manager**. In this role, you will advise and assist NCISS Oeiras Unit and Entity Security Officers on all protective and Information Assurance security matters pertaining to their respective units. If you possess relevant education and at least 5 years of relevant experience **we would like to meet you!**

Role responsibilities:

This post is active within General Services and the duty location is within the NATO Communications and Information Systems School (NCISS) Security Office Oeiras.

The SSM (GS) is responsible, through the Agency Security Manager (ASM), for providing timely subject matter expert advice and support to senior management and staff based in the NATO Communications and Information Systems School (NCISS) Oeiras on all protective security, personnel security and industrial security matters as they affect NCISS Oeiras personnel and facilities.

The SSM (GS) is responsible, through the Agency Computer Information Systems Security Manager (CISSM), for providing timely subject matter expert advice and support to senior management and staff based in NCISS Oeiras on all Information Assurance matters as they affect NCISS Oeiras personnel and facilities.

The SSM (GS) is responsible for the day-to-day administration and efficient operation of the NCISS Security Section, with particular emphasis on physical security, security of information, access control, personnel security, and emergency planning within NCISS Oeiras.

The SSM (GS) is responsible for effective liaison with, and providing professional advice and guidance on Agency Security Policy, to all NCISS Oeiras Sectors and Entities subordinated to, and reporting to, NCISS Oeiras.

The SSM (GS) directs the work of the NCISS Oeiras Security Office and is responsible for timely and effective coordination and consultation with the Oeiras Security Office on all protective security matters and issues.

The SSM (GS) has direct access to the Commander NCISS Oeiras on all sensitive security matters.

The SSM (GS) is responsible for drafting and executing a programme of continuous security inspections to ensure that all NCISS Oeiras sectors meet the required security & safety standards under CM (2002)49 and ACO (70-1).

Under the supervision of the responsible Group Head, you will be responsible for:

- Administers and monitors daily operation of the NCISS Oeiras security infrastructure, including Divisional Security Officers (DSO) and Divisional Information Security Officers (DISO);
- Advises and assists NCISS Oeiras Unit and Entity Security Officers on all protective and Information Assurance

security matters pertaining to their respective units/entities.

- Effects close liaison with NIATC for matters relating to Information Assurance, Scientific Programme of work, Experimental Programme of Work;
- Within the Resources Management Team liaises with and, under the guidance of the Agency Health & Safety Manager and the Oeiras Security Office, prepares draft emergency plans relating to fire emergencies, bomb threat, technical emergencies, and Hazardous materials (HAZMAT);
- Within the Resources Management Team, assists the ASM in providing technological based security change, design and facilitation of an enhanced and flexible security management programme that responds to, and anticipates, changing business requirements;
- Conducts regular security inspections of subordinate NCISS Oeiras Sectors and entities and offering professional advice and guidance where necessary to part-time security staff;
- In conjunction with the Agency Health & Safety Officer conducts Fire and Safety Risk Assessments within NCISS Oeiras and recommends appropriate control and rectification measures in accordance with NCI Agency good housekeeping policy and procedures;
- Under direction of ASM, and in conjunction with the Oeiras Security Office, manages all internal security investigations and reporting of security violations and other security events/incidents violations within NCISS Oeiras;
- Assists in the planning, preparation and execution of an Agency wide comprehensive Security Education programme for all permanent staff, nationally contributed staff, and hosted programme staff, contractors and consultants, including initial in-processing and final out-processing security briefings for all personnel joining or leaving the Agency at NCISS Oeiras;
- May participate in, or coordinate any external Information Assurance (IA) and Counter Intelligence (CI) investigation in which NCISS Oeiras based NCI Agency personnel are involved;
- Assists in the preparation, management and coordination of the Agency Personnel Reliability Programme and is responsible for ensuring that a Personnel Security Clearance database is maintained for all NCISS Oeiras based employees;
- In coordination with the ASM, provides input for security budget management of Protective Clothing, uniform, Fire Safety equipment, mandatory security and safety training;
- Effects and maintains effective liaison with Host Nation law enforcement, emergency services, CI & Security Services and Customs Agencies and the Oeiras Security Office.
- Participates in the recruitment and selection of staff including chairing, where appropriate, interview boards;
- Deputize for the ASM as required and when directed;
- Perform any other duties as may be required.

Person specification

Qualifications required:

We are looking for a candidate with a Master's degree at a nationally recognised/certified University in a relevant discipline and 2 years post-related experience or a Bachelor's degree at a nationally recognised/certified University in a relevant discipline and 4 years post related experience or exceptionally, the lack of a university/college degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency; that is, at least 10 years extensive and progressive expertise in the duties related to the function of the post.

Experience required:

A minimum of 5 years working in and managing protective security, counter intelligence, physical protective security (including Hostile Vehicle Mitigation) Security of Information, Personnel Security, IA, Security Education, BCP and Force Protection.

The following will be considered as an advantage:

- Formal academic qualifications in management, security, IA and Business Continuity management and planning;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Trained and experienced in multi-national committees, working groups and conferences in a dynamic and changing environment;
- Have attended the NATO Security Officers course, or the NATO Defence against Terrorism course at the NATO School Oberammergau and/or the NATO Information Security Officers course at the NATO CISS. Knowledge of NATO responsibilities and organization, including ACO and ACT.
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Competencies required:

We are looking for a person who demonstrates the following behavioural competencies:

Working with People - Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.

Leading and Supervising - Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.

Persuading and Influencing - Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.

Applying Expertise and Technology - Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.

Planning and Organising - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Delivering Results and Meeting Customer Expectations - Focuses on customer needs and satisfaction; sets high standards

for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

Travel:

Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices; May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Language skills:

A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.

NOTE: Most of the work of the NCI Agency is conducted in the English language.

Professional Contacts:

The incumbent is responsible for:

- Maintaining professional relationships with Agency senior management and other individuals and groups within NCISS Oeiras.
- Coordinates and liaises with NATO HQ, ACO, ACT, BICES Group, National Military Representatives (including Partners for Peace (PFP), National Support Units at Oeiras (where applicable)), and other NATO Schools;
- Coordination and liaison with Host Nation Emergency Services, Military and Civil Police Law Enforcement bodies, and with the Oeiras Security Office.
- Is a member of the NCI Agency Health & Safety Committee; Is a member of the NCI Agency Security Committee;
- Is a member of the Oeiras Security Committee;
- Is a member of the Oeiras Health & Safety Committee.

Supervisory/Guidance Duties:

The incumbent leads, supervises, and gives professional guidance and direction to the NCISS Oeiras Security & Safety personnel, including the Emergency Response Team (Floor Wardens and First Aid Team). Responsibilities include providing input for staff performance evaluation, development, and training to promote teamwork and delivery of quality services.

Contract

NCI Agency normally offers contracts of employment of a definite duration, not exceeding three years. Contracts may be for less than three years as required to support short-term projects, meet uncertainty with respect to the business outlook, staff performance and other factors.

Definite duration contracts may be extended for further periods. When extending contracts, the following is taken into consideration:

- Renewal is in the interest of the Agency.
- Staff member's desire to remain with the Agency.
- The financial situation provides sufficient funding for the post held.
- The skills, competencies and behaviours, potential and work experience of the staff, versus the requirements of the Agency's work and/or availability of funding.
- Staff member has served the Agency with performance to the required standard as defined by the Agency,
- Staff member's deployability to operational theatre.

Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations. The first six months of definite duration contracts are a probationary period. During this period the staff member's work is assessed to ensure that he/she has the ability to carry out the duties of the post. At or before the end of the probationary period, the staff member will be notified in writing that the appointment is confirmed or terminated or, in exceptional cases, that the probationary period is extended.

What do we offer?

Excellent tax-free salary, including (where eligible) expatriation household and children's allowances and additional privileges for expatriate staff.

- Education allowance for children (where appropriate) and an excellent private health insurance scheme.
- Generous annual leave and home leave (if eligible).
- Retirement Pension Plan.

To learn more about NCI Agency and our work, please visit our [website](#).

Please note: Due to the Agency's transition into a new structure in the near future, this post may be subject to transfer to one of our other locations, as well as to a change of reporting lines. The final decision will be made at the time of a firm offer.

The Agency's recruitment team advises you that due to the large volume of applications it receives the screening process may take up to 2 months.

We appreciate your patience.

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