

SC2024-003520 Internal IT Policy and Risk Management Assistant (NS) BELGIUM1 May

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Company: Park Lane Recruitment

Location: Belgium

Category: other-general

**Deadline Date: Wednesday 01 May 2024**

**Requirement Title: Internal IT - policy and Risk Management Assistant**

**Location**Brussels, Belgium

**Full time on-site: Yes**

**Not to Exceed: 54 Euro**

**Total Scope of the request (hours): 800**

**Required Start Date:**10 JUN-2024

**Required Security Clearance**NATO Secret

## Duties and Role

Support the risk-evaluation and decision-making process, providing direct support to the activities related to CIO's role in the NATO Board of CISOA. (BCISOA), to include planning and organizing the meetings (for CIO), preparing and distributing agendas, sharing documents and presentations with the concerned stakeholders, and drafting

the records of the meetings.

Measurement: To the NATO CIO satisfaction with the degree of timely support in organizing and coordinating BCISOA meetings, including the coordination with stakeholders with regard to meeting dates, minutes and agenda items for discussion.

Provides support to the Board of CISOA in the carrying out the daily functions of the bodies, including but not limited to the coordination of Agenda items, communication and development of official documentation (e.g. letters, memo, emails etc.).

Measurement: Effective and on-time development of deliverables (minutes, records of decision, etc) as per necessity. The quality of the support in the development of said documents will also be a factor of measurement.

Ensures a coordination function between the CIO and senior executives within the Board of CISOA, and other NATO Enterprise bodies as required. This would include b facilitating communications, and coordinating activities to achieve the OCIO strategic stakeholders' engagements objectives. Measurement: The quality of the coordination activities will also be a factor of measurement.

**NOTE :** Secure environment with standard working hours. Occasional nonstandard hours may be required in support of the Chief Information Officer urgent tasks.

## **Requirements**

NATO Secret security clearance

The contractor must have more than 3 years of experience in an international organization, preferably with experience in a coordination role and support to working groups.

The contractor must have familiarity with working practices of international organizations and multi-stakeholder groups and/or fora.

The contractor must have experience in coordinating multiple stakeholders in geographically separate locations.

The contractor must have proven communication a matured within a large international

environment.

The contractor must have excellent English writing skills (NATO equivalent SLP 4343).

Previous knowledge and experience in NATO cyberspace and/or cybersecurity field will be a desirable.

Previous experience in NATO cyber risk management/assessment activities is a desirable

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#### Cross References and Citations:

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