

Position: Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 036	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Information Security Officer reports to the Registrar through the Deputy Registrar.

Main Tasks and Responsibilities:

- To coordinate the Specialist Chambers IT and Information security programme, assisting in managing the implementation of IT and information security measures to ensure the preservation of the confidentiality, integrity and availability of information assets;
- To liaise in conjunction with the Head of Information Technology Services, and the Head of Security and Safety Unit for information security issues, especially in case of incidents;
- To compile detailed reports in relation to reported breaches of information security requiring protracted investigative actions;
- To be the Specialist Chamber's focal point for information security compromise or suspicion of compromise;
- To help develop policies, standards and action plans relating to information security issues;
- To support the Specialist Chambers daily routines by providing advice on information security related matters;
- To plan and perform security tests on the computing environment of the Specialist Chambers to verify compliance with information security architecture and to evaluate vulnerability assessments;
- To make recommendations on proposed changes to the information processing environment within the Specialist Chambers;
- To report information security risks by writing risk assessments;
- To recommend and develop the implementation of security control measures to mitigate information security-related risks;
- To assist in developing policies and standards for the backup and archiving of the Specialist Chambers information;
- To monitor the implementation of IT related security procedures;
- To perform auditing activities on information systems used for the processing of confidential information under European Data Protection Regulations;
- To develop information and IT security awareness training programmes for all the Specialist Chambers staff;
- To act as the Crypto Custodian for the Specialist Chambers;
- To manage projects in the Task officer role;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Information Security, Computer Science, Information Technology or other related university studies;
- In-depth experience and ability in collecting, assessing, analysing and reporting data related to security;
- Substantial knowledge of Information Security practices and technologies including Security Information and Event Management (SIEM) and Network logging;
- Knowledge of European Data Protection Regulations and experience of their implementation;
- Demonstrable competence with Microsoft server event analysis;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent organisational and interpersonal skills;
- Tact, discretion and respect for confidentiality;
- Ability to work productively in a fast-paced, team-oriented environment, and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Information Security Certification (e.g. CISSP, CISM or CISA);
- Experience in an international criminal or hybrid court;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.