

## **26593 - ACPV Data Discovery Support**

**Location:** Braine L'Alleud, Belgium.

**Period:** 395 ( start on 19 Oct. 2026)

**Deadline:** 18 Sep. 2026

### **Duties/Roles:**

1. Lead the Data Source Discovery by engaging with approximatively 155 internal Data Source (DS) owners – this will include:
  - Share NATO POCs, per SLO, for any Site to be surveyed;
  - Facilitate Site Survey Kick-offs;
  - Facilitate the gathering, per SLO, of the data per System Asset present in the Site surveyed and the attributes of any Data Source discovered;
  - Facilitate the Site Survey Report validation by NATO POCs.
2. Facilitate NCIA escalation process
3. Prepare and provide introductory and discovery materials to support engagement with Data source owners;
4. Support the evaluation of potential data sources to assess their applicability, reliability and alignment with ACPV objectives, and identify data sources that could enhance the project's data ecosystem;
5. Represent the NCIA to stakeholders. Deliver presentations and act as the official spokesperson for the NCIA in meetings with external parties.
6. Convey the organization's objectives, initiatives, and progress to stakeholders, ensuring they are well informed about the NCIA's activities and strategic direction.
7. Drive strong stakeholder management (internal and external)
8. Host governance sessions and maintain a clear and unambiguous set of documentation including but not limited to Risks, Actions, Dependencies, Decisions, issues and audits in addition to maintaining a repository of Data Delivery Agreements

### **Skills, Knowledge, Experience Required:**

#### *Mandatory:*

- Valid security clearance at minimum NATO SECRET level;
- A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in a related discipline and 3 years post-related experience;

- Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCIA, that is, at least 10 years extensive and progressive expertise in duties related to those in this Statement of Work.
- Good knowledge of MS Office, with a minimum of 2 years of experience;
- Data sensitivity awareness. Understanding of handling classified or mission-critical information.
- Both industry supplier and public service customer experience
- Project management and/or Business Analysis experience
- Strong communication and interpersonal skills, with the ability to engage with diverse audiences, including government entities, partner organizations, and industry leaders;
- Strong team player, with the ability to work independently and as part of a team;
- Language proficiency in English: meet or exceed the NATO STANAG 6001 Level 3 "Professional Proficiency";
- Ability to plan and execute assigned project tasks taking into account policies, programme goals, and priorities, funding and other planning constraints;
- Deep understanding of the organization's projects and priorities to effectively communicate key messages and foster positive relationships with stakeholders;
- Knowledge/ understanding of NATO responsibilities and organisation;
- Be a Positive Disruptor – ask questions;
- Prince2 foundation or significant experience in managing project work packages.

*Desirable:*

- Experience in working for or supporting a military or governmental organization;
- Knowledge of NATO Communication and Information Systems Infrastructure.

**Specific Working Conditions:**

Normal office environment following the NCIA Braine L'Alleud calendar:  
Monday to Thursday from 8h30 until 17h30 and Friday from 08h30 until 15h30

The location of performance might change to Mons or Brussels. This location change will not have an impact on the awarded price;

Exceptional teleworking activities to support service delivery can also be arranged with the Point of Contact's coordination and approval.

**Required Level of Security Clearance:**

NATO SECRET.