

26597 - Catalogue Assistant

Location: Oeiras, Portugal.

Period: 418 (start on 01 Nov. 2026)

Deadline: 25 Sep. 2026

Duties/Roles:

- Update TMS, ETOC, and ePRIME, assuring consistency of content between the NCI Academy Cyberspace Learning Catalogue and the NATO portal;
- Provide support to the Cyberspace Learning Catalogue management by managing course content updates, maintaining alignment across TMS, ETOC and the Agency Services Catalogue, and contributing to Curriculum Review activities;
- Develop and manage a Course Control Document (CCD) tracking dashboard, that manages production and repositiorium, linking it directly with the Academy Learning Cyberspace Catalogue;
- Engage with the Academy Training Branches and instructors, in order to populate the fields requested in the CCDs;
- Track the certification process of courses, coordinating with internal stakeholders to address observations, updates, or corrective actions as required, in accordance with the NATO Bi-SC 075 Directives and applicable education and training governance frameworks;
- Assure and guide that the development and production of CCDs must follow the Bi-SC D 75-007 guidance and the CCD templates as mentioned in Annex H, I, J, K, L, and M of Bi-SCD 75-007;
- Participate in the Annual and Mid-Year Curriculum Review Boards (CRB), scheduled for June and December / January, and properly execute the post-board actions related Catalogue updates;
- Support dynamic management of the Academy Cyberspace Learning Catalogue;
- Continuous engage with Agency service offerings (Services Catalogue), establishing procedures to ensure both catalogues remain aligned and up to date;
- Respond promptly and professionally to stakeholders and instructors' queries via the official communication channels;
- Build and maintain a network of Points of Contact (POCs) internally and externally to enhance coordination and responsiveness;
- Participate in the Training Coordinator Workshops (TCW) in accordance with the yearly Programming, Planning, and Scheduling (PPS) dates, being

prepared to engage with costumers and also present the last updates on the TMS, ETOC, ePRIME and the certification of courses;

- Ensure consistency and accuracy of course information across systems in accordance with established data standards and reporting requirements;
- Track and maintain an overview of the overall course and certification status in E-ITEP using the CCD tracker and related reporting tools;
- Apply strong attention to detail to identify discrepancies and ensure that all uploaded information accurately reflects approved course documentation and delivery plans;
- Provide accurate and timely reports.

Skills, Knowledge, Experience Required:

- The candidate has a NATO SECRET security clearance, issued by the national security authority, valid at the time of bid submission and covering the full duration of the contract;
- Fluent in English, with the ability to read, write, and produce technical and user documentation;
- A minimum of 2 years of progressively responsible experience in a NATO Education or Training facility or in the training department of a NATO command or international organization, including experience working with structured training processes;
- Familiarity with Bi SC 75 002 Education & Training and Bi SC 75 7 Education & Individual Training Directives, or the ability to rapidly acquire and apply such knowledge;
- Deep knowledge of NATO Course Control Documents (CCDs) or equivalent structured training documentation, including the skills to coordinate development and certification, as well as design course descriptions, performance and learning enabling objectives, as well as standard statements;
- Familiarity with ETOC, ePrime, and Academy Training Management System (TMS), or comparable training management systems, demonstrating the ability to manage course data, maintain course change records, and perform routine and high volume data management tasks;
- Proven ability to manage multiple demands in a rapidly changing environment, supported by strong administrative and organizational skills, including coordination, and high volume operational task management;
- Solid reporting and data management skills, including the ability to prepare structured reports, conduct data downloads, and perform bulk uploads.

Required Level of Security Clearance:

NATO SECRET.