



**SCIENCE AND TECHNOLOGY ORGANIZATION
COLLABORATION SUPPORT OFFICE**



**NOTIFICATION OF A “G15” GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

Post Title: Staff Officer (Operations and Coordination)
Science and Technology Organization Collaboration Support
Office (STO/CSO)
Grade: NATO Grade 15
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: the position is vacant as of 1st April 2022
Closing Date: 22nd April 2022
Vacancy ref.: 220194

The interview of shortlisted candidates is provisionally scheduled to be held on 19th and 20th May 2022.

1. POST CONTEXT AND RESPONSIBILITIES

The STO Collaboration Support Office (CSO) is one of the three executive bodies of the NATO Science and Technology Organization (STO); it is governed by the provisions of the STO Charter (www.sto.nato.int).

The mission of the STO, a subsidiary body to the North Atlantic Council, is to help position the Nations' and NATO's S&T investments as a strategic enabler of the knowledge and technology advantage for the defence and security posture of NATO Nations and Partner Nations.

The mission of the CSO falls within the framework of the STO collaborative business model where the CSO provides executive and administrative support to the S&T activities conducted through the STO Scientific and Technical Committees and their respective working groups, composed of Nations' and NATO subject matter experts.

In the Front Office of the Operations and Coordination Office (OCO), the Staff Officer (Operations and Coordination) works in complementarity with the Executive Officer (Operations and Coordination) in all areas related to the elaboration of and the support to the STO Collaborative Programme of Work (CPoW), in the coordination between the STO level 2 committees (Panels/Group), and with the other NATO S&T providers. In addition, the incumbent is the primary Officer in charge of coordinating and managing the support the OCO delivers to cross-panel activities.

Being the only civilian officer in the Operations and Coordination Office (OCO), the Staff Officer (Operations and Coordination) brings business continuity in the operational part of the CSO, especially for managerial tasks such as staff members' initial training and OCO contribution to the CSO Outreach / Communication efforts.

Functions include:

1. As primary Officer, in close coordination with the Panels/Group Executive Officers, managing and coordinating the support the OCO provides to cross-panel activities (Strategic Initiatives, Themes, etc.) and to the organization of Lecture Series and Technical Courses.
2. Assisting the Executive Officer (Operations and Coordination), in coordination with the Panel/Group Offices, in the management of all support activities associated with the preparation, consolidation, publication and distribution, and execution of the STO CPoW. Assisting the Executive Officer (Operations and Coordination) in the analytical work carried out by the Front Office on the CPoW.
3. Acting as Secretary to the Level 2 Coordination Committee (L2CC), e.g. planning, coordinating, and executing regular periodic L2CC meetings, in close coordination with the Information Knowledge Management (IKM) Office for analytical support.
4. Acting as Secretary to the STO Excellence Award Executive Group (SEAEG), e.g. planning, coordinating, and executing the SEAEG meetings necessary to the evaluation and the nomination of the STO Excellence Award.

In the fields of corporate communication, scientific messaging, outreach, and network development efforts:

5. Coordinating the Corporate Communication & Scientific Messaging efforts within the OCO, e.g. assembling the communication production delivered by the Panels/Group Offices. Timely and regularly producing scientific material related to the execution of the Collaborative Program of Work, in liaison with the Panels/Group Executive Officers, the Staff Officer (Chief of Staff (COS) Office) and the Staff Officer (IKM Office).
6. Coordinating with the Panels/Group Offices to ensure coherence between the scientific and corporate communication objectives across OCO.
7. Assisting in the planning of events and Outreach opportunities for the Panels / Group, in liaison with the COS Office and the IKM Office. Keeping track of and reporting on the execution of the Outreach and Partnership engagement Plan.

In relation with the CSO Training and Mentoring programmes:

8. Facilitating the in processing of new staff members assigned to the OCO. Preparing and delivering the OCO initial training and information to CSO new staff. Supervising and mentoring incoming interns to OCO.

In relation with the support provided to the Assistant Chief of Staff (ACOS)/Office Head:

9. Tracking taskers across the OCO, assisting ACOS in managing the timetable and the OCO battle rhythm.
10. Preparing briefing folders, talking points, memos, and gathering relevant working documents for the ACOS for missions/meetings/conferences. Organising and managing internal/external meetings/visits including high-level participants, when related to the ACOS. Taking notes at meetings organized by the Office Head and/or the OCO Front Office, and preparing documents related to the business of the ACOS.
11. Should the OCO Executive Officer be engaged backing up a vacant Executive Officer position in one of the Panels/Group Offices, the OCO Staff Officer will administratively lead the OCO Front Office under the direction of the ACOS/OCO Head.

2. AUTHORITY

The Staff Officer (Operations and Coordination) reports to the Executive Officer (Operations and Coordination). The post holder heads the Front Office when the Executive Officer (Operations and Coordination) is engaged backing up an Executive Officer vacant position in one of the Panels/Group Offices.

3. QUALIFICATIONS

ESSENTIAL

Professional /Experience

- Experience in defence research, development, test and engineering.
- Broad operational knowledge of military technology
- Skilled in administrative and technical management of research and development programs.
- Skilled in communicating orally and in writing to present facts and recommendations in clear, concise and logical terms to appropriate personnel.
- Initiative, tact and the capacity to co-operate and work harmoniously at high level with civilian and military personnel from the NATO nations.
- Experience in planning and managing scientific and technical meetings.

Education/Training

- A university degree is mandatory in science or engineering, international relations, security science or a related field.
- Be able to take notes and write meeting reports.

Language

Upper intermediate knowledge of one of the two official NATO languages (SLP 3333) and elementary knowledge of the other (SLP 2222). The work is mainly conducted in English.

DESIRABLE

The following would be considered an advantage:

Professional /Experience

- Knowledge of programmes and activities within NATO member states' S&T communities.
- Prior assignment within NATO in a position with similar responsibilities.
- Knowledge of S&T planning concepts and methods.

Education/Training

- Managerial education and training in the same or related career field.

4. COMPETENCIES

The incumbent is required to harmoniously work and cooperate with all personnel associated with the STO, and with other NATO agencies and organizations, all of whom represent various NATO Nations and Partner Nations. A cooperative attitude and use of diplomacy is required.

The incumbent bears the responsibility to manage the support that the OCO delivers to the Panels and Group in order to execute complex cross-panel activities. Being also in charge of delivering the training related to the operational pillar of the CSO to the new staff members. The post holder is the only civilian officer of a key Office, ensuring business continuity, keeping the memory of and transmitting crucial information and experience to staff members regularly affected by turn overs.

5. SECURITY CLEARANCE LEVEL

The applicant must be eligible for a NATO Secret security clearance.

6. WORKING ENVIRONMENT

Normal office work environment, with occasional long hours and travels abroad.

7. EMPLOYMENT TERMS AND CONDITIONS

The position is at grade G15. The starting basic monthly salary will be Euro 6,673.76 (2022 salary value), exempt from income tax. Specific allowances may apply, depending on personal circumstances of the incumbent.

NATO International Civilian employees benefit 30 days of annual leave, life and medical insurance, and a retirement pension plan; expatriated Staff also benefits an expatriation allowance, educational allowance for dependent children and biennial home leave.

In accordance with the NATO Civilian Personnel Regulations, the successful candidate will be offered a definite duration contract of three years, which may, on conditions, be followed by another contract. If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period subject to the agreement of the national authority; the maximum period of service in the post as a seconded staff member is six years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations in force at the date of the contract.

The appointment is subject to the receipt by the CSO of a security clearance (provided by the national Authorities of the incumbent) and to the delivery of a certificate of medical fitness by the CSO Medical Advisor.

8. APPLICATION PROCEDURE

Only nationals of the 30 NATO member countries can apply for this position.

Applications must be submitted as follows, as applicable:

- For NATO serving civilian Staff members only : please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager).
- For all other applicants: www.nato.int/recruitment

A Selection Panel will evaluate the applications. Applicants who pass the initial screening by the Selection Panel will be invited to attend an interview with the Selection Panel (tentative dates 19th-20th May 2022). Candidates will attach a resume, an application letter and educational qualifications certificates to their NTAP application.

Due to the large number of potential candidates, telephone or email enquiries cannot be dealt with.

Notes: NATO as employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply. According to the NATO Civilian Personnel Regulations, Staff members are appointed on the condition that they are over 21 and under 60 years of age at the time of taking up their appointment. However, appointment may be offered to candidates of 60 years of age or more provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.